

Risk Assessment for Coronavirus (COVID-19)

Description	Cranswick Country Foods Plc						
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Authorised by:		Position		Date			

Risk No.	Hazard	Who might be affected and how?	What we are currently doing?	Evaluate current control measures. Do we need to implement additional controls?			Additional Control Measures	By who	By when
				YES	NO	N/A			
1 - SAFE PLACE									
1	Coronavirus (COVID-19) (CV19) Someone entering the workplace with CV19	Employees The workplace remains open due to key manufacture to the food retail sector. Someone enters the workplace with CV19 and passes the virus on to employees, who in turn pass CV19 onto family members and those they come into contact with.	We are following advice applicable to our Business. <ul style="list-style-type: none"> • GOV.UK: Public Health England • Health & Safety Executive. • Sector guidance: BMPA, DEFRA, FSA. • Trade Union • Cranswick Plc COVID-19 Crisis Team 		NO		COVID-19 information posters displayed at site entrances in multi-language. Social distancing measures implemented at site entrances. i.e. line marking & site marshals. COVID-19 questionnaires are completed at security prior to entry to site. Hand sanitisers stations in place at strategic locations around site. Regular hand washing in place across the site in line	Dept managers	On Going

							<p>with Food Safety Hygiene standards.</p> <p>Non-essential office staff working from home where possible.</p> <p>Staggered shifts to segregate mixing of different shifts.</p> <p>All site actions have been communicated to staff in 3 languages via posters and presentation on canteen TV's</p> <p>All on-site training cancelled until further notice.</p> <p>Shortened induction process to limit contact between departments.</p> <p>Employees informed/briefed on action to be taken on discovery of symptoms (employee/household) and procedure on self-isolation.</p> <p>Working with key suppliers to ensure that PPE is available as required.</p>		
2	<p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the workplace with CV19</p>	<p>Visitors/Contractors</p> <p>A visitor/contractor enters the workplace with CV19 and passes</p>	<p>Request sent to companies/visitors who regularly attend our premises or those we work alongside us to provide information on their current COVID-19 status. The information they provide will</p>		NO		<p>COVID-19 questionnaires are either sent to or in advance of contractors/visitors arriving on site.</p>	<p>Dept Managers</p>	<p>At all times</p>

		the virus on to employees.	help us determine if they are allowed onto site. Only business critical visitors will be allowed onto site.				Haulier process in place to ensure they remain in their cab where possible. Social distancing measures implemented at site entrances. CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards, canteens etc).		
3	Coronavirus (COVID-19) (CV19) <i>Someone becomes ill within the workplace</i>	Employees, visitors Contracted CV19 by any means.	Person will be removed to a designated area which is at least 2 metres away from other people. We have identified a designated room or area where they can be isolated behind a closed door. If it is possible to open a window, we will do so for ventilation. The individual will be sent home and advised to follow NHS guidance. If the person is a visitor, their organisation will also be contacted. The workplace will be decontaminated following Governmental guidance: This information has been passed onto employees.		NO		First aid rooms being used as an isolation area	First aider	As required

4	<p>Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</p>	<p>Employees, visitors</p> <p>A person catches CV19 due to contaminated surfaces.</p>	<p>An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.).</p> <p>Hand sanitisers have been placed in strategic places throughout the workplace.</p> <p>Extra hygiene requirements (handwashing etc.) are enforced.</p> <p>Multi-use handtowels are not used to dry hands.</p> <p>This information has been passed onto employees.</p>		NO	<p>Additional cleaning in place in all staff amenities and office areas</p> <p>Decontamination procedures in place such it be required by the site hygiene team</p>	Hygiene Manager	Daily
5	<p>Coronavirus (COVID-19) (CV19)</p> <p>Proximity, workplace gatherings</p>	<p>Employees</p> <p>A person catches CV19 due to working closely with an infected person.</p>	<p><i>Social Distancing</i> guidance has been implemented. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring large meetings etc.)</p> <p>Sector guidance: BMPA, DEFRA, FSA.</p> <p>Trade Unions</p> <p>This information has been passed onto employees.</p>		NO	<p>Post self-isolation, staff are completing the site RTW form and detailing the length of the self-isolation (including circumstance i.e. they have been affected or someone in their household has)</p> <p>On site social distancing is enforced outside of the production environment i.e. Staggered breaks</p> <p>Smoking areas and canteens areas have been extended.</p> <p>Additional hand sanitisers in place and regular hand washing in place across the site.</p>	Dept Managers	As required

							<p>Non-essential staff working from home where possible.</p> <p>Shift patterns adjusted to segregate mixing of different shifts.</p> <p>All site actions have been communicated to staff in 3 languages via posters and presentation via canteen TV's</p> <p>All on-site training cancelled until further notice</p> <p>Shortened induction process to limit contact between departments</p> <p>Social distancing measures have been taken in line with sector guidance for food process businesses i.e. BMPA, DEFRA, FSA.</p>		
Risk No.	Hazard	Who might be affected and how?	What we are currently doing?	Evaluate current control measures. Do we need to implement additional controls?			Additional Control Measures	By who	By when
				YES	NO	N/A			
2 – SAFE PERSON									

6	Coronavirus (COVID-19) (CV19) General	Employees (including those considered at increased risk) Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts): https://www.nhs.uk/conditions/coronavirus-covid-19/ Government guidance is displayed on the tv screens in the canteens. Advice on risks, symptoms and control measures has been passed onto employees through site signage and tv displays.		NO		Group COVID 19 guidance update communication to all employees via COVID 19 Information boards, TV's and team brief's	HR	As required
7	Coronavirus (COVID-19) (CV19) Self-isolation	Employees Employees are not aware of the need to self-isolate or how to self-isolate.	NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/ The need to provide an isolation certificate has been passed to employees. Advice on how to self-isolate has been passed onto employees.		NO		Staff briefings happening on site daily Site action plan put together and communication to team via briefing, posters and TV's in the canteen in all 3 languages spoken on site	HR	As required
8	Coronavirus (COVID-19) (CV19) Travel	Employees Travelling abroad for work to any area.	FCO provides advice for travellers: https://www.gov.uk/foreign-travel-advice (FCO)		NO		Anyone returning from abroad are to complete the COVID-19 questionnaire before returning to work.	HR	

	(Travelling abroad)		Practical alternatives to travel including postponing trips and holding meetings via video conferencing are implemented. Advice and guidance on travelling has been passed onto employees.						
9	Coronavirus (COVID-19) (CV19) Travel (Returning from travelling abroad)	Employees Returning to the UK after travelling abroad for work (or otherwise) to an area with a higher risk of CV19.	The Govt has issued foreign travel guidance to and from the UK https://www.gov.uk/foreign-travel-advice		NO		Anyone returning from abroad are to complete the COVID-19 questionnaire before returning to work. Re-entering the UK. You must: Provide your journey and contact details up to 48 hours before you're due to arrive in the UK Not leave the place you're staying for the first 14 days you're in the UK except in very limited situations (known as 'self-isolating').	HR	
10	Coronavirus (COVID-19) (CV19) Using Public Transport for business purposes	Employees Travelling on public transport.	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport This advice it is passed onto employees.		NO		From 15 June 2020, you must wear a face covering on public transport in England.	Dept Managers	Ongoing

11	Coronavirus (COVID-19) (CV19) Booked annual leave	Employees Employee(s) may become affected due to travelling to an affected area as part of booked annual leave.	Employee(s) are granted permission to cancel at short notice any pre-booked annual leave to an affected area. <i>(a failure to allow short notice cancellation could pressure employees to travel to affected destinations).</i>		NO		Anyone returning from abroad are to complete the COVID-19 questionnaire before returning to work. Currently travel outside the UK is suspended and travel between sites is no longer permitted	HR	
12	Coronavirus (COVID-19) (CV19) Symptomatic or exposed employee(s) Presenteeism	Employees, general public, family members Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19. A person catches CV19 due to another employee continuing to work despite being unwell.	Employee(s) is/are advised to follow NHS online guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/ If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy. Symptomatic employees will be sent home. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. Working from home has been considered. A specific		NO		COVID-19 questionnaire in place. All staff that have been on holiday are being asked to complete. This is being completed for all contractors / visitors / hauliers ahead of visiting site. Haulier process in place to ensure they remain in their cab where possible. Post self-isolation, staff are completing the site RTW form and detailing the length of the self-isolation (including circumstance i.e. they have been affected or someone in their household has) On site social distancing is enforced outside of the factory environment. Staggered breaks to ensure this is the case. Smoking areas and canteens areas have been extended.	Dept Managers	As required

			<p>homeworking risk assessment will be conducted if needed.</p> <p>As a last resort, if we decide to suspend an employee as a precaution this will be on full pay unless the employees specific contract provides us a right to suspend without full pay for this reason. Such a suspension will not be considered a 'medical suspension'.</p> <p>This advice or how to access it is passed onto employees.</p>				<p>Additional hand sanitisers in place and regular hand washing in place across the site.</p> <p>Office staff working from home where possible</p> <p>Retail night shift starting 1 hour later to segregate mixing of different shifts.</p> <p>All site actions have been communicated to staff in 3 languages via posters and presentation via canteen TV's</p> <p>Segregation between different departments</p>		
13	<p>Coronavirus (COVID-19) (CV19)</p> <p>Employee(s) who have contracted CV19</p>	<p>Employees, general public, family members</p> <p>Contracted CV19 by any means.</p>	<p>NHS 111/online or a GP determines an employee has contracted CV19 they will be treated as off sick as per normal policy.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p>		NO		<p>COVID-19 questionnaire in place. All staff that have been on holiday are being asked to complete. This is being completed for all contractors / visitors / hauliers ahead of visiting site.</p> <p>Haulier process in place to ensure they remain in their cab where possible.</p> <p>Post self-isolation, staff are completing the site RTW form and detailing the length of the self-isolation (including circumstance i.e. they have been affected or</p>	Dept Managers	As required

			<p>The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Personal Protective Equipment has been provided relative to activities.</p> <p>This information has been passed onto employees.</p>			<p>someone in their household has)</p> <p>On site social distancing is enforced outside of the factory environment. Staggered breaks to ensure this is the case. Smoking areas and canteens areas have been extended. Additional hand sanitisers in place and regular hand washing in place across the site.</p> <p>Office staff working from home where possible</p> <p>Shift pattern changes to segregate mixing of different shifts.</p> <p>All site actions have been communicated to staff in 3 languages via posters and presentation via canteen TV's</p> <p>Segregation between different departments</p> <p>All training cancelled until further notice</p> <p>Shortened induction process to limit contact between departments</p>		
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14	<p>Coronavirus (COVID-19) (CV19)</p> <p><i>Mental Health issues (depression, stress, etc.) for employees who working from home and living alone due to lack of social contact with others or other members of the employees' household are also present within the home and personal space is compromised</i></p>	<p>Employees, family members</p>	<p>Managers interaction with team members throughout the week</p> <p>Trained mental health champions who anyone can speak to at any time.</p> <p>Culture is positive and there is a general caring attitude towards each other. Open management style of Managers within the department so that they can be called at any time.</p> <p>Emails from HR regarding motivational messages and light-hearted information to break up day.</p> <p>All employees have access to Grocery Aid who are a national charity that help people across the whole of the grocery industry. The 24/7 Helpline provides support in areas such as: Telephone Counselling, Debt Advice, Health and Wellbeing, Legal Advice and Emotional Support.</p> <p>The Company can also provide information on charities such as Samaritans, Mind, Cruse and Rethink who offer support and guidance to employees.</p>		NO		<p>Ability to highlight out possible mental health triggers during calls and video calls by the Management team.</p> <p>Managers willing to meet, under social distancing guidelines and where the Government and PHE allow, to discuss any issues with employees who are feeling that they are having mental health issues.</p>	<p>H&S/HR & Dept Managers</p>	<p>On Going</p>
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				YES	NO	N/A			
3 - SOUND INFORMATION									
15	Coronavirus (COVID-19) (CV19) Lack of accurate information / a failure to disseminate information	Employees (including those considered at increased risk) Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	Monitoring. We have designated a CV19 Appointed Person. Responsibilities include: a) Signing up to the UK Gov CP immediate updates: https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response b) Monitoring relevant Websites and News outlets. Reporting. An internal and external risk communication plan has been developed to ensure timely updating/ sharing of information with all stakeholders (meetings, circulars, emails etc.).		NO		Staff briefings happening on site daily Site action plan put together and communication to team via briefing, posters and TV's in the canteen in all 3 languages spoken on site	HR	As required