

20.6 Covid-19 Workplace Risk Assessment

Issue 4

<p>Task/Activity/Area: Spread of Covid-19 (Coronavirus) within the workplace</p>		<p>Risk Assessment is obtained by multiplying the severity score and likelihood score. Risk rating will be determined as follows:</p> <ul style="list-style-type: none"> • 1 and 2 is Low Risk • 3 and 4 is Medium Risk • Greater than 4 High Risk 												
<p>Persons at risk: Staff, Visitors, Drivers, Vulnerable groups (Elderly, Pregnant workers, those with underlying health conditions)</p>														
<p>Likelihood Unlikely/not occurred in the last 12 months = 1 Could Occur/occurred in the last 12 months = 2 Definitely will occur/occurred multiple times in the past 12 months = 3</p> <p>Severity Minor injury = 1 Hospitalisation = 2 Death or long-term injury = 3</p>		<table border="1"> <tr> <td rowspan="3" style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood</td> <td>Definitely (3) Minor Injury (1) S*1 = 3</td> <td>Definitely (3) Hospital (2) S*1 = 6</td> <td>Definitely (3) Death (3) S*1 = 9</td> </tr> <tr> <td>Could Occur (2) Minor Injury (1) S*1 = 2</td> <td>Could Occur (2) Hospital (2) S*1 = 4</td> <td>Could Occur (2) Death (3) S*1 = 6</td> </tr> <tr> <td>Unlikely (1) Minor Injury (1) S*1 = 1</td> <td>Unlikely (1) Hospital (2) S*1 = 2</td> <td>Unlikely (1) Death (3) S*1 = 3</td> </tr> </table> <p style="text-align: center;">Severity</p>			Likelihood	Definitely (3) Minor Injury (1) S*1 = 3	Definitely (3) Hospital (2) S*1 = 6	Definitely (3) Death (3) S*1 = 9	Could Occur (2) Minor Injury (1) S*1 = 2	Could Occur (2) Hospital (2) S*1 = 4	Could Occur (2) Death (3) S*1 = 6	Unlikely (1) Minor Injury (1) S*1 = 1	Unlikely (1) Hospital (2) S*1 = 2	Unlikely (1) Death (3) S*1 = 3
Likelihood	Definitely (3) Minor Injury (1) S*1 = 3	Definitely (3) Hospital (2) S*1 = 6	Definitely (3) Death (3) S*1 = 9											
	Could Occur (2) Minor Injury (1) S*1 = 2	Could Occur (2) Hospital (2) S*1 = 4	Could Occur (2) Death (3) S*1 = 6											
	Unlikely (1) Minor Injury (1) S*1 = 1	Unlikely (1) Hospital (2) S*1 = 2	Unlikely (1) Death (3) S*1 = 3											
Risk	Score (No systems in place) S*L	Systems in place to minimise risk	Score (After systems in place) S*L	Future planned improvements										
An infected person spreading Covid-19 within the workplace due to people being too close to each other	3*3 = 9	<p>Social Distancing</p> <ul style="list-style-type: none"> - Staff working from home remotely where possible. - Staggered break times to reduce congestion in the canteen, smoking area, handwashing area and locker rooms. - Perspex screen placed in the canteen servery - Employee coats in the 1st floor main handwash area, now sorted in size order with labels, in order to reduce the time spent searching for correct sizes, in order to speed up the flow of people through that confined area. - 1st Floor clocking machine moved away from turnstiles to facilitate greater social distancing, yellow dots put on floor to regulate separation in event of any queues. 	3*1 = 3											
Spread of Covid-19 due to no or poor handwashing	3*3 = 9	<p>Handwashing</p> <ul style="list-style-type: none"> - Handwashing facilities with soap and water in place. - Pictorial handwashing guidance at handwashing stations. - Handsfree hand dryers at all handwashing stations. - 60% alcohol hands free hands sanitisers available on all pack lines and in different areas around the site. - Hand sanitiser turnstile at the entrance of the packhouse. 	3*1 = 3											

<p>Covid-19 being present on surfaces and then being transferred and infecting someone</p>	$3 * 2 = 6$	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> - Cleaning procedures for all parts of the site in place. - Frequent cleaning and disinfecting of surfaces that are in high use such as door handles, water fountain buttons, vending machine buttons, light switches, tables and desks, phones and toilets. - Cleaning procedure in place for Covid-19 contamination scenarios. - Sanitising wipes available on all desk for office staff to wipe down their desks. 	$3 * 1 = 3$	
<p>Persons showing signs of ill health in particular symptoms of Covid-19, spreading the virus and infecting more people</p>	$3 * 3 = 9$	<p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> - Thermal imaging camera installed in staff entrance hallway which monitors staff and visitor's temperature. An audio and visual alarm is sounded if a temperature over 36.9c is detected with an alert email sent to relevant staff. - Anyone with symptoms or a temperature over 37.8c is sent home to self-isolate following the government guidelines. - Anyone with temperatures between 36.5c to <37.8c are re-tested during the day. - Covid-19 return to work and site entry risk assessment carried out on visitors and staff entering site. - Staff self-isolating are asked to attend a Covid-19 test. - Staff self-isolating are called daily to check their wellbeing. 	$3 * 1 = 3$	
<p>Visitors entering the site and bringing Covid-19 onto site and infecting people</p>	$3 * 2 = 6$	<p><u>Visitors</u></p> <ul style="list-style-type: none"> - Covid-19 visitor notice placed in reception to notify any visitors of the company rules. - Small area sectioned off inside the reception door to isolate people before entering. - All visitors are contacted 7 days after visiting to see if they have developed symptoms. 	$3 * 1 = 3$	
<p>Drivers entering the site and bringing Covid-19 onto site and infecting people</p>	$3 * 2 = 6$	<p><u>Drivers</u></p> <ul style="list-style-type: none"> - Lorry drivers' keys are not taken from the driver and instead drivers are instructed to place them in the box provided while loading and collected from the same box once loaded. - Delivery notes are sent via email where possible to reduce interaction with lorry drivers. - Any staff that does interact with a lorry driver must sanitise their hands before re-entering the building 	$3 * 1 = 3$	

		<ul style="list-style-type: none"> - All non-fruit/packaging deliveries received at Reception e.g. post/parcels. Limited contact with delivery drivers, large container placed just inside door and parcels put there by the driver and social distance encouraged from receiving person. Reception door can be opened remotely from the Reception desk or via phone system. Nothing is signed for. - Separate external drivers' toilets are available which are cleaned twice a day. - Extra external bench near the driver's area which is away from staff areas. 		
Spread of Covid-19 within the canteen environment	$3*2 = 6$	<p><u>Canteen</u></p> <ul style="list-style-type: none"> - Canteen island moved close to servery to enforce one-way system and to encourage separation. - Canteen teaspoons changed to disposable compostable wooden stirrers. - Salt and pepper pots removed and replaced with sachets. - Added box containing soapy water at dirty plate return point in Canteen, to take cutlery, so people do not touch other people's plates and cutlery. - Canteen is now cashless only. 	$3*1 = 3$	
Spread of Covid-19 within the workplace	$3*2 = 6$	<p><u>Other</u></p> <ul style="list-style-type: none"> - Covid-19 meetings with Employee Representatives as a means to exchange information and concerns (both ways). - Staff made aware of the importance of following Government guidelines outside of work, backed up by formal disciplinary proceedings. - Employees sent letters by bulk email to their personal accounts, with updates on Covid-19 related matters and any protocol changes. - Staff inductions covering Covid-19 site rules and procedures 	$3*1 = 3$	
Review Frequency	Assessment written by	Approved by	Reviewed	Reviewed by
Annually or when a significant change happens	Michael Silburn	Alan Reeves	17/07/21	Michael Silburn