COVID 19 Risk Assessment

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| Company | SEF | Initial Date of Assessment: 01.04.2020**Risk Rating: HIGH** | Review date: Annually, following any significant changes, or following an accident / incident |
| Area being assessed: | All working areas | Assessor’s name(s): Jane Richards, in conjunction with NFU Mutual Risk Management Services |

| What are the hazards / tasks / activity? | Who could be harmed and how? | What are the control measures? | What further measures are required? | Target completion date/ Comments / progress |
| --- | --- | --- | --- | --- |
| Coronavirus(COVID – 19)  | Risk to anyoneRisk of death / ill health from Coronavirus (COVID-19):Coronaviruses are a family of viruses common across the world in animals andhumans; certain types cause illnesses in peopleAt 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. | * Constant monitoring of Government Guidance through all media streams and Government websites
* Staff notify managers of any future travel plans
* Minimise non essential travel
* Significantly reducing external visitor. Allowing only essential contractors on site
* Travel arrangements of essential visitors / contractors / lorry drivers / permitted on site clarified, if necessary, access declined.
* High standards of personal hygiene implemented as per Government guidelines.
* Staff informed regarding self- isolation and NHS 111 reporting procedures.
* Staff aware not to report directly to doctors or hospital if feeling unwell
* Staff work from home where possible
* Reduce/Avoid in person meetings
* Heavy used areas /multiple user’s areas cleaned frequently (door handles, bathroom fixtures and fittings, screens). Inc. vehicle doors, handles and steering wheels.
* Strict social distancing observed
* Packing lines not possible to effectively social distance therefore regularly touched objects cleaned and disinfected regularly, keep to same station where possible
* Staff aware how to reduce the spread of

germs when you cough or sneeze.* Sharing of RPE and PPE not authorised.
* Increased vehicle cleaning and disinfection after use
* Empty caravans for quarantine/self isolating
* Staff aware of social distancing measures
* Separate Department Area Risk Assessments monitored and reviewed
* 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 travellers location during travel
* Business Continuity/ emergency plan reviewed every time Government guidelines are updated.

Retailer Critical Impact PlanningProcedures on file | * Continue to monitor Government guidance and take appropriate action.
* Staying COVID 19 secure in 2020 poster displayed
* COVID related actions and management decisions recorded
* ALP webinars and Member briefs adhered to
* Schedule essential external appointments only.
* Consider remote options first
* Schedule only essential visitor/ contractor appointments only.
* Number of visits at any one time limited to one
* Revise schedules for essential contractor and visitor visits to reduce interaction and overlap e.g. carrying out repairs in evening
* Pre visit agreements signed
* Visiting Company’s COVID19 Risk Assessment received
* Health questionnaire and temp on arrival to site
* SEF COVID procedures followed
* PPE available . CE marked
* Social distancing followed – process redesign where applicable
* Meetings held in well ventilated rooms
* Remote audits to be used instead of site visits wherever possible
* Cash/Door sales discontinued
* 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.
* Signage displayed to remind contractors to maintain social distancing
* Review staff health questionnaires to identify staff that may be considered high risk (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.
* Additional PPE for workers in roles with high exposure to risk (First Aiders)
* People involved in the provision of assistance to others should pay particular attention to sanitation measures/hand washing
* In an emergency/fire people do not have to stay 2m apart
* First Aid Policy reviewed
* Notices and handouts translated and issued (British Red Cross)
* Plan for minimum no of people needed on site to operate safely and efficiently
* Ensure home workers stay connected
* Home Working Risk Assessment in place
* Provide equipment for people to work from home safely and effectively (e.g. Remote access)
* Keep in touch with home workers about working arrangements, welfare, mental/physical health and personal security
* Use of remote working tools e.g. Zoom and Teams to avoid in-person meetings
* Avoid transmission during meetings, e.g. from sharing pens, calculators etc.
* Wipes provided near all printers and photocopiers
* Provide hand sanitiser in all offices, ensure well ventilated and maintain social distancing
* Clinically extremely vulnerable groups identified – advised to work from home
* Staff made aware of and follow current guidance for people who have symptoms and those who live with others who have symptoms
* Face coverings compulsory within the premises and all covered areas
* Reduced number of staff in offices at any one time. Desk screens provided
* Review alternative working methods (from home / various I.T. media platforms ).
* Indoor facilities vented regularly, fixing doors open where appropriate
* Increased availability of sanitiser, in addition to washrooms
* Cleaning staff with suitable PPE available to clean and disinfect shared areas
* Display frequent hand washing information posters

in all welfare facilities* Posters and signs used to build awareness of correct hand washing technique
* Designated managers/senior staff act as Marshalls over procedures
* Continue with high standards of personal hygiene
* Handwashing facilities or sanitiser provided at entry and exit points
* Desks spaced apart in office, rota for key staff to reduce days in work environment
* Screens installed to divide and protect work stations
* Staff reminded to only come to work if well and no one is self isolating in their household
* Appropriate PPE provided
* PPE issued and approved so as not to introduce a hazard to food safety
* Stagger arrival and departure times to reduce crowding in and out
* Respiratory hygiene promoted at all times. Information displayed throughout the packhouse
* Pack house daily temp checks taken
* Staff work on lines side by side or where possible facing away from each other
* Where face to face contact is essential, keep to 15 minutes or less and use face covering
* Workspace cleaned and waste removed from area at end of each shift
* More waste facilities provided; more frequent rubbish collection
* Teams and shifts are fixed so that where contact is unavoidable, this happens between the same people
* Payslips, employee correspondence emailed
* Review current RAs and SOPs in relation to COVID 19
* In fields – Increase washing stations, where possible provide workers with own tools and cleaning products
* Vehicle windows open, staff face away from each other in transit
* Same teams work and travel together (treated as a household-fixed travel partners)
* Where necessary, multiple trips with fewer passengers
* Journey Control Sheets in place
* Daily Health Check forms completed
* Driver allocated minibus – vehicles are not shared with other teams
* Waste and belongings removed from each vehicle at end of shift
* Wearing of face coverings enforced in shared vehicles
* Driver Awareness procedure covers sanitising handles etc
* Staff asked not to socialise with others except those they share a caravan with
* Food vans on site
* On site staff aim to avoid contact with local communities
* Fogging systems purchase to enable in house deep cleaning
* Caravan blocks treated as large households (bubbles) and kept in same teams so that groups work, travel and live together
* Rearrange workers crews into homogeneous groups
* Avoid large/small gatherings where 2m distance cannot be guaranteed
* Increase degree and frequency of cleaning for shared equipment.
* Continue with high standards of housekeeping.
* Access to communal areas staggered, cleaning increased
* Break times staggered to reduce pressure on break room
* Safe outside areas used for breaks
* Teams/shifts reorganised and isolated to break potential chains of contagions
* Reduce job and equipment rotation, e.g. single tasks for the day
* Reduce movement by discouraging non-essential trips within buildings – encourage radio, phone and facetime – equipment cleaned each use /not shared
* Reduce no. of people in attendance at induction- consider holding outside whilst social distancing
* Simple clear messages, with images used to explain guidance, in consideration to those which English may not be their first language
* Floor signage and pictograms to avoid language barrier
* Unnecessary contact at security, goods in and packhouse minimised by use of electronic booking in procedures
* Minimise physical contact
* Where safe and possible single workers load/unload vehicles
* Where more than one worker is needed, use the same pair/team where possible, e.g. at intake where activities cannot be redesigned
* Encourage drivers to stay in their vehicles
* Load/unload vehicles without interaction with the driver
* Minimise direct contact through use of tool/materials drop off points or transfer zones
* Delivery frequency reduced, ordering larger quantities less often
* Opportunities for contact between permanent site based staff and transient staff such as hauliers limited/segregated
* Procedures followed for new starters
* ALP travel letter template used where required
* Questionnaires, routes taken, temp checks, isolation procedures in place where identified
* Policy on the management of the virus within the business
* Prepare management guidance policy regarding staff sickness reporting / self-isolation and escalation process.
* Government quarantine guidelines adhered to
* Exceptions continually reviewed and updated
* New starters quarantined until negative COVID 19 test result received
* Key worker letter issued where required
* Continue regular review of the Business Continuity Plan, including but not limited to:
	+ Ability to continue to operate with 25% fewer staff and/or not being able to continue to operate for up to 3 months.
	+ Regular review of availability of sufficiently trained and experienced staff to continue to operate safety.
	+ Verify continued availability of critical spares/ safety equipment and personal protective equipment.
	+ Check continued support from critical third-party suppliers and contractors.
	+ Disinfecting and cleaning arrangements – Fogging systems
	+ Refocus operations to protect peoples health
	+ Constantly monitor compliance
	+ Machinery and farm equipment stored off Lambo site
	+ Stock of trays, pallets, packaging off site
	+ Homeworking in place where possible. IT requirements in place
	+ Face covering provided to all staff- detailed, translated info regarding use in public places
	+ Accommodation site bubbles.
	+ Site isolation accommodation available
	+ Contingency packing facilities in place
	+ Contingency yard, storage and cold storage in place
	+ Contingency off site accommodation on place
	+ Off site despatch, ASN.SSCC generation software in place
	+ Testing procedures in place. Government Approved supply
	+ Internal track and trace system in place and tested regularly
	+ PHE control measures followed
	+ Early outbreak management plan in place
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Reviewed

Version 1 01.04.20

Version 2 15.05.20

Version 3 01.06.20

Version 4 03.07.20

Version 5 29.07.20

Version 6 01.11.20

Signed: ………J S Richards………………………………………………………..…….. Name: ……JANE RICHARDS……………..

Position: ….…Director…………………………………………………………………… Date: ……..01.11.20………………………