

# RISK ASSESSMENT FOR COVID 19

Date of next review

July 2021

Date assessment was carried out

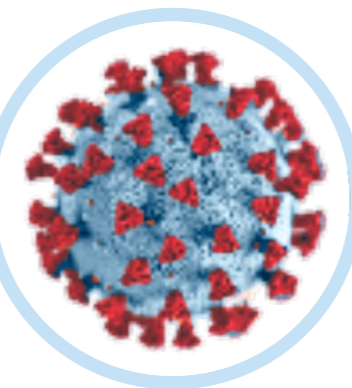
April 2021

Assessors

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## 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 and are not required at the site are working from home or in rotation with other members of the team	Regular review	Supervisors and Management	In place	Complete
Home workers	All homeworkers are set up on Microsoft Teams Regular communication with line managers	Risk assessment for homeworkers Contact from Occupational Health	IT dept, H&S and Management Occupational Health	In place In place	Complete Complete
Vulnerable workers	Are at work but would be sent home in the event of an outbreak	Review Government/ Public health guidance	Occupational Health	In place	Complete
Self-isolate	Workforce instructed to stay at home if have symptoms of a new continuous cough, high temperature or loss of taste or smell. All workers contacted by BM Occupational Health to provide support and advice, including making arrangements to be tested	Regular review	Occupational Health	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 to reduce the number of people working in office spaces Movement of work stations and desks to allow 2m spacing between personnel where possible Face masks/coverings to be worn in offices Floor markings to establish 2m area around workstations where possible Shared desks have had all shared electronic equipment removed	Regular review Where not possible to screens to be in place between desks Regular review Regular review Regular review	HR and Management Engineering Managers Engineering	In place In place In place In place	Complete Complete Complete Complete
Home based workers	Hygiene process in place to ensure cleaning between users	Regular review	Supervisors & Management	In place	Complete
Factory Workers	In factory environments, increasing the length of the lines (where possible), slowing the speed of lines to allow fewer personnel (where possible), and changing layouts to increase distancing of personnel to ensure 2m spacing (where possible) To make use of spare lines where possible to improve distancing. Try to ensure equipment is not shared	Regular review Regular review	Supervisors & Management Supervisors & Management	In place In place	Under constant review Under constant review
Workforce	Additional hand sanitiser and wipes available in all areas	Regular review	Hygiene dept	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
Company bus transport Users*	Increased number of Buses to enable social distancing on each bus Advised users to social distance while waiting for buses Supplied snoods/face masks to provide face coverings to use on Buses (mandatory) Control bus arrivals to prevent a large number of people arriving at gates at one time Bus supplier to conduct additional deep cleans after each journey to ensure high levels of cleanliness & hygiene*	Regular review of numbers Regular monitoring Review stocks for new starters Regular monitoring Regular monitoring	Site HR managers Security and Supervisors Supervisors Security and Supervisors First Bus	In place In place In place In place In place	Complete Complete Complete Complete Complete
Workers arriving at gates	Security presence to control social distancing and ensure social distancing in queues Hand sanitiser available before passing through gates to enter the site Staggered arrival times in place where possible Temperature testing using thermal scanners/other devices Additional sanitising stations on site and at the entrance to turnstiles on the main gate	Regular review Regular review Regular review Regular review Hygiene to monitor and top up as required	Security Security Operations management Engineering Hygiene manager	In place In place In place In place In place	Complete Complete Complete Complete 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	Corridors marked directing people to walk on the left-hand side Where possible, one-way systems are in place Floors marked to ensure there is 2m social distancing when using clock machines Floors marked to show guide to keeping 2m apart when moving down corridors	Weekly checks Regular review Regular review Regular review	Operations management Engineering Engineering Engineering	In place In place In place In place	Complete Complete Complete Complete
	Minimise all movement between sites	Regular review	Management	In place	Complete
	Minimise all movement between factories at each site	Regular review	Factory Managers	In place	Complete
	Face masks (or where there are health exemptions other types of face coverings) to be worn in all areas on site	Regular review	Factory Managers	In place	Complete

### Meetings

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 attending meetings	Where possible use remote working and meeting IT tools to avoid face to face meetings, conference calls and use of Microsoft Teams software If meetings required at site, only necessary participants attend, and seating arrangements made No sharing of equipment	Regular review Regular review Regular review	Supervisors & Management Supervisors & Management Supervisors & Management	In place In place In place	Complete Complete Complete

### Accidents, security and other incidents

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
First Aiders	First Aiders and all personnel have been briefed how to support people in the event of an accident or someone becoming unwell at work in relation to Covid-19. Quarantine area used for suspected Covid-19 cases First Aiders supplied with masks & gloves when treating personnel	Regular review Regular review	Occupational Health Occupational Health	In place In place	Complete Ongoing
Marshals	Covid-19 marshals hired to enforce Company procedures for Covid-19 Control.	Regular review	All site personnel	In place	As required
Workforce	In an emergency prioritisation is made to ensure people safely leave the building, and where possible maintaining 2m social distancing	Regular review	H&S and Management	In place	Complete
Security	Limited access to security personnel with wipes and hand sanitiser readily available	Ensure wipes are used to clean shared items: keys etc. Pens are cleaned before use	Security Manager	In place	Complete

### 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	All visitors have to be approved in advance All visitors must complete a Covid-19 questionnaire before entry on to site Rather than visits, use of conference calls/video calls is encouraged A record of all visitors is maintained Only essential contractors permitted Clear guidance given to visitors and contractors on arrival or in advance New starters/contractors/visitors are Covid-19 virus tested to obtain access to site operations	Policy regularly reviewed Regular review Regular review Regular review Regular review Regular review	HR Director HR Director Security and Operational Management Security and Operational Management Security and Operational Management Security and Operational Management	In place In place In place In place In place In place	Complete Complete Complete Complete Complete 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 factories in line with the high standards required in food factories 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 Frequent cleaning of office areas Signage and regular briefings to encourage the use of hand sanitiser and frequent washing of hands Encourage the use of hand sanitiser and frequent washing of hands Cleaning routine in place for shared yard vehicles Switch off hand dryers and replace with paper towels Bubbles - Suitable bubble areas have been established at each site	Regular review Regular review Regular review Monitor for damage Regular review Regular review Regular review Regular review	Operations Management Hygiene and Technical Dept Operations Management Operations Management Operations Management Operations Management Operations Management	In place In place In place In place In place In place In place	Complete Complete Complete Complete Complete Complete Complete

### 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	Wearing of facemasks are mandatory - existing fit test procedures are in place Face masks and visors have been issued to all workers in the food processing areas and procedures for their use provided (face masks are mandatory and face visors are optional). In non-food production areas face coverings are mandatory (except where H&S exemptions apply) Two snoods have been provided to every employee and agency worker to ensure they can use them on company buses, in cars on the way to work or in shops; and to wear them at site as required (though not in food processing areas). Suitable guidance for wearing/washing them has been provided Continue to ensure personnel wash hands and use sanitiser before and after entry to the processing areas. Continue to ensure personnel wear sterile coats, hats and/or hair coverings and gloves (if required) before entry into the Prep and High Risk areas. Supervisors are required to manage entry and exit at shift change/breaks in and out of the food processing areas to reinforce control of 2m spacing between personnel	Regular review Regular review of use of visors Regular review Regular review	Operations Management & Occupational Health Operations Management Operations Management Operations Management	In place In place In place In place	Complete Complete Complete Complete

### 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	Shift patterns organised and no switching between shifts unless authorized and controlled adequately Procedures in place to minimise person to person contact when delivering site to site Regular engagement in place with the Union and workforce on Covid-19 issues (when safe to do so via remote meetings) Minimised contact with security at gatehouses Travel: minimised non-essential travel and vehicle sharing Travel: ban on foreign business travel in place Hotels: only authorised hotels can be booked which are following social distancing guidelines Regular communication in place to ensure understanding of procedures and issues surrounding Covid-19 Posters and other communication in place explaining social distancing working arrangements Anyone returning from holiday must complete a Covid-19 questionnaire before entering the site Lateral flow tests to be completed twice weekly - positive cases to self isolate and arrange a PCR test	Regular review Regular review Regular meetings Regular review Policy to be reviewed regularly Policy to be reviewed regularly Policy to be reviewed regularly Being regularly reviewed Being regularly reviewed Regular review	Operations Management Engineering, Production and Hygiene Dept Operations Management Operations Management HR Director HR Director HR Director HR Director HR Director Site Management	In place In place In place In place In place In place In place In place In place In place	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete