

General Risk Assessment Form

Risk Assessment Number: COVID-19 Version 2		Date of Assessment: 14 May 2020		Task / Work Activity / Work Area Assessed: General risk of exposure to Coronavirus at W&H Marriage and Sons Ltd, Chelmer Mill & Chelmsford Country Store					Assessment carried by: Heather Collins (SML) Hannah Marriage (W&H Marriage)			
Worst Case Outcome					Likelihood					Risk Rating (Outcome X Likelihood)		
10	8	5	3	1	10	8	5	2	1	High	Medium	Low
Fatality	Severe Injury / Ill Health	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	50-100	20-49	1-19
Identified Hazards		Persons at Risk	Control Measures Already in Place						Outcome	Likelihood	Risk Rating	Further Action Required Yes/No
Exposure to coronavirus at work		Employees, Visitors & Contractors.	<p>Self-isolation, Workforce sickness and absence arrangements</p> <ul style="list-style-type: none"> In line with government guidelines all high risk / susceptible workers, i.e. those with underlying health conditions, have already been notified that they must not attend site and must place themselves into self-isolation All employees have been notified that anyone showing any ill health signs or symptoms associated with coronavirus, or who has a family member showing signs or symptoms must stay away from site in self-isolation. Specific advice on what to do if anyone is ill at work has been given to site management. The Company is tracking employees who are self-isolating and noting when it is safe for them to return. The company has put a specific absence reporting form in place for managers to record details when an employee calls in with Covid19-related absence Prior to returning to work, anyone who has been self-isolating as above, will be contacted by their line manager the day before they are due to return, to confirm they are free of 						Fatality (10)	Unlikely (2)	Medium (10x2=20)	Yes Ref. 1&2

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		<p>symptoms and may return to work. Return to work form will be used when people return after absence</p> <ul style="list-style-type: none"> • Regular reminders of Government advice on self-isolation are posted on notice boards and briefed to all employees <p>Attendance at site and at meetings, closure of specific areas</p> <ul style="list-style-type: none"> • Only those personnel who cannot work from home should be attending site. Office staff should be working from home where possible. Sales, marketing, and admin staff are working from home. Operational management are taking turns at being on site to maintain social distancing in offices. • No visitors are to be allowed on site without the express authorisation of the management. Reps are not allowed on site at present • Only contractors who absolutely must attend site are permitted to be on site, e.g. essential maintenance, and pest control. All external audits have been cancelled. Contractors are being asked to complete an additional health questionnaire related to Covid19 • Daily Operations Meeting and other meetings are being held by phone or video conferencing if possible. If not possible, meetings will be held in a well-ventilated room and social distancing requirements must be observed (see below) <p>General Hygiene</p> <ul style="list-style-type: none"> • On entering or leaving site, entering or leaving the production areas, after coughing or sneezing where hands may have been contaminated, after using the toilet and before and after eating or drinking, employees must wash their hands with soap and water and/or use the hand sanitisers provided. Extra hand sanitising stations have been installed around the 				
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		<p>workplace. There is a good supply of soap in all toilets and washrooms, which is topped up daily by the cleaners.</p> <ul style="list-style-type: none"> • Employees using desks, keyboards or computer mice must make regular use of sanitising spray to clean them down. Spray and cloths have been provided. • Regularly touched objects and surfaces must be cleaned and wiped down. Cleaners have been asked to pay special attention to door handles, handrails, etc and are cleaning several times each day • Items such as phones or pens should not be shared if possible. If they must be shared, then they should be cleaned between each use with disinfectant wipes. Extra cleaning products have been provided in production areas to allow workstations to be wiped down as required • The hygiene team are doing daily cleaning on high contact areas – e.g. door handles and work tops in the mills, control rooms, office, and canteen • Staff have been briefed not to handle hand-held devices used by others (e.g. for collection and delivery tracking) <p>Social Distancing</p> <ul style="list-style-type: none"> • All workers have been instructed to maintain a safe distance of 2 meters from other persons wherever possible. • Work should be arranged to enable this distancing wherever possible, including arriving at and leaving the workplace and areas such as the canteen, break rooms and smoking area. If necessary, physical markings and signs shall be used to indicate the 2m safe distance. Employees who are concerned about any aspect of social distancing should talk to their line manager. • Any specific areas or tasks where it is not possible to maintain the 2m distancing must be identified and controls from the 				
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		<p>following list must be put in place to mitigate the risk of transmission of the virus</p> <ul style="list-style-type: none"> ○ Stop the activity if it is not essential to the business ○ Increased frequency of cleaning ○ Activity time to be as short as possible ○ Screen or barriers to physically separate people ○ Back to back or side to side working ○ Reducing the contacts each person has by using “fixed teams” or “partnering” ○ PPE only as a last resort ● Where employees are undergoing training in the feed mill, the distance requirement may not be able to be complied with. In line with current Government guidance for the food industry, operators who are within 2m of one another should minimise the time spent doing this and stand side by side instead of facing one another. The Company has provided full face visors for this situation. ● No gatherings are allowed in the workplace, toilets, kitchens, canteen or smoking area and signs are in place where required indicating the maximum number of persons that should be present in an area at one time. ● The training room and Board Room have been designated as additional eating areas to allow employees to spread out from the canteen and maintain social distancing; additional outdoor space and parasols have been provided for breaks; chairs and tables have been removed from the canteen to enable social distancing ● Breaks have been staggered – only two people from a department at any one time ● Drivers who are making deliveries have been given extra cleaning and hygiene supplies, including FFP3 masks, gloves, and hand sanitiser (topped up at the mill as required) 				
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		<ul style="list-style-type: none"> • Delivery and collection drivers are being instructed to stay in their cabs when not at the weighbridge office or un-sheeting their lorry • Visiting drivers are no longer being asked to fill in and hand over paperwork. The safety information they would normally sign for is now displayed on posters nearby instead • The Country Store is limiting customers with one in one out and is taking card payments only. <p>Other Controls</p> <ul style="list-style-type: none"> • Key information on these precautions is displayed on site in prominent locations and regular staff briefings are being held • First aiders have been provided with guidance on general precautions to take and on the update advice on CPR from the Resuscitation Council (“compression only CPR”) • All of the above shall be reviewed on a regular basis and updated as and when required, in line with any new government guidelines. Sector-specific guidance has also been available from NABIM. • Safety Management Limited are retained to provide H&S advice and support if required <p>Working from Home</p> <ul style="list-style-type: none"> • Guidance for those temporarily working from home has been issued with good practices and tips to keep themselves safe • Employees have been allowed to take chairs and other DSE aids home with them if needed. • Managers are staying in touch with those working from home 				
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Further Control Measures Required	Further Control Measures Follow up
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		Allocated to (Name)	Target date	Date completed
Daily ongoing monitoring of workplace conditions to ensure all employees are adhering to control arrangements.		All line managers	Ongoing	
Daily review to be conducted taking into consideration any new government advice / guidelines issued or updated.		HR / H&S / SML	Ongoing	
Risk Assessment Reviews				
Suggested Review Date:	Information to be reviewed daily (SML). RA only to be re-issued if information changes and this has a significant effect on work practices			
Risk Assessment Reviewed by:	H. Collins	Risk Assessment Reviewed by:		
Date:	12/05/2020	Date:		
Comments:	Review after UK Guidance updated	Comments:		
Next Suggested Review Date:		Next Suggested Review Date:		

Version	Reason for Issue	Date
V1	Initial Issue	4 May 2020
V2	Amendments to social distancing section and other minor changes after new UK Government Guidance issued	14 May 2020