

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.	<p>Coronavirus (COVID-19)</p>	<p>Risk to:</p> <ul style="list-style-type: none"> ▪ Everyone - Employees - Visitors - Residents - Third Parties <p>Risk of death / ill health from:</p> <ul style="list-style-type: none"> ▪ Coronavirus (COVID-19) ▪ Coronaviruses are a family of viruses common across the world in animals and humans; certain types cause illnesses in people. ▪ 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 disease. As more information emerges, recommendations may change. 	<ul style="list-style-type: none"> ▪ Constant monitoring of Government Guidance through all media streams and Government websites. ▪ Staying Secure Covid-19 Poster signed, dated, and displayed on the premises. ▪ A Copy of the business's Covid-19 Risk Assessment is displayed on the website. ▪ Staff notify managers of any travel plans for the next 12 weeks or ASAP. ▪ High standards of personal hygiene implemented as per Government guidelines. ▪ Staff informed regarding self- isolation and NHS 119 reporting procedures. ▪ Staff aware not to report directly to doctors or hospital if feeling unwell. ▪ Heavy used areas /multiple users areas cleaned frequently (i.e., door handles, bathroom fixtures and fittings, screens, or interfaces etc.) ▪ Where possible sharing equipment will be avoided. If equipment must be shared, then cleaning before and after each use will take place. ▪ Staff aware how to reduce the spread of germs when you cough or sneeze. ▪ 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. ▪ Staff aware of respecting each other's personnel space. ▪ Travel arrangements of essential visitors / contractors / lorry drivers / permitted on site clarified, if necessary, access declined. ▪ Arrangements are in place for international travelling workers, including travel policy and controls, avoid travel where possible, conducting travel risk assessments where travel cannot be avoided, keeping track of traveller's location during travel, and robust emergency procedures and support. 	<p>High</p>	<ul style="list-style-type: none"> ▪ Continue to monitor Government guidance and take appropriate action. ▪ Continue to schedule essential internal and external appointments only. ▪ 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. ▪ Undertake personal risk assessments for high-risk staff. ▪ Continue to review alternative working methods (i.e., from home / various I.T. media platforms etc). ▪ Continue to display hand washing information posters in all welfare facilities. ▪ Continue with high standards of personal hygiene. ▪ Continue to increase degree and frequency of cleaning for shared equipment. ▪ Continue with high standards of housekeeping. ▪ 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. ▪ Continue regular review of the Business Continuity Plan, including but not limited to: <ul style="list-style-type: none"> - Ability to continue to operate with 25% fewer staff and/or not being able to continue for operate up to 3 months. - Regular review of availability of sufficiently trained and experienced staff to continue to operate safety. - Verify continued availability of critical 	

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			<ul style="list-style-type: none"> ▪ Hand sanitizer points provided where hand wash facilities are unavailable e.g., glasshouses. ▪ Adequate supplies of soap and fresh water are readily available and kept topped up. ▪ 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. ▪ 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. ▪ The company will put consideration into how someone taken ill would get home. ▪ Where public transport is the only option for workers, the company will consider changing and staggering site hours to reduce congestion on public transport. ▪ Bins are provided in changing areas and emptied at regular intervals. ▪ One-way systems implemented to aid social distancing. Access / egress managed to reduce congestion in areas such as clocking machine. ▪ The company will allow plenty of space between people waiting to enter the buildings at building access and egress points. ▪ Site inductions will be held with reduced numbers. ▪ The company will remind the workforce of the specific control measures necessary to protect them, their colleagues, and families. ▪ 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. ▪ Where possible tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing or bubble working. ▪ Where possible, mechanical aids are to be used 			

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			<p>to reduce worker interface.</p> <ul style="list-style-type: none"> ▪ Where site meetings are essential social distancing will be promoted. Rooms should be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible. Face coverings are optional. ▪ Where the social distancing measures cannot be applied. <ul style="list-style-type: none"> - The frequency and time workers are within 2 meters of each other will be minimised. - The number of workers involved in these tasks will be minimised. - Workers should work side by side, or facing away from each other, rather than face to face. - The worker capacity of lifts and hoists will be lowered to reduce congestion and contact. - Common touchpoints, doors, buttons, handles, vehicle cabs, tools and equipment will be regularly cleaned. - Ventilation in enclosed spaces should be increased. ▪ Workers will wash their hands before and after using any equipment. ▪ On site temperature checks are performed on the workforce twice a week. ▪ In close proximity environments such as the Packhouse, segregation screens have been designed and put in place between staff on the lines. ▪ On site testing is available to the workforce. Testing kits are also available and can be requested ad-hoc through Supervisor or Line Manager. ▪ Seasonal workers arriving from abroad require a negative Covid-19 test before flying. (Time frame relates to Government Guidance). 			

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			<ul style="list-style-type: none">▪ All seasonal workers arriving are placed into a caravan and required to complete a 10-day isolation period. (Possibility of extension)▪ All new seasonal worker arrivals will perform a Covid-19 test on 2,5 & 8th day.			