

RISK ASSESSMENT – Abbey View Produce

Task – Identifying and actively minimising both the spread and the threats posed by COVID-19 within the work place

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

Hazard?	Affected?	Controls Required	Additional Controls	Action by Who?	Completed?
The Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> • Abbey View Produce Colleagues • Labour Provider Colleagues • Visitors to the premises • Contractors • Supplier Drivers • Customer Drivers • Delivery Persons <p>Vulnerable Groups Including:</p> <ul style="list-style-type: none"> • Elderly • Pregnant Workers • Those with an existing underlying health condition. 	<p><u>Hand Washing</u></p> <p>Hand washing facilities in place for all colleagues. Production staff will utilise the main washroom area. Non-production staff has access to 2 separate bathrooms. Stringent hand washing taking place.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. All Glasshouse colleagues are required to use the Pack House facilities.</p>	AVP – Management Team	Yes
		<p>Posters advising how to wash hands available in the washroom with supporting posters providing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	<p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Colleague hand washing is observed by Team Managers prior to starting work and at the start and end of every break.</p>	AVP – Management Team	Yes
		<p>Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Gel Sanitisers are located at all entries prior to entering the Pack-house shop floor. Gel Sanitiser is located at the visitor reception, available for use prior to colleagues and visitors entering the main building.</p>	<p>All colleagues are encouraged to report any problems to the Management and HR teams.</p> <p>To help reduce the spread of coronavirus (COVID-19), regular updates to all colleagues are provided either via team meetings or the staff communications board, using the government and public health England websites. https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Posters, leaflets, visuals, PowerPoint presentations and other materials are used and available for display.</p>	AVP – Engineering Manager	Yes
				AVP – Management Team	Yes

	<p>Anyone else who visits and meets the business.</p>	<p>Gel Sanitisers are located in all administrative areas, ensuring that all office-based colleagues have full access.</p> <p>Gel Sanitisers are located on the entrance of each Nursery block, for colleagues to use prior working within the Glasshouse.</p> <p>Gel Sanitisers are purchased on bulk to ensure the business has a stock on hand. In line with the COSHH guidelines, the Gel Sanitisers are stored in a secure metal gage which is locked and located in the engineering workshop, away from colleagues.</p> <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use, including:</p> <ul style="list-style-type: none"> • Door handles, • Bannisters, • Finger scanners, • Canteen tables using appropriate cleaning products and methods. <p><u>Social Distancing</u></p> <p>Where viable, Social Distancing - reducing the number of persons in any one area to comply with the gap recommended by the Public Health Agency, has been introduced.</p> <p>A review of work schedules, including break times and swapping working days, promoting a</p>	<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Engineering department treat the hand sanitisers in line with COSHH guidelines.</p> <p>Rigorous checks are carried out by members of the management team, ensuring that the necessary procedures are being followed to the appropriate standards.</p> <p>Supporting posters in place.</p> <p>All named high usage (risk areas) is cleaned every hour by a designated staff member.</p> <p>All knives used within the Glasshouse are allocated to a specific colleague to use throughout the day. There is no exchanging of knives. Knives are cleaned at the end of the working day within the Glasshouse.</p> <p>Break times are staggered, reducing the number of colleagues in the staff canteen at any one time.</p> <p>Colleagues can eat in their cars and an additional external bench facility has been provided to promote social distancing.</p> <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p>	<p>AVP – Engineering Manager</p> <p>AVP – Engineering Manager</p> <p>AVP – Nursery Manager</p> <p>AVP – Operations Manager</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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	<p>reduction in the number of workers in any one area, at any one time. This includes relocating workers to other tasks.</p> <p>Actively promoting that all supplier and customer communications are completed either via, telephone, Skype and conference calls. This is in place of face-to-face meetings.</p> <p>Ensuring sufficient rest breaks for staff. Every 2.5 hours.</p> <p>Social distancing protocols are adhered to in both the canteen and smoking area. Colleagues are advised not to share cigarettes when in the smoking area.</p> <p>Separation of staff working within the Nursery Glasshouse areas.</p> <p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>Facemasks</u></p> <p>Surgical masks and cloth coverings can reduce viral transmission by 70% if worn correctly over [their] nose and mouth</p>	<p>Regular management checks to ensure Social Distancing protocols (including canteen table usage) are adhered to.</p> <p>Nursery start times have been adjusted by 30 minutes, so they do not clash with Packhouse start times. This reduces the number of colleagues within the communal areas prior to shift start times.</p> <p>Each member of the Nursery team is allocated their own individual bay. This ensures that there is always approximately 2 meters working space between all colleagues within the Glasshouse.</p> <p>There is no interaction between colleagues and colleague bays, which always promotes safe social distancing within the glasshouse.</p> <p>Staff to be reminded that the wearing of gloves is not a substitute for good hand washing.</p> <p>All colleagues within the Glasshouse are required to wear either blue disposable gloves or company issued PPE, when working within the Glasshouse.</p> <p>Facemasks are provided and are available to wear, to all colleagues and visitors within both the Packhouse and the Nursery.</p>	<p>AVP – Management Team</p> <p>AVP – Management Team</p> <p>AVP – Management Team</p> <p>AVP – Colleagues</p> <p>AVP – Management Team</p> <p>AVP – Management Team</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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Risk Assessment completed by:
Lee Beckwith (HR Business Partner).
Justinas Rastauskas (Engineering Manager).
Georgi Todorov (Nursery Manager).

Risk Assessment Validated by;
Luke Hibberd (Commercial Director)

Date – 13th April 2021.
To be reviewed – In line with government guidelines and recommendations.

REDUCE YOUR RISK OF THE CORONAVIRUS INFECTION;



FIGHT GERMS BY WASHING YOUR HANDS!

1 Wet your hands 2 Soap 3 Lather and scrub - 20 sec

4 Rinse - 10 sec 5 Turn off tap 6 Dry your hands

DONT FORGET TO WASH:

- between your fingers
- under your nails
- the tops of your hands

Clean hands with soap and water (for 20 seconds) or use the alcohol-based hand sanitizer, **BEFORE** entering the Pack-House. The hand sanitizer is located in 4 different locations;



1
ENTRANCE TO THE
PACK HOUSE –
OLD GOODS OUT



2
ENTRANCE TO THE
PACK HOUSE –
OPPOSITE QC OFFICE



3
ENTRANCE TO THE
PACK HOUSE –
WASHROOM



4
ENTRANCE TO THE
SITE –
VISITORS ENTRANCE



Keep your hands away from your face, especially nose, eyes and mouth.



Cover nose and mouth when coughing and sneezing with either a tissue or flexed elbow. Ensure all tissues are disposed of in a bin.



For more information go to <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

REDUCE YOUR RISK OF THE CORONAVIRUS INFECTION;



ABBEY VIEW ARE ENSURING HIGH RISK WORKSURFACES ARE CLEANED EVERY HOUR

1. FINGER SCANNER
2. DOOR HANDLES
3. BANNISTERS



Entered into Staff Shift Tracker system	Yes / No	Entered in TIMEWARE	Yes / No
Request Approved		Request Declined	
Which country are you travelling to? If confirmed as an affected geographical area for Coronavirus, you may be required to provide a negative test result prior to your return to work		Date Approved/Declined	

HOLIDAY FORMS

YOUR HOLIDAY FORMS HAVE BEEN UPADTED TO INCLUDE WHICH COUNTRY YOU ARE TRAVELLING TO. IF YOUR DESTINATION IS CONFIRMED AS AN AFFECTED GEOGRAPHICAL AREA FOR CORONAVIRUS, YOU MAYBE REQUIRED TO PROVIDE A NEGATIVE TEST RESULT, PRIOR TO YOUR RETURN TO WORK.



For more information go to <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>