

# Risk Assessment – Coronavirus (COVID-19) Flavourfresh Salads Ltd.



**NFU Mutual**  
Risk Management Services

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# Risk Matrix

The following system gives a simple way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable.

For each hazard identified for each task ask the question “what is the worst likely outcome?” – is it **Severe** (e.g. fatality), **Moderate** (e.g. major injury or permanent disability including permanent ill health) or **Minor** (e.g. a minor injury or plant damage)?

Next, make a judgement of the probability or likelihood of harm occurring:

LIKELIHOOD	DESCRIPTION
<b>Probable</b>	Occurs repeatedly / several times
<b>Possible</b>	Could occur sometime
<b>Remote</b>	Unlikely, though conceivable

Decisions as to whether or not action is needed can then be made by reference to the following matrix:

<b>Severe</b>	<b>Medium</b>	<b>High</b>	<b>High</b>
<b>Moderate</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
<b>Minor</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>
	<b>Remote</b>	<b>Possible</b>	<b>Probable</b>

By using a matrix such as this, the risk level can be determined and used to prioritise your controls.

## Important Information:

These Risk Assessments have been produced as a draft and it is the Client’s responsibility to carefully read these Assessments and amend as necessary so that (a) they accurately reflect the risks of the business (b) the Control Measures stated are currently in place and (c) any Further Actions Required can/will be implemented. These Risk Assessments must be reviewed if (a) circumstances change (b) a significant incident occurs and (c) at regular intervals (annually is considered good practice).

In order to comply with the requirements of current health and safety legislation, you must action the ‘further measures’ that have been identified below. It is recommended that you address the recommendations in order of risk priority i.e. High first, followed by Medium, then Low.

Please note these may not be all the hazards and risks requiring attention and you should examine all work activities to assess risks and ensure that adequate control measures are in place.

# Contents

Please note: The hazards below are not listed in alphabetical order and the order, is not a reflection of the priority order or level of risk.

1. Coronavirus (COVID-19)..... 5

# Risk Assessments

No	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
1.	<b>Coronavirus (COVID-19)</b>	<p><b><u>Risk to:</u></b></p> <ul style="list-style-type: none"> <li>▪ Everyone</li> <li>- Employees</li> <li>- Visitors</li> <li>- Residents</li> <li>- Third Parties</li> </ul> <p><b><u>Risk of death / ill health from:</u></b></p> <ul style="list-style-type: none"> <li>▪ Coronavirus (COVID-19)</li> <li>▪ Coronaviruses are a family of viruses common across the world in animals and humans, certain types cause illnesses in people.</li> <li>▪ At the current time and based on Governments understanding of what is known of COVID-19 and other similar respiratory viruses, it is likely that older people and those with chronic medical conditions may be vulnerable to severe</li> </ul>	<ul style="list-style-type: none"> <li>▪ Constant monitoring of Government Guidance through all media streams and Government websites.</li> <li>▪ Staying Secure Covid-19 Poster signed, dated, and displayed on the premises.</li> <li>▪ A Copy of the business's Covid-19 Risk Assessment is displayed on the website.</li> <li>▪ Staff notify managers of any travel plans for the next 12 weeks or ASAP.</li> <li>▪ High standards of personal hygiene implemented as per Government guidelines.</li> <li>▪ Staff informed regarding self- isolation and NHS 119 reporting procedures.</li> <li>▪ Staff aware not to report directly to doctors or hospital if feeling unwell.</li> <li>▪ Heavy used areas /multiple users areas cleaned frequently (i.e., door handles, bathroom fixtures and fittings, screens, or interfaces etc.)</li> <li>▪ Where possible sharing equipment will be avoided. If equipment must be shared, then cleaning before and after each use will take place.</li> <li>▪ Staff aware how to reduce the spread of germs when you cough or sneeze.</li> <li>▪ Staff are reminded to wash their hands for 20 seconds using soap and water when entering and leaving the site and at regular intervals during the day.</li> <li>▪ Staff aware of social distancing measures.</li> <li>▪ Travel arrangements of essential visitors / contractors / lorry drivers / permitted on site clarified, if necessary, access declined.</li> <li>▪ Arrangements are in place for international travelling workers, including travel policy and controls, avoid travel where possible, conducting</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>▪ Continue to monitor Government guidance and take appropriate action.</li> <li>▪ Continue to schedule essential internal and external appointments only.</li> <li>▪ Review staff health questionnaires to identify staff who may be considered high risk (e.g., staff with relevant pre-existing medical conditions, persons over 60 years of age, new and expectant mothers) and implement alternative working arrangements.</li> <li>▪ Undertake personal risk assessments for high-risk staff.</li> <li>▪ Continue to review alternative working methods (i.e., from home / various I.T. media platforms etc.).</li> <li>▪ Continue to display hand washing information posters in all welfare facilities.</li> <li>▪ Continue with high standards of personal hygiene.</li> <li>▪ Continue to increase degree and frequency of cleaning for shared equipment.</li> <li>▪ Continue with high standards of housekeeping.</li> <li>▪ Continue to display business information signs on all entrance doors advising third parties that the business is complying with Government Guidance and not to enter premises if have relevant symptoms.</li> <li>▪ Continue regular review of the Business Continuity Plan, including but not limited to: <ul style="list-style-type: none"> <li>- Ability to continue to operate with 25% fewer staff and/or not being able to continue for</li> </ul> </li> </ul>	

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		disease. As more information emerges, recommendations may change.	<p>travel risk assessments where travel cannot be avoided, keeping track of traveler's location during travel, and robust emergency procedures and support.</p> <ul style="list-style-type: none"> <li>▪ Business Continuity/ emergency plan reviewed every time Government guidelines are updated.</li> <li>▪ Sharing of RPE and PPE not authorised.</li> <li>▪ Additional hand soaps and sanitizers have been placed in all communal areas.</li> <li>▪ Communal areas such as canteens have been re-planned and distancing between tables and people has been increased to around 1m+.</li> <li>▪ Cleaning sprays (Care guard +) have been placed throughout both canteens &amp; office for people to clean before and after sittings.</li> <li>▪ Breaks have been staggered to reduced numbers of staff accessing canteen / toilets / smoking area.</li> <li>▪ 3 people maximum within a close proximity such as washing facility (clock room).</li> <li>▪ Where possible people are continuing to work from home or working restricted hours / days.</li> <li>▪ All staff are advised to take breaks in their own cars where possible.</li> <li>▪ Employees are advised to travel separately to work. They may travel together when they are living in the same household or have the same support bubble.</li> <li>▪ If workers do share transport, the journeys should be shared with the same individuals and with the minimum number of people at any one time. Keeping windows open to aid ventilation and wearing face coverings etc.</li> <li>▪ Anyone with Covid-19 symptoms is being asked to do the test and if positive to remain at home for 10 days in self- isolation (Extension possible)</li> <li>▪ Any staff living with someone with the</li> </ul>		<p>operate up to 3 months.</p> <ul style="list-style-type: none"> <li>- Regular review of availability of sufficiently trained and experienced staff to continue to operate safety.</li> <li>- Verify continued availability of critical spares/ safety equipment and personal protective equipment.</li> <li>- Check continued support from critical third-party suppliers and contractors.</li> <li>- Disinfecting and cleaning arrangements.</li> <li>- Encourage and promote the government vaccination plan amongst all employees as a part of The Workplace Challenge which was launched in Feb 2021 by Business Partners to CONVINCE – a global communication and education initiative to promote COVID-19 vaccine uptake among private sector employers and employees.</li> </ul>	

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			<p>symptoms is being isolated from work for 10 days. (Extension possible)</p> <ul style="list-style-type: none"> <li>▪ Face coverings are to be worn in the Aldergrove Packhouse.</li> <li>▪ Covid-19 posters and reminders prominently displayed throughout the company regarding hygiene, control measures, vaccinations etc. Posters are displayed in appropriate languages for workforce.</li> <li>▪ Hand sanitizer points provided where hand wash facilities are unavailable e.g., glasshouses.</li> <li>▪ Adequate supplies of soap and fresh water are readily available and kept topped up.</li> <li>▪ Drivers are advised to remain in their vehicles where/if possible. Where drivers need to leave their vehicle e.g., checking load, hands must be sanitized.</li> <li>▪ The use of digital and remote transfer of material where possible is encouraged rather than a paper format, such as using e-forms, emails, and e-banking.</li> <li>▪ The company will put consideration into how someone taken ill would get home.</li> <li>▪ Where public transport is the only option for workers, the company will consider changing and staggering site hours to reduce congestion on public transport.</li> <li>▪ Bins are provided in changing areas and emptied at regular intervals.</li> <li>▪ One-way systems implemented to aid social distancing. Access / egress managed to reduce congestion in areas such as clocking machine.</li> <li>▪ The company will allow plenty of space between people waiting to enter the buildings at building access and egress points.</li> <li>▪ Where possible, the company is using floor markings, to ensure social distancing is</li> </ul>			

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			<ul style="list-style-type: none"> <li>▪ maintained between people when queuing.</li> <li>▪ Site inductions will be held outside where/if possible and with reduced numbers.</li> <li>▪ The company will remind the workforce of the specific control measures necessary to protect them, their colleagues, and families.</li> <li>▪ Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace and notify their Line Manager as per company's absence notification procedure.</li> <li>▪ Where possible tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing or bubble working.</li> <li>▪ Where possible, mechanical aids are to be used to reduce worker interface.</li> <li>▪ Where site meetings are essential social distancing measures will be maintained. Rooms should be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible. Face coverings are optional.</li> <li>▪ Where the social distancing measures cannot be applied.               <ul style="list-style-type: none"> <li>- The frequency and time workers are within 2 meters of each other will be minimised.</li> <li>- The number of workers involved in these tasks will be minimised.</li> <li>- Workers should work side by side, or facing away from each other, rather than face to face.</li> <li>- The worker capacity of lifts and hoists will be lowered to reduce congestion and contact.</li> <li>- Common touchpoints, doors, buttons, handles, vehicle cabs, tools and equipment will be regularly cleaned.</li> </ul> </li> </ul>			



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			<ul style="list-style-type: none"> <li>- Ventilation in enclosed spaces should be increased.</li> <li>▪ Workers will wash their hands before and after using any equipment.</li> <li>▪ Where face to face working is essential to carry out a task when working within 2 meters this will be kept to 15 minutes or less where possible and face covering worn.</li> <li>▪ On site temperature checks are performed on the workforce every morning.</li> <li>▪ In close proximity environments such as the Packhouse, segregation screens have been designed and put in place between staff on the lines.</li> <li>▪ On site testing is available to the workforce 1 day a week. Testing kits are also available and can be requested ad-hoc through Supervisor or Line Manager.</li> <li>▪ Seasonal workers arriving from abroad require a negative Covid-19 test result before flying. (Time frame relates to Government Guidance).</li> <li>▪ All seasonal workers arriving are placed into a caravan and required to complete a 10-day isolation period. (Possibility of extension)</li> <li>▪ All new seasonal worker arrivals will perform a Covid-19 test on 2,5 &amp; 8<sup>th</sup> day.</li> <li>▪ All maintenance work to be carried out on the caravans, is to be carried out when they are vacant. In emergency circumstances, relevant precautions need to be taken and decided by the maintenance team. (Workers must leave while repairs are made, workers must locate themselves in one specific area, all windows and doors open while work is complete, etc.)</li> </ul>			



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