

Holdsworth

Control of Covid-19 in Workplace Risk Assessment

What are the hazards?	Who might be harmed and how?	What are we doing already?	What further action is necessary?	Action by whom?	Action by when?	Done (date)
Covid-19 Virus in the workplace	Staff Visitors Contractors	<p>Staff working from home where possible. All staff reminded to observe the recommended safe distancing guidelines both when on and off site where possible.</p> <p>Staff given a Covid-19 Reference Guide for guidance.</p> <p>Post Covid case cleaning instructions issued to key staff.</p> <p>If staff show symptoms of Covid-19 whilst at work they are asked to go home and get tested asap then follow current medical guidance.</p> <p>Signage to remind staff to observe the recommended safe distancing guidelines.</p> <p>Staff regularly updated on action being taken to avoid exposure and response to Covid-19 outbreak</p> <p>Signage to remind staff to wash hands more regularly for 20 seconds and with soap. Hand washing facilities provided for staff.</p> <p>Hand sanitiser distributed to depots for drivers and at building entry points and clocking in machines.</p>	<p>Post Covid Cleaning Instructions adhered to following a positive case amongst staff</p> <p>Updated w/c 31.08.20</p> <p>Keep staff updated.</p> <p>Updated w/c 31.09.20</p>	<p>Milly</p> <p>Nominated Cleaning staff</p> <p>H & S</p> <p>Milly H</p>	<p>29.09.20</p> <p>As necessary</p> <p>As necessary</p>	<p>29.09.20</p> <p>Memo sent 09.09.20</p> <p>25.05.20</p>

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Covid-19 Virus in the workplace-continued	Staff Visitors Contractors-continued	<p>Tissues provided for staff in welfare areas.</p> <p>All staff contact numbers and emergency details up to date.</p> <p>Visits to sites limited to include preventative maintenance only. All must be by prior arrangement.</p> <p>A person considered to be vulnerable (by virtue of their age, underlying health condition, clinical condition or are pregnant) should not attend work premises.</p> <p>Staff contacted by the NHS Test & Trace system and asked to self-isolate must do so at home and inform payroll at their earliest opportunity. No further action will be taken unless we are informed that the member of staff has developed symptoms of and tested positive for Covid-19.</p> <p>If this happens then staff identified as being in recent close contact with the affected person will be expected to continue to work as normal but are asked to observe strict social distance and personal hygiene measures. If they develop symptoms they must stay at home, get tested and follow medical advice.</p>	<p>Memo re-issued 14.09.20</p> <p>Payroll inform H & S who review staff member's contact with others whilst at work in recent days.</p> <p>Areas that the member of staff worked in will receive a post Covid clean down.</p>	Milly H		

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Covid-19 Virus in the workplace-continued	Office based staff	<p>Signage reminding staff to thoroughly wash hands for 20 seconds more frequently.</p> <p>Signage reminding staff to maintain social distance.</p> <p>Workspaces assessed to ensure recommended safe distancing guidance can be observed.</p> <p>Daily & Weekly cleaning schedules of work spaces. Staff provided with disinfectant wipes and asked to clean their own work spaces at start and end of shift. Updated general cleaning schedules and record including toilets and welfare facilities done.</p>	<p>Re-written Updated</p> <p>Updated</p>	<p>Milly H Milly H</p> <p>Milly H</p>	<p>10.06.20</p>	<p>11.06.20 13.07.20</p> <p>13.07.20</p>
	<p>Butchery staff</p> <p>Possible circulation of virus in air due to operation of chiller blowers which maintain safe working temperature of cutting room.</p>	<p>Reduced numbers of staff mean that observing safe distancing guidelines are more easily observed. Staff to work and take breaks in the same small groups.</p> <p>Tables, work spaces and sinks rearranged or marked out to provide more room between staff and less pinch points. Staff working diagonally to one another or side by side and not face to face whenever possible.</p> <p>All butchery delivery personnel are to wear face coverings.</p> <p>Temperature maintained as close as possible to 12 degree maximum working temperature of cutting room to reduce use of chiller blowers. Blowers operated at night where possible to reduce temperature of cutting room ready for following day.</p>		<p>Butchery Manager</p>	<p>14.09.20 Halifax 24.09.20</p>	<p>14.09.20 Halifax 24.09.20</p>

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Covid-19 Virus in the workplace-continued	Delivery drivers	<p>All delivery drivers have the same vehicle every day where possible.</p> <p>Drivers provided with alcohol hand sanitiser and disinfectant spray. Vehicle disinfection undertaken at start and end of shift and recorded on driver's weekly sheets.</p> <p>Drivers issued with reusable, washable face coverings to be used in premises where government guidance states that they wear one and when requested to do so by a customer.</p> <p>Guidance issued to drivers on good hygiene practices whilst delivering. All delivery drivers advised to observe safe social distancing guidelines when on customer premises and follow customers' own RA guidance. Use hand sanitiser following all deliveries to customers.</p> <p>Whilst a driver is under training it is considered necessary for staff to be together in the vehicle cab. The trainee will work with the same trainer. They will be advised to regularly sanitise their hands, keep vehicle windows open for ventilation, stay facing forward and to avoid working too closely together in a confined space such as the rear of the vehicle.</p> <p>Drivers issued with handheld car machines to reduce need for cash handling.</p>		Milly H Milly H		01.06.20 06.06.20 and 13.10.20

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Covid-19 Virus in the workplace-continued	Field Sales staff	<p>All Field Sales staff have their own company car, laptop and phone, none are shared with others. If a joint visit with a colleague is required to see a customer the staff will travel in their own cars.</p> <p>Field Sales staff already based at home and encouraged to operate remotely unless essential to visit site.</p> <p>Field Sales staff being kept updated on Workplace app.</p> <p>Visits to customer premises will be by appointment or where the customer is open to the public for business.</p> <p>Guidance issued to Field Sales on good hygiene practices whilst visiting customers. All Field Sales staff advised to observe safe social distancing guidelines when on customer premises and follow customers' own RA guidance.</p> <p>Field Sales staff supplied with hand sanitiser and disinfectant wipes to keep themselves and their equipment clean. This is to be kept in their vehicles.</p> <p>Reusable, washable face coverings issued for use.</p>	Guidance written for their return from furlough	<p>Milly H</p> <p>Sales Director</p> <p>Milly H</p>	<p>12.06.20</p> <p>June '20</p> <p>13.10.20</p>	<p>10.06.20</p> <p>June '20</p> <p>13.10.20</p>

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Contact with the general public	Staff and customers	<p>Goods pre-ordered and pre-paid for.</p> <p>Pre-arranged collection time given at point of order.</p> <p>Goods either left out for customers to collect or they are asked to remain in their cars whilst our staff load it in to their boot with no contact is made at any time.</p>				
Contact with delivery drivers and goods from other sites	Goods in staff and visiting delivery drivers	<p>Hand sanitiser provided on loading bays. Reduced deliveries to site where possible. Staff work and take rest breaks in small teams.</p> <p>Goods delivery drivers are asked to observe recommended safe social distancing guidelines and remain in their cabs throughout unloading of goods. Regular cleaning and sanitisation of shared equipment undertaken.</p> <p>Good ventilation on loading bays</p>	Re-written	Milly H	10.06.20	11.06.20
Close contact with a potentially infectious person	First Aiders	<p>We have asked first aiders if they are happy to continue with their duties and all have responded to say that they are. All first aid staff have all been provided with a copy of the latest HSE guidance for administering first aid outside of a medical setting.</p> <p>Covid protection packs containing disposable face masks, gloves and aprons and reusable eye protection issued to all sites to be used by First Aiders when close contact to administer first aid is unavoidable.</p>		Milly H Milly H		30.09.20 09.10.20

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Face to face contact with the general public	Customers and staff in our retail shop	<p>Signage asking customers and staff to observe government guidance and wear a mask when in the shop. Alcohol hand sanitiser is also available.</p> <p>Signage asking customers to observe the recommended safe social distancing guidelines where possible. We have limited the number of customers to be in the shop at any one time. Extended counter to increase distance between customers and staff at check out.</p>	Memo to staff re new government rules as of 24.09.20	Q & S dept.	24.09.20	<p>24.09.20</p> <p>June '20</p>
Car sharing	Staff who usually journey to work together	<p>Wherever possible workers should travel to site alone, using their own transport if necessary.</p> <p>If workers have no option but to share transport then car interiors and frequently touched surfaces such as door handles must be regularly sanitised.</p> <p>Journeys should be shared with the same individuals and with the minimum number of people at any one time</p> <p>Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</p>				

A copy of this document is available on the Holdsworth Foods website.