

## COVID-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a Risk Assessment for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employer should consider their own unique circumstances.

This Risk Assessment is supported by other documentation and Government Guidance obtained from the gov.uk website.

Hazard	Who might be harmed	Controls Required	Controls Introduced	Risk Assessment with no control measures	Risk Assessment after Controls																																								
Spread of COVID-19	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to Site</li> <li>Cleaners</li> <li>Contractors</li> <li>Engineers working with external contractors</li> <li>Delivery Drivers</li> <li>Venerable employees; Elderly, Pregnant workers; those with underlying health conditions</li> <li>Reception staff and delivery reception staff (Cold Store, Stores)</li> </ul>	<p><b>1 – Handwashing;</b></p> <p>1.1 Adequate handwashing facilities to allow minimum of 20 seconds hand washing to take place, for all people attending site</p> <p>1.2 Stringent Hand washing systems to be in place</p> <p>1.3 Use guidance supplied for correct handwashing</p> <p>1.4 Facilities for drying hands with disposable paper towels</p>	<p>-Signage installed.</p> <p>-Handwashing procedures in place.</p> <p>-Taps changed to mixer taps in areas where the water was deemed too hot to wash hands for longer periods of time.</p> <p>-Posters issued on handwashing guidance</p> <p>-After work moisturising cream dispensers increased around site to support the Hand washing risk assessment</p>	<table border="1"> <tr> <td></td> <td>3</td> <td>2</td> <td>1</td> <td></td> </tr> <tr> <td>L</td> <td>2</td> <td>1</td> <td>X</td> <td></td> </tr> <tr> <td>S</td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>9</td> </tr> </table>		3	2	1		L	2	1	X		S		1	2	3					9	<table border="1"> <tr> <td></td> <td>3</td> <td>2</td> <td>1</td> <td></td> </tr> <tr> <td>L</td> <td>2</td> <td>1</td> <td>X</td> <td></td> </tr> <tr> <td>S</td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>3</td> </tr> </table>		3	2	1		L	2	1	X		S		1	2	3					3
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	<ul style="list-style-type: none"> <li>• Commercial and Technical Customer managers who travel for parts of their role</li> <li>• Managers who travel internationally for meetings</li> <li>• Anyone else who physically comes in contact with Employees in relation to Greenyard Frozen UK's business</li> </ul>	<p>1.5 Protection of Skin after stringent handwashing</p> <p>1.6 Supply of hand sanitiser in areas where handwashing facilities are not readily available</p>	<p>-Additional blue roll dispensers installed on site</p> <p>-Hand Sanitisers installed on entry gates – mandatory for all drivers to use before entry to site. Additional labour to check sanitiser was used before entry.</p> <p>-Main entry doors have a gel door handle and dispenser fitted inside before turnstiles. Mandatory for all staff to sanitise on entry to site.</p> <p>-Additional sanitiser dispensers add at internal carpark, Stores, Cold Store (for delivery drivers), Offices and near clock machines.</p> <p>-Meeting rooms, print room and office kitchens issued with sanitiser.</p> <p><i>See sections 3 and 5 of the COVID-19 Risk Assessment file for more information on actions above.</i></p>		
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Spread of COVID-19 CONT.	As above in section 1	<p><b>2 – Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use for example; door handles, light switches , reception area using appropriate cleaning products and methods</p>	<p>-Additional cleaner employed whose role is specifically to clean frequently touched objects. Doors, turnstile, hand rails on walkway. Done daily.</p> <p>-Overtime given to extend cleaning cover over the weekends when production is not running in Packing. To clean toilets, canteen, doors and check levels of soap, sanitiser and blue rolls.</p> <p>-Identified touch screen used by multiple people. Clock machines (installed sanitiser near by), opening up more clock machines to staff to reduce use of key machines.</p> <p>-Issued out cleaning wipes to all lines to clean down the touch machines on the line – Work Instruction issued</p> <p>-Keyboards and mice used by multiple people identified, wipes issued to these areas; for example Stores</p>	<table border="1" data-bbox="1503 167 1816 363"> <tr> <td></td> <td>3</td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>L</td> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>S</td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>9</td> </tr> </table>		3			X		L	2						1					S		1	2	3	9	<table border="1" data-bbox="1830 167 2159 363"> <tr> <td></td> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>L</td> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>1</td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>S</td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>3</td> </tr> </table>		3					L	2						1			X		S		1	2	3	3
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			-Separate risk assessment completed for Cleaners. <i>See section 5 of the COVID-19 Risk Assessment file for more information on actions above.</i>																																																		
Spread of COVID-19 CONT.	As above in section 1	<p><b>3 – Social Distancing</b></p> <p>3.1 Social Distancing – Reduction in the number of persons in any work area to comply with the 2M recommended gap. Recommended by through Government guidance and PHE</p> <p>3.2 Taking steps to review work schedules including start &amp; finish times/ shift patterns, introduce working from home where possible, to reduce the number of workers on site at any given time. Relocating workers to other tasks if required.</p>	<p>-Signage to promote social distancing installed</p> <p>-Email communicated to all staff with access to company email address to inform about the importance of social distancing</p> <p>-Posters and power point slides produced, posters for notice boards and power point for canteen TV's to communicate importance of social distancing to Employees who don't have company email</p> <p>-Floor tape marking out 2M distance installed in gatehouse.</p>	<table border="1"> <tr><td></td><td>3</td><td>Yellow</td><td>Red</td><td>X</td><td>Grey</td></tr> <tr><td>L</td><td>2</td><td>Green</td><td>Yellow</td><td>Red</td><td>Grey</td></tr> <tr><td></td><td>1</td><td>Green</td><td>Green</td><td>Yellow</td><td>Grey</td></tr> <tr><td>S</td><td>Grey</td><td>1</td><td>2</td><td>3</td><td>Grey</td></tr> </table>		3	Yellow	Red	X	Grey	L	2	Green	Yellow	Red	Grey		1	Green	Green	Yellow	Grey	S	Grey	1	2	3	Grey	<table border="1"> <tr><td></td><td>3</td><td>Yellow</td><td>Red</td><td>Red</td><td>Grey</td></tr> <tr><td>L</td><td>2</td><td>Green</td><td>Yellow</td><td>Red</td><td>Grey</td></tr> <tr><td></td><td>1</td><td>Green</td><td>Green</td><td>X</td><td>Grey</td></tr> <tr><td>S</td><td>Grey</td><td>1</td><td>2</td><td>3</td><td>Grey</td></tr> </table>		3	Yellow	Red	Red	Grey	L	2	Green	Yellow	Red	Grey		1	Green	Green	X	Grey	S	Grey	1	2	3	Grey
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		<p>3.3 Redesigning processes to ensure social distancing is in place.</p> <p>3.4 Conference calls to be used instead of face to face meetings</p> <p>3.5 Ensure sufficient rest breaks for staff</p> <p>3.6 Social distancing also to addressed in canteen and smoking areas</p>	<p>-Deliveries in the Stores – a separate area more than 2M’s from the Store person’s desk has been created. Drivers leave deliveries and no signing of the parcel is done at the time. Courier companies following their own policies</p> <p>-Collection point in the Stores for spare parts for Engineers set up more than 2M from Stores staff.</p> <p>-Where it has been deemed that an individual’s role can be done from home, the person has been asked to work from home.</p> <p>-Where it has been deemed that the individual has cannot work from home and their work is business critical provisions have been made to keep the Person safe. For example; moving work stations, using meeting rooms as temporary offices.</p> <p>-Canteens redesigned to allow social distancing</p>		
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			<p>-Locker rooms reviewed to utilise the space to allow for social distancing</p> <p>-Smoking areas reviewed and extended to give more space.</p> <p>-Staggered breaks and changed handover times to limit the number of people coming in to contact with each other.</p> <p><i>See sections 5 of the COVID-19 Risk Assessment file for more information on actions above</i></p>																																																		
<p>Spread of COVID-19 CONT.</p>	<p>As above in section 1</p>	<p><b>4 – PPE and wearing of Gloves</b></p> <p>4.1 Where Risk Assessment identifies the wearing of PPE and Gloves as a requirement for the job an adequate supply of these will be provided.</p> <p>4.2 Staff will need to be instructed on how to remove gloves and reduce contamination and to dispose of them safely.</p>	<p>-Visors issued out to employees to provide added protection.</p> <p>-Gloves mandatory in Production areas when handling food products, Work Instruction issued on cleaning of gloves.</p> <p>-PPE assessment done on 12 week requirements, stocks ordered in advance. Contingency plans produced in case PPE wasn't available due to Global Shortages.</p>	<table border="1" data-bbox="1505 801 1816 992"> <tr> <td></td> <td>3</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Grey</td> </tr> <tr> <td>L</td> <td>2</td> <td>Green</td> <td>Yellow</td> <td>X</td> <td>Grey</td> </tr> <tr> <td></td> <td>1</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Grey</td> </tr> <tr> <td>S</td> <td>Grey</td> <td>1</td> <td>2</td> <td>3</td> <td>Grey</td> </tr> </table>		3	Yellow	Red	Red	Grey	L	2	Green	Yellow	X	Grey		1	Green	Green	Yellow	Grey	S	Grey	1	2	3	Grey	<table border="1" data-bbox="1834 801 2145 992"> <tr> <td></td> <td>3</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Grey</td> </tr> <tr> <td>L</td> <td>2</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Grey</td> </tr> <tr> <td></td> <td>1</td> <td>Green</td> <td>Green</td> <td>X</td> <td>Grey</td> </tr> <tr> <td>S</td> <td>Grey</td> <td>1</td> <td>2</td> <td>3</td> <td>Grey</td> </tr> </table>		3	Yellow	Red	Red	Grey	L	2	Green	Yellow	Red	Grey		1	Green	Green	X	Grey	S	Grey	1	2	3	Grey
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			<p>-Visors and masks provided in non production areas where people requested these, even where they were able to maintain a 2 meter social distance.</p> <p><i>See sections 6 of the COVID-19 Risk Assessment file for more information on actions above</i></p>																																																		
Spread of COVID-19 CONT.	As above in section 1	<p><b>5 - Symptoms of COVID-19</b></p> <p>5.1 If anyone becomes unwell with a new continuous cough or a high temperature or loss of taste and/or smell in workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>5.2 If advised that a member of staff</p>	<p>-All pregnant ladies asked to shield on full pay.</p> <p>-Any Employee who received a letter from the NHS in regards to shielding, shielded on full pay</p> <p>-Symptoms and rules on self isolation communicated via email, poster format, in LM2 meetings and huddles verbally and on the TV screens in canteens.</p>	<table border="1"> <tr><td></td><td>3</td><td>Yellow</td><td>Red</td><td>X</td><td>Grey</td></tr> <tr><td>L</td><td>2</td><td>Green</td><td>Yellow</td><td>Red</td><td>Grey</td></tr> <tr><td></td><td>1</td><td>Green</td><td>Green</td><td>Yellow</td><td>Grey</td></tr> <tr><td>S</td><td>Grey</td><td>1</td><td>2</td><td>3</td><td>Grey</td></tr> </table>		3	Yellow	Red	X	Grey	L	2	Green	Yellow	Red	Grey		1	Green	Green	Yellow	Grey	S	Grey	1	2	3	Grey	<table border="1"> <tr><td></td><td>3</td><td>Yellow</td><td>Red</td><td>Red</td><td>Grey</td></tr> <tr><td>L</td><td>2</td><td>Green</td><td>Yellow</td><td>Red</td><td>Grey</td></tr> <tr><td></td><td>1</td><td>Green</td><td>Green</td><td>X</td><td>Grey</td></tr> <tr><td>S</td><td>Grey</td><td>1</td><td>2</td><td>3</td><td>Grey</td></tr> </table>		3	Yellow	Red	Red	Grey	L	2	Green	Yellow	Red	Grey		1	Green	Green	X	Grey	S	Grey	1	2	3	Grey
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		<p>or anyone else on site has developed COVID-19 and were recently on the premises the Management Team will identify people who have been in contact with them and take advice on actions/ precautions that they should take following Government guidance</p>	<p>-HR maintained regular contact with anyone who was shielding or in isolation</p> <p>-Anyone mentioning symptoms sent off site to self isolate, deep cleaning of all areas introduced if this occurs</p> <p>-Process for on site test, track and trace if an employee tests positive for COVID-19</p> <p><i>See sections 2 of the COVID-19 Risk Assessment file for more information on actions above.</i></p>																																																		
<p>Spread of COVID-19 CONT.</p>	<p>As above in section 1</p>	<p><b>6 - Drivers and Deliveries</b></p> <p>6.1 Procedures should be in place for Drivers to ensure adequate welfare facilities available during their work</p> <p>6.2 Persons should not share vehicles or cabs, where suitable distancing can be achieved.</p> <p>6.3 Distance between Drivers and Employees</p>	<p>-Downstairs office toilets Kings Lynn near Cold Store reception area changed to be Drivers toilets only, with hand washing facilities</p> <p>-Boston Cold Store, portable toilet hired for use by drivers only</p> <p>-Access to sanitiser provided at Cold Store reception desk</p> <p>-Screens placed between Cold Store operatives and Drivers</p>	<table border="1" data-bbox="1505 839 1816 1031"> <tr> <td></td> <td>3</td> <td>Yellow</td> <td>Red</td> <td>X</td> <td>Grey</td> </tr> <tr> <td>L</td> <td>2</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td></td> </tr> <tr> <td>S</td> <td>Grey</td> <td>1</td> <td>2</td> <td>3</td> <td></td> </tr> </table>		3	Yellow	Red	X	Grey	L	2	Green	Yellow	Red			1	Green	Green	Yellow		S	Grey	1	2	3		<table border="1" data-bbox="1834 839 2145 1031"> <tr> <td></td> <td>3</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Grey</td> </tr> <tr> <td>L</td> <td>2</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>Green</td> <td>Green</td> <td>X</td> <td></td> </tr> <tr> <td>S</td> <td>Grey</td> <td>1</td> <td>2</td> <td>3</td> <td></td> </tr> </table>		3	Yellow	Red	Red	Grey	L	2	Green	Yellow	Red			1	Green	Green	X		S	Grey	1	2	3	
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		<p>6.4 Check country of Origin of the delivery</p>	<p>-Communication between Greenyard and delivery companies made.</p> <p>-Organised higher quantities of consumables on orders to reduce numbers of deliveries required.</p> <p><i>See sections 8 of the COVID-19 Risk Assessment file for more information on actions above</i></p>																																																		
<p>Spread of COVID-19 CONT.</p>	<p>As above in section 1</p>	<p><b>7 – Mental Health</b></p> <p>7.1 Management will promote mental health and well being during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>- HR speak to all furloughed and shielding staff on a regular basis</p> <p>-Wellbeing workshops held</p> <p>- HR have regular contact with anyone displaying symptoms</p> <p>-Wellbeing is part of HR’s strategy</p> <p>- Each department has regular contact with their teams who are working from home to ensure they are kept fully updated and not forgotten about</p>	<table border="1" data-bbox="1505 762 1816 954"> <tr> <td></td> <td>3</td> <td>Yellow</td> <td>X</td> <td>Red</td> <td>Grey</td> </tr> <tr> <td>L</td> <td>2</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td></td> </tr> <tr> <td>S</td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td></td> </tr> </table>		3	Yellow	X	Red	Grey	L	2	Green	Yellow	Red			1	Green	Green	Yellow		S		1	2	3		<table border="1" data-bbox="1834 762 2145 954"> <tr> <td></td> <td>3</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Grey</td> </tr> <tr> <td>L</td> <td>2</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>Green</td> <td>X</td> <td>Yellow</td> <td></td> </tr> <tr> <td>S</td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td></td> </tr> </table>		3	Yellow	Red	Red	Grey	L	2	Green	Yellow	Red			1	Green	X	Yellow		S		1	2	3	
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Spread of COVID-19 CONT.	As above in section 1	<p><b>8 – Entry to Site</b></p> <p>8.1 Management will review who can attend site and the procedures that be must followed to entry.</p>	<p>-Mandatory to sanitise hands on entry to site. Sanitiser dispensers fitted at main gates for anyone entering site via a vehicle</p> <p>-Sanitiser door handle fitted to site entry door and mandatory for all pedestrians to sanitise their hands prior to entering site</p> <p>-Perspex placed in front of reception desks</p> <p>-Sanitiser dispensers added to Cold Store and Stores reception areas.</p> <p>-Health and Hygiene questionnaire updated to include COVID-19 symptoms.</p>	<table border="1"> <tr> <td></td> <td>3</td> <td>Yellow</td> <td>Red</td> <td>X</td> <td>Grey</td> </tr> <tr> <td>L</td> <td>2</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Grey</td> </tr> <tr> <td></td> <td>1</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Grey</td> </tr> <tr> <td>S</td> <td>Grey</td> <td>1</td> <td>2</td> <td>3</td> <td>Grey</td> </tr> </table>		3	Yellow	Red	X	Grey	L	2	Green	Yellow	Red	Grey		1	Green	Green	Yellow	Grey	S	Grey	1	2	3	Grey	<table border="1"> <tr> <td></td> <td>3</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Grey</td> </tr> <tr> <td>L</td> <td>2</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Grey</td> </tr> <tr> <td></td> <td>1</td> <td>Green</td> <td>Green</td> <td>X</td> <td>Grey</td> </tr> <tr> <td>S</td> <td>Grey</td> <td>1</td> <td>2</td> <td>3</td> <td>Grey</td> </tr> </table>		3	Yellow	Red	Red	Grey	L	2	Green	Yellow	Red	Grey		1	Green	Green	X	Grey	S	Grey	1	2	3	Grey
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			<p>-All non essential visitors banned from site. Only those deemed business critical given access to site. Health &amp; Hygiene Questionnaire filled out by all visitors and contractors.</p> <p>-Cold Store and Stores areas set up to allow Social Distancing when delivery drivers are entering site.</p> <p><i>See sections 3, 7 and 8 of the COVID-19 Risk Assessment file for more information on actions above.</i></p>		
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