


Abena UK

COVID -19 | General Risk Assessment

Company / Assessment details:	
Company Name:	Abena UK
Description of activities undertaken:	Goods in and out warehouse operations and associated office tasks
Address of premises:	Sprint Point, Dolomite Avenue, CV5 6US
Description of premises:	Two storey building, ground floor entrance with warehouse, offices, meeting room and staff facilities. First floor includes offices and staff facilities
Risk Assessment Number:	COVID - 19
Version:	1.0
Date of Assessment:	26/05/2020
Review Schedule:	Initially 2 weeks from first return to work or whenever government guidance is updated or amended
Completed by:	Steven Pitt <i>Add signature</i>
Checked by:	Helen McCabe 
Date checked:	04.06.2020
Authorised / accepted by:	<i>Add signature</i>

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1. Risk matrix and risk level evaluation rational

Probability of a harmful occurrence – Probability is based on information known about the hazard and on hazard-related occurrences experienced in similar circumstances.

Probability (expected frequency)	
1 - Not likely	Probability is assessed as not likely if a harmful occurrence resulting from exposure is possible but improbable. The assessor assumes that it will not occur, but the occurrence is not impossible based on activities.
2 - Seldom	Probability is assessed as seldom where a harmful occurrence is expected to happen infrequently. The event is viewed as a remotely possible and may occur at some time. Usually, several things must go wrong at once for the harmful event to happen based on activities.
3 - Occasional	Probability is assessed as occasional if a harmful occurrence is expected to happen sporadically or immediately because of exposure – the event is neither common nor uncommon based on activities.
4 - Likely	Probability is assessed as likely if a harmful occurrence is expected to happen several or numerous times. – the event commonly happens based on activities.
5 - Frequent	Probability is assessed as frequent if a harmful occurrence is known to happen continuously, regularly or inevitably based on activities.

Severity of a harmful occurrence – The severity level does not consider probability; severity is an estimate of the loss that would follow the envisaged event.

Severity (expected consequences)	
1 - Negligible	Severity is estimated as negligible if the consequences of an event, if it occurs, are expected to include, minimal injury, illness, (cuts and bruises) loss or damage; no operational degradation or reduction in future capability.
2 - Minor	Severity is estimated as minor if the consequences of an event, if it occurs, are expected to include, minor injury, illness, (3 days off work) loss or damage; slight operational degradation; or reduction in future capability.
3 – Significant	Severity is estimated as significant if the consequences of an event, if it occurs, are expected to include, significant injury, illness, (7 days+ off work) loss or damage; significant operational degradation; or reduction in future capability.
4 - Severe	Severity is estimated as severe if the consequences of an event, if it occurs, are expected to include severe injury, illness, (long term) loss or damage; severe operational degradation; or reduction in future capability.
5 - Critical	A severity level is estimated as critical when consequence of an event, if it occurs, are expected to include death, unacceptable loss or damage; immediate operational failure; or loss of future capabilities

Risk level Matrix – Probability of a harmful event x Severity of a harmful event = Risk Level explanation

Risk Matrix		Severity (expected consequences)				
		1 – Negligible	2 - Minor	3 – Significant	4 – Severe	5 – Critical
Probability (expected frequency)	1 – Not Likely	1 = Low	2 = Low	3 = Tolerable	4 = Tolerable	5 = Tolerable
	2 - Seldom	2 = Low	4 = Tolerable	6 = Tolerable	8 = Increased	10 = Increased
	3 - Occasional	3 = Tolerable	6 = Tolerable	9 = Increased	12 = Increased	15 = High
	4 – Likely	4 = Tolerable	8 = Increased	12 = Increased	16 = High	20 = High
	5 – Frequent	5 = Tolerable	10 = Increased	15 = High	20 = high	25 = High

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2. Residual risk rational and control measures

Residual Risk – Residual risk is the risk that remains after controls are applied. Dependent on the level risk the following actions should be considered;

Low Risk (1-2)	Tolerable Risk (3-6)	Increased Risk (8-12)	High Risk (15-25)
Acceptable activity or policy, Additional consideration: No further actions required	Acceptable activity or policy, with controls and suitable supervision Additional consideration: Efforts should be made to reduce the risk further, but the cost of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within 3 to 6 days	Acceptable activity or policy, with stringent controls and high levels of supervision Additional consideration: Efforts must be made to reduce the risk further, but the cost of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within 1 to 3 days	Unacceptable activity or policy. Additional considerations: No work is to be undertaken unless the risk level is reduced. If immediate actions to reduce the risk are not apparent, stop work and seek advice from competent specialists as a matter of urgency.

Control measures – Control measures are to be considered and implied in order of priority. The hierarchy of controls table below shows these priorities;

Hierarchy of controls	
1st Elimination	Redesign the job or eliminate materials or substances so that the hazard is removed or eliminated.
2nd Substitution	Replace the materials, substances or process with a less hazardous one
3rd Engineering controls	Use work equipment or other measures. For example, to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fumes or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery or equipment. Give priority to measures which protect collectively over individual measures.
4th Administrative controls	These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.
5th Personal protective equipment (PPE)	Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur)

Suitability of controls – The Suitability of the control measure(s) can be assessed by applying the following;

Suitability of controls	
Feasibility	The organisation has the capability to implement the controls
Acceptability	The benefit gained by implementing the controls justifies the cost in resources and time. This assessment of acceptance is largely subjective. Experience, company guidance and other external restrictions can influence the outcome.
Suitability	The control(s) removes the hazard(s) or mitigates the residual risk to an acceptable level (to be determined by a responsible individual).
Supported	Adequate personal, equipment, supplies and facilities are available to implement the proposed controls.
Explicitness	The controls clearly specify who, what, where and when, why and how each control will be used.
Standards	Guidance and procedures for implementing the controls are clear, practicable and specific.
Training	The knowledge and skills of the workforce are adequate to implement the controls.
Leadership	Management is ready, willing, and able to implement the controls
The individual	Individual members of the workforce are sufficiently self-disciplined and capable of implementing the control.

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3. Definitions and terms

Definitions	Who may be harmed
<p>Definition of COVID-19; <i>'Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.</i></p> <p><i>Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness'.</i></p> <p>Source; World Health Organisation https://www.who.int/health-topics/coronavirus#tab=tab_1</p> <p>Definition of hazard; <i>'A hazard is the potential for a substance, activity or process to cause harm</i></p> <p>Definition of harm; <i>'Harm is the infection or ill health of people, or operational, or reputational loss because of an event'.</i></p> <p>See opposite for whom may be harmed.</p> <p>Definition of risk; <i>'Risk is the probability of a substance, activity or process to cause harm and the severity or consequences of that harm. This is referred to as the Risk Level'.</i></p> <p>Definition of Controls or Control measure; <i>'Controls are methods used for reducing the risk to 'as low as reasonably practicable'.</i></p> <p>Definition of significant risks; <i>Those risks which arise more often and/or those with more serious consequences</i></p>	<p>Based on activities, those that may be harmed have been identified as follows;</p> <ul style="list-style-type: none"> ▪ Directly affected <ul style="list-style-type: none"> ○ All on site or; <ul style="list-style-type: none"> ▪ Staff (including contractors) ▪ Visitors ▪ Public ▪ Indirectly affected <ul style="list-style-type: none"> ○ Public – those not present at the business premises but in contact with staff <p>Special Groups</p> <p>Special Groups are defined as a group of persons who may require an additions risk assessment due to being more at risk than other groups</p> <p>Examples of special groups may include:</p> <ul style="list-style-type: none"> ▪ Older workers ▪ Black and minority ethnic persons ▪ Shift workers ▪ New and expectant mothers ▪ First Responders (Emergency Services) ▪ Those are otherwise clinically vulnerable

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4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.1 Procedure</p> <p>The lack of clear and agreed procedures leading to confusion and inconsistency that may lead to exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Suitable procedures agreed for the management of risks relating to COVID-19 and activities on site Procedures to be agreed with relevant departments operating on site Procedure created using guidance from the UK Government and Public Health England as well as existing legislation 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required):</p> <p>Procedures to be reviewed in line with risk assessment</p> <p>Training to be provided by Harrier, Health and safety consultants for Abena.</p> <p>All employees to be provided with access to the risk assessment.</p> <p>Signage and marking around the building to provide guidance.</p> <p>Further Information;</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>

Low Risk 1 - 2

Tolerable Risk 3 - 6

Increased Risk 8 - 12

High Risk 15 - 25

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4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.2 Risk assessments</p> <p>Failure to conduct appropriate risk assessments leading to confusion and inconstancy that may lead to exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Risk assessment completed by competent person in conjunction with all relevant parties Separate occupational health risk assessments undertaken by competent and qualified person as required for those that are in the vulnerable or shielding categories Risk assessment uses guidance from the UK Government and Public Health England as well as existing H&S legislation Return to work is completed in phases and risk assessment to be reviewed at each progression 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required); Risk assessment to be reviewed every two weeks until the situation stabilises. All members of staff will be asked to contribute to any review of risk assessment</p> <p>Further Information; https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>
<p>1.3 Statutory inspections</p> <p>Statutory inspections not completed due to close down of business and access to competent and qualified contractors and suppliers leading to equipment failure causing serious injuries</p>	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> All inspections have been scheduled and will go ahead as normal as per the operations planner 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required); Further Information;</p>

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4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.4 Communication</p> <p>Lack of communication with staff and visitors leading to stress, anxiety, confusion, and failure to follow control measures identified</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Discussions with employees as part of the risk assessment process to identify concerns All control measures and information to be given to employees prior to agreeing a return to work date Management to invite comments and discussion with employees Zoom session to be completed prior to initial return to work for all Communication to be continuous throughout the phased return to work. Health & Safety Advisor (Harrier) to be an impartial point for any questions or concerns that employees may have as well as assisting the management team with implementation of control measures 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required);</p> <p>Continual review with employees through 1:1's and team meetings.</p> <p>Signage and information has been added to areas of the building to provide up to date information to all employees and visitors</p> <p>Further Information;</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>

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4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.5 Car Parking</p> <p>Failure to leave adequate space between vehicles increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Staff encouraged to walk or cycle to work wherever possible Suitable numbers of car parking spaces available Where possible spaces left between parked cars Employees all briefed to maintain social distancing when entering and exiting vehicles No visitors permitted on site unless to carry out essential work 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required); No further controls required</p> <p>Further Information; https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.6 Travel to work</p> <p>Employees using public transport increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Staff encouraged to walk or cycle to work wherever possible Where staff need to use public transport consideration will be given to changing shift times to avoid peak times Staff advised to avoid overly crowded buses and trains, where necessary they should stay in touch with their manager to advise of change of arrival time Staff advised to wear face covering when travelling on public transport Business related travel (sales calls etc) restricted and must be approved by management 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required);</p> <p>Staff should not car share if not from the same household.</p> <p>Employees who are able to work from home effectively to avoid using public transport, will do so.</p> <p>Further Information;</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.7 Social distancing – communal areas</p> <p>Failure to observe social distancing guidance increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> All social distancing procedures put in place to reflect the UK Government guidance Social distancing procedures trained to all staff prior to arrival onto site Only essential staff members to work on site; all other staff to continue to work from home Smoking area to be used by a maximum of 2 people at a time and must follow social distancing Suitable signage placed around the site as a reminder to social distance from others All those working on site briefed to challenge examples of poor social distancing or report concerns immediately to management Capacity set for the kitchen and break areas. Only specific number of chairs have been left in/unusable chairs have been taped off No customer or supplier meetings permitted on site until further notice. All meetings to be completed by Zoom/Skype where possible 	3 - Occasional	3 - Significant	9 = Increased	<p>Additional Controls (if required):</p> <p>Management briefed to lead by example in relation to social distancing</p> <p>Company disciplinary policy will be enforced where necessary</p> <p>Further Information:</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.8 Social distancing – individual workstations</p> <p>Failure to observe social distancing guidance increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Clear demarcation on the floor for work areas and walking routes to allow for movement around the work area Where possible workstations have been set up so people work back to back or side by side Office layout has been reviewed to allow for suitable workspace. Screens have been put in place between desks where necessary No hot desking permitted Face to face contact to be limited to less than 15 minutes All social distancing to be monitored by managers and relevant staff members PPE to be worn for tasks where social distancing cannot be observed, if they are essential to the operation Staff to remain in their own work areas where possible unless they need access to the kitchen or toilets. 	3 - Occasional	3 - Significant	9 = Increased	<p>Additional Controls (if required);</p> <p>Management briefed to lead by example in relation to social distancing</p> <p>Company disciplinary policy will be enforced where necessary</p> <p>Where sharing of workstations is unavoidable measures to be put in place to ensure cleaning between users</p> <p>All work stations have been provided with cleaning products and hand sanitiser</p> <p>All employees are encouraged to wash hands at regular intervals</p> <p>Further Information;</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.9 Health surveillance</p> <p>People reporting to work with symptoms of COVID-19, including those in the clinically vulnerable categories increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> No visitors permitted onto site All employees to complete a health questionnaire prior to commencing work on site again, this includes symptoms tracking and identifying those in the vulnerable category Any positive responses to be referred to qualified and competent Occupational Health Advisor Staff briefed on what symptoms to look for Company sick pay policy in place Those who symptomatic or who tests positive for the virus are not to attend site and should self-isolate at home (7 days) Those living in a home where a member of the household is symptomatic or tests positive for the virus are to self-isolate at home (14 days) 	3 - Occasional	3 - Significant	9 = Increased	<p>Additional Controls (if required);</p> <p>Company disciplinary policy will be enforced where necessary</p> <p>Occupational Health Advisor available to 'triage' any COVID-19 related</p> <p>Further Information;</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.10 Mental wellbeing</p> <p>Impact on mental health due to personal circumstances relating to COVID-19, additional work pressures or anxiety related conditions</p>	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Regular communication in place prior to return to workplace to identify procedures in place Staff encourage to discuss concerns prior to return to work and once back in the workplace Managers to monitor for any changes in behaviour Regular 1:1's and team meetings in place to allow people to discuss concerns Managers given specific training on how changes to work arrangements may impact on mental health of staff. Also to be given training on recognising symptoms of stress and anxiety and possible ways of managing these situations sensitively All concerns raised by staff to documented and suitable action taken as necessary 	2 -Seldom	3 - Significant	6 = Tolerable	<p>Additional Controls (if required);</p> <p>Occupational health advisor or Employee Assistance Programme to be utilised as necessary</p> <p>Further Information;</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.11 Mental wellbeing – working from home</p> <p>Staff that are working from home may feel isolated, find it difficult to separate work and home, be balancing childcare or care for others which can all lead to stress, anxiety, depression or mental health issues</p>	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Clear communication with manager regarding personal circumstances Clear targets and expectations set around working hours and any KPI's Managers to maintain a regular pattern of communication through online platforms where face to face meetings are not possible Managers to ensure that staff are kept up to date with developments on site and where possible team meetings involve those working on site and from home 	2 -Seldom	3 - Significant	6 = Tolerable	<p>Additional Controls (if required);</p> <p>Further Information;</p> <p>https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p>

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4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.12 Social isolation Failure to observe social isolation guidance increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Those who symptomatic or who tests positive for the virus are not to attend site and should self-isolate at home (7 days) Those living in a home where a member of the household is symptomatic or tests positive for the virus are to self-isolate at home (14 days) All in self isolation are encouraged to contact their GP, NHS 111 if symptoms persist beyond 5 days or worsen at any time. All staff to be briefed on the UK Government guidance Briefings and staff meetings to be completed using online tools such as Teams/Zoom/Skype etc wherever possible. No visitors permitted on site 	2 -Seldom	3 - Significant	6 = Tolerable	<p>Additional Controls (if required): Company disciplinary policy will be enforced where necessary All employees to sign a document to confirm that they have received and understood information on social isolation and what to do if they, or someone in their household, have symptoms or test positive. Employees must isolate if they are identified as part of the Government track and trace programme.</p> <p>Further Information; https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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4. Risk assessment findings

Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.13 Door handles and other often used surfaces</p> <p>Continual use of doors including entrance by many people increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Keypads on printers and other equipment to be disabled where it is safe to do so. Two hourly cleaning schedule in place as well as a wipe as you go policy Disinfectant wipes and cleaning materials available in high-traffic areas Signage in place around high traffic area 	2-Seldom	3 - Significant	6 = Tolerable	<p>Additional Controls (if required);</p> <p>Daytime cleaning to be marked off on a check sheet by Managers</p> <p>Opening and closing check sheet to be completed to ensure that fire doors are closed at the end of each day</p> <p>Further Information;</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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Tolerable Risk 3 - 6

Increased Risk 8 - 12

High Risk 15 - 25

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General Risk Assessment -COVID-19

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Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.14 Kitchen and refreshment making facilities</p> <p>Use of the site kitchen facilities the preparation and serving of food increasing the probability exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Staff to wash up own crockery and utensils as used Washing up facilities available in the kitchen area Staff encouraged to store food at the work area by using cool bags Staff encouraged to avoid trips to the shop or other food outlets during working hours Separate kettles for work areas Employees to wipe down kitchen areas before and after use using cleaning equipment provided Capacity set for kitchen and break areas and clearly identified to staff Breaks to be staggered to allow people access to the kitchen as necessary Space available outside to take breaks as required 	3 - Occasional	3 - Significant	9 = Increased	<p>Additional Controls (if required); Managers to complete spot checks on cleanliness of kitchen areas</p> <p>Further Information; https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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			P	S	RRL	
<p>1.15 Deliveries</p> <p>Contamination from deliveries and materials brought onto site increasing the probability exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Contactless deliveries utilised where possible Designated persons to take deliveries Number of deliveries to be restricted where possible by placing larger orders Delivery drivers to remain away from employees where safe to do so and not in conflict with other safety procedures Delivery driver permitted to use company facilities if requested Employees to wash hands before and after handling deliveries Social distancing to be maintained during deliveries Deliveries to be loaded/unloaded in specified teams Face coverings/masks to be worn for delivery loading/unloading lasting longer than 15 minutes and working in teams of 2 or more where social distancing cannot be maintained 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required);</p> <p>Gloves available for use while collecting deliveries. Vehicle Keys to be place into a tray when unloading to prevent contact. Drivers to be shown 1-way system to use facilities to reduce contact with employees. Employees provided with Facemasks and Gloves, if required.</p> <p>Further Information;</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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4. Risk assessment findings

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			P	S	RRL	
<p>1.16 Contractors</p> <p>Contractors working on the premises increasing the probability exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Only essential contractor works to be completed on site Consideration of contractor works taking place out of hours Contractors to provide details of their procedures for the management of COVID-19 within their operations All contractors to confirm that they do not have any of the identified symptoms of COVID-19 prior to being allowed access to site Contractors to identify working areas prior to work commencing on site and suitable arrangements put in place to ensure that social distancing can be maintained for them and others working on site Access to be permitted to hand washing facilities and toilets whilst on site Contractors to be given details of site procedures prior to arrival on site 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required); None required</p> <p>Further Information; https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.17 Personal items and equipment</p> <p>Unnecessary personal items and equipment on site increasing the probability exposure to infection, ill health, operational degradation, and reputational damage.</p> <p>Equipment used during work activities not being adequately cleaned increasing the probability of exposure to infection</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> All staff to bring minimal personal items on site Disinfectant wipes available around all work areas to enable all equipment to be cleaned before and after use Cleaning regime in place each day by contract cleaner Where possible, employees to retain their own kit/plant to prevent cross contamination from others Equipment used by multiple people to be wiped down with disinfectant wipes by users before and after use 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required); None required</p> <p>Further Information; https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.18 Personal Protective Equipment (PPE)</p> <p>Failure to provide adequate PPE or use PPE appropriately increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage.</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> PPE only mandatory for tasks that happen in close duration - face masks. None identified at present All staff to be trained on the correct use of PPE Suitable disposal arrangements of PPE in place PPE to be easily accessible for those that need it on site All PPE to apply with the relevant British Standard 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required); Risk assessment to be updated in line with Government guidance</p> <p>Further Information; https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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Hazards Risks	Whom or what is at risk	Controls in place	Probability X Severity = Residual Risk Level			Additional controls required and further information:
			P	S	RRL	
<p>1.19 Hygiene and cleaning</p> <p>Failure to have appropriate hygiene and cleaning protocols in place increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Clear cleaning schedules in place for the cleaning of the building by contractor Clear cleaning schedules in place for the cleaning of workstations by employees daily Suitable cleaning products and disposable cloths available Staff suitably trained on the use of cleaning materials and cleaning protocols Suitable hand sanitiser stations located around site – hand sanitiser must be a minimum of 60% alcohol Handwashing facilities on site Everyone to wash hands on arrival to site and regular intervals throughout the day Suitable signage around the site to remind people about good hand hygiene 	2 -Seldom	3 - Significant	6 = Tolerable	<p>Additional Controls (if required):</p> <p>Managers to check that employees are following regular cleaning and hand washing procedures.</p> <p>Contract cleaners to spend additional time cleaning high traffic areas such as kitchens and stair ways.</p> <p>FLT drivers provided with cleaning products and must clean their equipment as part of their pre-use check.</p> <p>Supervisor will ensure FLT drivers follow procedures and fill out documentation as standard</p> <p>Further Information;</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>

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			P	S	RRL	
<p>1.20 Emergency procedures and First Aid</p> <p>Existing first aid and emergency procedures increasing the probability of exposure to infection, ill health, operational degradation, and reputational damage</p>	<ul style="list-style-type: none"> Staff Visitors Public - away from site 	<ul style="list-style-type: none"> Existing building evacuation procedures suitable for amended operational status Existing evacuation point capable of holding expected numbers on site in line with social distancing CPR being limited to chest compressions only (no mouth to mouth contact) First aiders to wear PPE when administering first aid First aid only administered where necessary. First aid supplies issued to those that can apply themselves where possible. 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required); None required</p> <p>Further Information; https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>
<p>1.21 Use of lifts</p> <p>Multiple people in a confined space increasing the probability of exposure to infections, ill health, operational degradation and reputational damage</p>	<ul style="list-style-type: none"> Staff Visitors Public – away from site 	<ul style="list-style-type: none"> Employees asked to use the stairs wherever possible Only person to use the lift at a time Hand sanitiser available at lift access points Contract cleaners to clean lift as part of their daily cleaning schedule Signage placed outside the lift 	1 - Not Likely	3 - Significant	3 = Tolerable	<p>Additional Controls (if required); None</p> <p>Further Information;</p>

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5. Areas of significant risk

The following have been identified as areas of significant risk due the estimated or actual frequency of a harmful occurrence, or the severity of a harmful occurrence should it occur. Each risk listed below is to be incorporated into a **Risk Reduction Plan** to help reduce or mitigate the risk further.

Risk assessment N°:	Risk details:	Recommendation:	Date to be completed:	Risk owner:
1.7	Social distancing – communal areas	Continued supervision, reminders and review of social distancing measures	Ongoing	All Managers
1.8	Social distancing – individual workstations	Continual supervision of work areas and reminders of social distancing protocols	Ongoing	All Managers
1.9	Health surveillance	Employees to be reminded to report any ill health and to be aware of symptoms	Ongoing	All Managers
1.14	Kitchen and break areas	Monitoring of break areas and kitchen to ensure rules are being adhered to	Ongoing	All Managers