

Risk Assessment

Phased Return to Operational Business

Overview:

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties, and now loss of taste and/or smell.

Health and safety law require employers, who continue to operate under current circumstances, to do 'what is reasonably practicable' to protect their staff and members of the public.

To fulfil this duty in addressing the risk from COVID-19 JB Foods have reviewed their risk assessments and put in place measures to ensure the Government guidance available is implemented.

Specifically,

- encourage their employees to work at home, wherever possible;
- have systems in place to ensure that if someone becomes unwell in the workplace with a new, continuous cough, high temperature or loss of taste and/or smell, they should be sent home and advised to follow the advice to stay at home and to seek medical guidance from their GP.
- employees should be reminded to wash their hands regularly throughout the day for at least 20 seconds on each occasion, and to sneeze into tissues and dispose of the tissues promptly – Catch it, Bin it, Kill it. (suitable washing facilities with soap and warm water **or** hand sanitisers must be provided); or if you do not have a tissue sneeze into the crook of your elbow.
- frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.

JB Foods also take account of measures in the risk assessment, to follow general advice regarding distancing and ensure that it is observed between employees both at their workstations and in other areas of the premises.

Where this cannot be achieved within the normal working environment additional means of protection should be considered.

1. reduce number of workers on site at any one time;
2. relocating workers to other tasks;
3. redesigning processes to allow social distancing in place;
4. put in place temporary barriers between staff;
5. utilise technology such as teleconferencing instead of face to face meetings;
6. adjust workflow or production line speeds.

Risk Matrix - calculated by multiplying the likelihood against the severity.

Risk calculated after consideration of current controls

	Severity	Trivial (1) Cut/Nip	Minor (2) First Aid	Lost Time (3) A&E	Major (4) Hospital Stay	Fatality (5) Fatal
Likelihood						
Remote (1) - Not likely to happen		1	2	3	4	5
Unlikely (2) – Unlikely harm will occur		2	4	6	8	10
Possible (3) - Possible harm will occur		3	6	9	12	15
Likely (4) - Likely harm will occur		4	8	12	16	20
Very Likely (5) – Very likely harm will occur		5	10	15	20	25

Low Risk 1-4	Medium Risk 5-9	High Risk 10-25
Low risk is largely acceptable but subject to periodic review or when significant change to processes.	Medium risk should only be tolerated for the short term whilst further control measures to mitigate the risk are being planned and introduced.	High risk activities should cease immediately until further control measures to mitigate the risk are introduced.

2.	Coronavirus – greater risk to those staff with underlying health or clinical conditions, pregnant, living with someone in self-isolation or vulnerable	Those deemed 'High Risk'	<ul style="list-style-type: none"> Those staff deemed high risk are not expected to return to work, unless cleared to do so by their GP. 					X	X							5
3.	Coronavirus – risk of infection from aspects of building layout that doesn't promote social distancing of 2m i.e. narrow corridors, toilet facilities, staff rooms etc.	All	<ul style="list-style-type: none"> Office space occupancy redesigned to promote social distancing Staggered rest breaks in place Toilet occupancy reduced to 1 person at a time 				X			X						8
4.	Coronavirus – risk of infection from inadequate welfare facilities promoting spread	All	<ul style="list-style-type: none"> Toilet facilities provided with hot water and hand soap Canteen areas available to make tea, coffee Hand sanitiser units provided at entrance/main office points 				X		X							4

5.	Coronavirus – risk of infection from inadequate cleaning of touch points promoting spread	All	<ul style="list-style-type: none"> • Cleaning service provided by trained personnel • Key areas for cleaning done at intervals throughout identified such as toilet surfaces, tables, door handles, handrails, telephones, ear pieces, key boards, mouse etc 				X		X							4
6.	Coronavirus – risk of infection from external visitors such as deliveries, etc	All	<ul style="list-style-type: none"> • No visitors unless authorised by Senior management. • All delivery personnel must report to goods in. • Only emergency contractors/service providers will have authorised access to site 				X		X							4
7.	Coronavirus – risk of infection from dealing with a first aid incident promoting spread	First Aider	<ul style="list-style-type: none"> • Guidance provided within safe operating document • Correct PPE provided 				X		X							8

2.	<ul style="list-style-type: none"> Personal Protection Equipment (PPE) All operational staff are to use PPE were required through the warehouse and yard as normal. However, in addition, further PPE may be required. <p><u>Disposable gloves:</u> Although medical evidence has shown that frequent hand washing using hot water for 20 seconds is hygienic, we have provided disposable gloves which when worn should be changed frequently, every two hours at least. Correct removal of gloves from hands using one glove to pull of the other inside out and then disposing of gloves in a bin. Users are reminded not to touch their face, even when wearing gloves.</p> <p><u>Face masks;</u> to be worn in all retail environments unless exempt, masks should be changed at each delivery point/customer and disposed of correctly.</p>	Staff	On-going Good Practice	
3.	<ul style="list-style-type: none"> If an employee develops a high temperature or a persistent cough while at work, they should contact their line manager immediately, go to isolation room and arrange to return home. avoid touching anything while you leave to go home. The working area should be clinically cleaned down. cough or sneeze into a tissue and put it in a bin or the crook of their elbow if you have no tissue follow the safe operating procedures at all times 	All Staff	On-going Good Practice	
4.	<ul style="list-style-type: none"> All staff deemed higher risk must continue to stay at home and ensure regular communication with their line manager 	Staff Members	On-going monitoring	
5.	<ul style="list-style-type: none"> All staff to be briefed and sign off on this Risk Assessment, Safe operating document and adhere to ALL procedures in place, particularly regarding social distancing and hand washing/ sanitising. 	Staff Member HR Manager	Prior to returning to work	
6.	<ul style="list-style-type: none"> All staff to promote good hand washing practices by washing their hands under hot water for at least 20 seconds, at all times and follow procedures in place. 	All Staff	On-going Good Practice	

7.	<ul style="list-style-type: none"> Hand Shaking. Hand shaking is currently discouraged. 	All Staff	On-going Good Practice	
8.	<ul style="list-style-type: none"> Office occupancy. Each office has a sign on the door stating the maximum occupancy at any one time. All staff are requested to wait outside the office to achieve social distancing. If it is essential that the number is increased then PPE should be used. 	Quality Manger	On-going Good Practice	
9.	<ul style="list-style-type: none"> Hand Sanitising. We have provided hand sanitising gel dispensers which are located at several points around the company. All staff must use these on a frequent basis throughout their time at work. 	All Staff	On-going Good Practice	
10	<ul style="list-style-type: none"> Ongoing and frequent cleaning of all areas is important, particularly touch points which should be cleaned down on a regular basis. 	Quality Manager	On-going monitoring	
11	<ul style="list-style-type: none"> Reception will remain closed for the foreseeable future. Goods In, when functional to be briefed on protocol regarding visitors and deliveries to control the risk of spread. No external drivers permitted in the canteens or toilet areas. No visitors permitted in the office areas. 	Quality Manager	Prior to fully opening	
12	<ul style="list-style-type: none"> Staff to leave any food containers in a designated area or keep in their possession at all times Ensure all shared items if used are washed straight after use. 	All staff	Prior to fully opening	
13	<ul style="list-style-type: none"> A return to work form must be completed prior to an employee returning from Furlough. Contained within this the employee should confirm that, to the best of their knowledge, has no symptoms of COVID-19 and also confirm that the worker is not self-isolating or awaiting the results of a COVID-19 test. 	Department Managers	On-going Good Practice	
14	<ul style="list-style-type: none"> Breaks. Staff will be encouraged to maintain social distancing when on breaks outside the main gates while having smoke breaks. 	All Staff	On-going Good Practice	