

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>Hand Washing</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>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>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 are located at the visitor reception, available for use prior to colleagues and visitors entering the main building.</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.</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> <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. Including;</p>	<p>AVP – Engineering Manager</p> <p>AVP – HR Manager</p> <p>AVP – Engineering Manager</p> <p>AVP – Engineering Manager</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

	<p>Anyone else who visits and comes into contact with the business.</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 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.</p>	<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</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>Break times are staggered, reducing the amount 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 on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Regular management checks to ensure Social Distancing protocols are adhered to.</p>	<p>AVP – Engineering Manager</p> <p>AVP – Operations Manager</p> <p>AVP – Management Team</p> <p>AVP – Management Team</p> <p>AVP – Management Team</p> <p>AVP – Colleagues</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 Manager).
Justinas Rastauskas (Engineering Manager).

Date – 1st June 2020.
To be reviewed – In line with government guidelines and recommendations.