

Risk Assessment for COVID19

Assessors

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Glen Steggall Group HR Manager

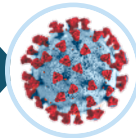
Date of next review

Jul 21

Date assessment was carried out

May 21

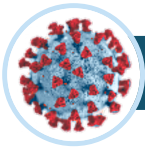
What is the hazard?



Exposure to Covid-19 Coronavirus

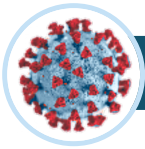
Who should go to work

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce	Those who can work from home fully are doing so. Where in other roles there is some requirement to attend site, this is kept to the practicable minimum	Regular review	HR and Senior Management	In place	Complete
Home workers	All homeworkers are provided with necessary IT and office equipment and support. Regular communication with line management and work colleagues	Regular review	HR and Senior Management	In place	Complete
Vulnerable workers	The work position of the Clinically extremely vulnerable is being reviewed on an individual basis	Review Government/ Public Health guidance	HR	In place	Complete
Self-isolate	Workforce instructed to take a COVID test and stay at home, if have symptoms of a new continuous cough; high temperature or loss of taste or smell. HR support and maintain contact with anyone who reports symptoms, including arranging testing if necessary	Regular review	HR and HS&E Manager	In place	Complete



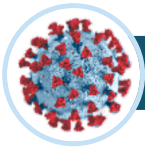
Coming to work and leaving work

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Travel to work	Workers have been provided with two snoods to provide face coverings to use to travel to work, in line with Government Advice.	Regular review	Site HR Manager	In place	Complete
	Mandatory wearing of face coverings on the Company Bus and strongly encouraged for car share.	Regular review	Site HR Manager	In place	Complete
	Face coverings required on arrival to site at start of shift monitored by management	Regular review	HS&E Manager	In place	Ongoing
Workers arriving at Site entrance	Staff have been instructed to maintain social distancing on arrival, monitored by management.	Regular monitoring	HS&E Manager	In place	Ongoing
	Site requirement to wear a face covering on site entry and exit	Regular monitoring	HS&E Manager	In place	Complete
	Additional Hand sanitiser available before clocking in and for use before exiting.	Regular monitoring and replenishment by cleaning team	Trained Staff	In place	Complete
	Temperature testing on arrival to site by passing through thermal Imaging Scanner	Regular monitoring	Site HR Manager	In place	Ongoing
Workers leaving site	Additional site exit routes made available Permitted end of shift time window widened to reduce numbers required to pass through clock house. Overseen by management	Regular monitoring	HS&E and Operations Management	In place	Ongoing



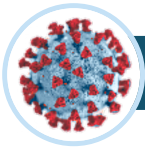
Moving around buildings and worksites

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workers walking around the site	Site rule requiring the wearing of Company-provided Type IIR face masks when moving around the site	Regular review	Management	In place	Complete
	Signage in place to remind of social distancing requirement	Regular review	Management	In place	Complete
	Canteen entrance and server floor markings to show 2m queuing	Regular review	H&S	In place	Complete
	One-way system in place where practicable for high volume traffic areas such as Canteen and site entrance	Regular review	HS&E Manager	In place	Complete
	All above measures monitored by management	Regular review	HS&E Manager	In place	Ongoing
	Walkways marked to ensure that there is 2m social distancing from site entrance through to main Factory	Regular review	Engineering	In place	Complete



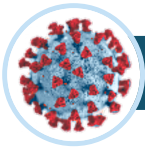
Workplaces and workstations, including offices

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Office workers	Homeworking in place, where working on site is not business-essential. 2m social distancing is in place for those working on site. Mandatory Company-supplied Type IIR face masks wearing if not in single-occupancy offices	Regular review	HR and Management	In place	Under Constant Review
	As any decision is made to increase return to office-based working an assessment of the need to move any workstations or to establish floor markings will be made	Regular review	HS&E Manager Engineering	Prior to change	
Factory Workers	Slowing the speed of lines to allow fewer personnel and changing layouts to increase distancing of personnel to ensure 2m spacing where practicable	Regular review	Operations Management	In place	Under constant review
	Making use of spare production areas where possible to improve distancing.	Regular review	Operations Management	In place	Under constant review
	Use of clear curtaining, where practicable, where face to face working cannot be eliminated	Regular Review	Engineering	In place	Complete
Visitors and Workforce	Additional hand sanitisers and wipes available in all areas	Regular review	Cleaning teams	In place	Complete



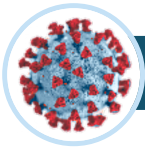
Common Areas

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce	The Smoking Area has been expanded to permit social distancing	Regular review	Engineering	In place	Complete
	Screens installed at Canteen Servery and Till for the protection of staff	Regular review	Engineering	In place	Complete
	Canteen has changed to disposable cutlery	Regular review	Site HR Manager	In place	Complete
	Seating in the canteen reduced to increase social distancing	Regular review	Site HR Manager	In place	Complete
	Additional building erected with picnic tables within providing increased seating for people when eating	Regular review	Engineering	In place	Complete
	Further seating areas provided in unoccupied office areas to permit social distancing during breaks	Regular review	Site HR Manager	In place	Complete
	All the above measures are monitored by management	Regular review	HS&E Manager	In place	Ongoing



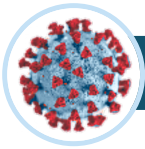
Managing visitors and contractors

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce visitors and contractors	Use of Conference/Video Calls to minimize business visitors	Policy regularly reviewed	Management	In place	Complete
	All visitors must be approved in advance	Regular review	Management	In place	Complete
	All visitors must complete a COVID-19 form before entry on to site	Regular review	Security	In place	Complete
	A record of all visitors is maintained	Regular review	Security	In place	Complete
	Only essential contractors permitted	Regular review	Engineering and Operational Management	In place	Complete
	Clear guidance given to visitors and contractors on arrival or in advance of COVID requirements	Regular review	Security & site Management	In place	Complete



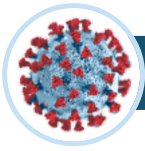
Cleaning the workplace

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce	Frequent cleaning of work areas and equipment in the factory in line with the high standards required in food factories	Regular review	Operations & Technical Management	In place	Complete
	Frequent cleaning of objects and surfaces that are touched regularly such as handrails and door handles; ensuring waste is disposed of in a suitable way	Regular review	Cleaning teams & Site HR	In place	Complete
	Frequent cleaning of office areas and regularly touched points	Regular review	Cleaning teams & Site HR	In place	Complete
	Signage and regular briefing notes to encourage the use of hand sanitisers and frequent washing of hands	Monitor for damage and refresh	H&S and Site HR	In place	Complete
	Policy to deep clean any area where a positive case has been identified - either via Night Hygiene special activity or enhanced cleaning by day cleaning team	Regular review	Management	In place	Complete



General Hygiene, PPE and face coverings

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce	<p>Personnel continue to wash and sanitise their hands before and after entry to the food processing areas and use sanitiser at entry and exit to the Factory.</p> <p>Personnel continue to wear freshly laundered coats, hair nets and beard snoods if required, before entry to the processing areas. Gloves are worn as required</p>	Regular review	Operations & Technical Management	In place	Complete
	<p>Management monitor entry and exit at breaks in and out of the food processing areas to best ensure social distancing</p>	Regular Review	HS&E Manager	In place	Complete
	<p>Where faceseal respirators are required to be worn by risk assessment their use is being continued as normal.</p>	Regular review	Operations management	In place	Complete
	<p>Type IIR face mask wearing is mandatory throughout the food production areas. Masks are issued to all workers and visitors as required and changed at each breaktime.</p>	Regular review	HS&E and Operations management	In place	Ongoing
	<p>Snoods have been provided to employee and agency workers for use on the company bus, in car shares etc. Face coverings must be worn on entry to and exit from the site from the locker room. They may not be worn in any food production areas. These requirements are monitored mangement</p>	Regular review	HS&E and Operations Management	In place	Ongoing



Workforce management

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce	Regular communication in place to ensure understanding of procedures and issues surrounding Covid-19	Regular review	HR & H&S	In place	Complete
	Posters and other communication in place explaining working arrangements and controls	Regular review	HR & H&S	In place	Complete
	Anyone returning from a period of sickness or holiday absence must complete a Return-to-Work form which includes check for COVID-19 symptoms	Regular review	Operations Management and Site HR	In place	Complete
	Contact time is minimized with Security at gatehouse	Regular review	Site HR Manager	In place	Complete
	Where possible people continue to work in established teams	Regular review	Operations Management	In place	Complete
	Only essential business travel permitted	Regular review	Management	In place	Complete