

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)
Contracting Covid-19 Virus in the workplace	Staff Visitors Contractors – Covid has many varied long term as well as short term risks	<p>If staff show symptoms of Covid-19 whilst at work they are asked to go home isolate and arrange a PCR test asap then follow current government guidance depending on their result.</p> <p>Staff are encouraged to test twice weekly. Those who get a positive result are to inform their line manager who will inform payroll.</p> <p>Any staff working in close contact with a positive case are expected to continue to work as normal but are asked to observe social distancing of 2m and observe good personal hygiene. If they develop symptoms then they must stay at home, get tested and follow current medical advice.</p> <p>Post Covid case cleaning instructions issued to key staff.</p> <p>Visitors are asked not to attend site if they or someone in their household has recently tested positive or shown symptoms for covid-19.</p>	Post Covid Cleaning Instructions adhered to following a positive case amongst staff	Nominated Cleaning staff	As necessary	Memo sent 09.09.20

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Contracting Covid-19 Virus in the workplace - continued	Staff Visitors Contractors-continued	<p>Ventilation throughout offices, warehouses and vehicles is key in reducing the potential spread of the virus in the workplace. Windows and doors should be kept ajar to increase air circulation. Extra layers should be worn to maintain a comfortable temperature during colder months.</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>Cleaning schedules updated in line with current guidelines and more frequent cleaning taking place in high contact areas and workspaces.</p>		Milly H		July 2020
	Office based staff interacting with co-workers	<p>Workspaces assessed to ensure recommended safe distancing guidance can be observed. No overcrowding in offices or canteens.</p> <p>Daily and 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.</p> <p>Staggered break times and signage on tables to allow for social distancing in common areas. Signage in smoking shelter to limit numbers and maintain social distancing. Offices are well ventilated.</p>				

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Contracting Covid-19 Virus in the workplace - continued	Staff having contact with other staff members' personal items	<p>Staff asked to keep their work spaces clean and clear of personal items.</p> <p>All warehouse and butchery staff have individual lockers for their personal items.</p> <p>Signage in changing areas to remind staff to maintain social distance and to keep area clear of personal items.</p>	Supervisors to monitor good standards are maintained			
	<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>Staff to work and take breaks in the same small groups. Staggered break times.</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>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>		Butchery Manager	<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 coming in to contact with many different people each day	<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 face coverings which are 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 and to avoid working too closely together in a confined space such as the rear of the vehicle.</p>				
Staff visiting & delivering to Care Home facilities	Elderly and vulnerable residents at customer Care Home premises	Staff visiting and delivering to Care Home settings must be fully vaccinated and able to prove their vaccination status in order to enter the Care Home premises.	Memo to drivers informing them of the change in the law	General Manager	15.11.21	15.11.21

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Covid-19 Virus in the workplace-continued	Field Sales staff coming in to contact with many different people every day	<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>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>				
	Goods in staff and visiting delivery drivers	<p>Hand sanitiser provided on loading bays. Staff work and take rest breaks in small teams. Regular cleaning and sanitisation of shared equipment undertaken.</p> <p>Good ventilation on loading bays</p> <p>Goods delivery drivers are asked to observe recommended safe social distancing guidelines and remain in their cabs throughout unloading of goods. In line with current guidelines, they are able to use welfare facilities whilst on site.</p>				

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Covid-19 Virus in the workplace-continued	First Aiders having to be in close contact with a potentially infectious person	<p>We have asked first aiders if they are happy to continue with their duties and all have responded to say that they are.</p> <p>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		30.09.20
	Customers and staff in our retail shop who come in to contact with the general public	<p>Alcohol hand sanitiser is available. Masks are optional.</p> <p>We have limited the number of customers allowed in the shop at any one time.</p> <p>Extended counter to increase distance between customers and staff at check out.</p> <p>Door left open for ventilation.</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 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. Good ventilation (i.e. keeping the windows open) may help to reduce the risk of transmission</p>				

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COSSH	Staff Visitors Contractors	New cleaning products such as alcohol hand sanitiser and multi-purpose wipes are being used on our sites as part of our sanitisation and cleaning routines. These have also been adopted as stock lines. COSHH information is held for all of these items on the Lady Lodge computer system and is accessible by all staff.				

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