

# Health and Safety Risk Assessment



<b>Area or Activity Assessed:</b> COVID-19	<b>Name of Assessor:</b> Carl Wager – HSQ Manger	<b>Assessment Reference N<sup>o</sup>:</b> COVID 01	<b>Date of Assessment:</b> 19.09.21
	<b>Signature of Assessor:</b> 	<b>Issue Number:</b> 05	<b>Review Date:</b> 19.12.21
<b>Location / Department:</b> All Site Areas	<b>Acceptance - Line Manger:</b> John Lyon – Managing Director	<b>Acceptance Signature:</b> 	<b>Date:</b> 19.09.21

<b>Identification of person at risk:</b>	Employees	<input checked="" type="checkbox"/>	Contractors / Agency Staff	<input checked="" type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>	Members of the Public	<input type="checkbox"/>
<b>Identification of vulnerable persons at risk:</b>	Young or Inexperienced Workers	<input checked="" type="checkbox"/>	New and Expectant Mothers	<input checked="" type="checkbox"/>	Lone Workers	<input checked="" type="checkbox"/>	Disabled Staff	<input type="checkbox"/>

Likelihood		Severity		Risk Matrix					Risk Level (RL) = Likelihood (L) x Severity (S)	
1	Very Unlikely	1	Negligible	Likelihood	5	10	15	20	25	If Risk Level = <b>1 to 4</b> – <b>Acceptable</b> – No further action, but ensure controls are maintained. If Risk Level = <b>5 to 9</b> – <b>Adequate</b> – Look to improve before next review. If Risk Level = <b>10 to 16</b> – <b>Tolerable</b> – Look to improve within specified timescale. If Risk Level = <b>17 to 25</b> – <b>Unacceptable</b> – Stop activity and make immediate improvements.
2	Unlikely	2	Low		4	8	12	16	20	
3	Fairly Likely	3	Medium		3	6	9	12	15	
4	Likely	4	High		2	4	6	8	10	
5	Very Likely	5	Very High		1	2	3	4	5	
				Severity						

<b>Document Reference:</b> RAF 01 (General)	<b>Revision N<sup>o</sup>:</b> 01	<b>Document Author:</b> Carl Wager	<b>Date:</b> 02.09.19
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Hazards	Who might be harmed and how?	Existing Control Measures	Risk Level = L x C			Further Control Measures Required
			L	C	RL	
Relaxation of some of the previously imposed Government mandatory COVID control measures post 19.07.21	Spread of infection of the virus to staff within the company resulting in illness, death and/or business continuity	<ul style="list-style-type: none"> <li>All previous company COVID control measure detailed below to remain in place post the 19<sup>th</sup> July 2021 and the relaxation of some of the previously imposed Government mandatory COVID control measures.</li> <li>The assessment is based on the fact that the current dominant strain of the virus, i.e. the Delta variant is still highly prevalent and infections are increasing considerably day-on-day. With many of our workforce still to have the COVID jabs and a considerable number of other staff who are reluctant to have the jabs due to their personal choice, then the risk of infection at Brayfords without additional protection measures is HIGH.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Monitor and review.</li> </ul>
Staff access to site	All staff reporting to work to c/o their normal duties that are already affected with the virus; else contracting it as part of the arrival process.	<ul style="list-style-type: none"> <li>All staff have been issued and/or have had communicated to them relevant information regarding reporting for work and the controls that have been implemented to protect their health and that of others.</li> <li>Extensive information given by the Government across all media on the preventative measures to be taken by all citizens to prevent the spread of the virus.</li> <li>Where practicable, certain members of staff are working from home full time; else part time working from home and part time working from Brayfords.</li> <li>Staff assessed as being extremely vulnerable and at higher risk due to their existing or previous medical conditions are excluded from attending site as advised by the NHS.</li> <li>The temperatures of all staff are taken using a remote temperature screening system to check for elevated temperatures of staff on arrival to site. Those with suspect elevated temperatures are turned away from site and told to access the NHS 111 online Coronavirus Service and to act on the advice given.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Monitor and review.</li> </ul>

Hazards	Who might be harmed and how?	Existing Control Measures	Risk Level = L x C			Further Control Measures Required
			L	C	RL	
Visitor access to site	Visitors wishing to visit the site as part of normal business practices; press pass-offs, post office collections and tuck wagon etc. and then either spreading the virus; else contracting it as part of the visit.	<ul style="list-style-type: none"> <li>Some business operational visits are taking place, but this is only in exceptional circumstance and only on the authorisation of the Managing Director. Other associated occasional visitors are also attending site to c/o functions aligned with continuation of the business and safety, e.g. Legionella Testing and Pest Control. In all cases, those attending are made aware of the company requirements on them attending site, i.e. they should have no symptoms and have not been in contact with anyone who has; they will be required to be temperature tested on arrival; and they must abide by the company hygiene practices whilst on site.</li> <li>The tuck wagon is still permitted to site, but the operator is required to have their temperature remotely checked in the Reception vestibule. They are also to wear a face covering throughout and maintain social distancing and observe good personal and food hygiene practices in addition to several other standard COVID controls that have been communicated to them to comply with. Staff using this facility have been informed on their responsibilities regarding the use of the tuck wagon, i.e. facemasks and social distancing etc.</li> <li>Posties are no longer permitted to enter the Reception or have contact with any staff; all business is conducted in the Reception vestibule.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Monitor and review.</li> </ul>

Hazards	Who might be harmed and how?	Existing Control Measures	Risk Level = L x C			Further Control Measures Required
			L	C	RL	
Poor personal hygiene	Staff or visitors not following good personal hygiene practices and infecting themselves or others.	<ul style="list-style-type: none"> <li>All staff have been issued and/or have had communicated to them relevant information regarding washing of hands requirements to protect their health and that of others.</li> <li>Extensive information given by the Government across all media on the preventative measures to be taken by all citizens to prevent the spread of the virus.</li> <li>Suitable hand washing facilities provided that include liquid soap and hot water and electric hand dryers and/or paper towels for drying hands at the main factory wash stations and toilets. In addition, hand sanitiser facilities are provided at other access points throughout the factory and warehouse areas.</li> <li>Soaps and sanitisers topped up as required by the Domestic Cleaner on a daily basis Monday to Friday. The Factory Cleaner also tops them up prior to him leaving site, sufficient normally to cater for night shift use. Should however the soaps or sanitisers run out during night or weekend shifts, sufficient additional supplies have been made available to the Foremen.</li> <li>Managers and Foremen have been instructed to monitor the washing of hands and to intervene where they find someone not following rules.</li> <li>Under no circumstances are office staff to use other workers' desks, chairs, phones, or anything within their personal work area.</li> <li>Office staff are required to carry out daily sanitisation of their workspace and equipment such as their desk, computer mouse and keyboard etc.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Monitor and review.</li> </ul>

Hazards	Who might be harmed and how?	Existing Control Measures	Risk Level = L x C			Further Control Measures Required
			L	C	RL	
Not maintaining a safe distance from others	Staff or visitors not maintaining a safe distance from others and coughing or sneezing when infected and spreading the virus.	<ul style="list-style-type: none"> <li>All staff have been issued and/or have had communicated to them relevant information regarding social distancing and covering their mouth and nose when coughing and sneezing to protect their health and that of others.</li> <li>Extensive information given by the Government across all media on the preventative measures to be taken by all citizens to prevent the spread of the virus.</li> <li>Staff now allowed to travel to and from work in their workwear to minimise contact in the changing rooms. Also additional information given on using the changing rooms during busy periods.</li> <li>Staff who share a car to work instructed to wear facemasks during all journeys.</li> <li>Work breaks are being staggered to prevent the Canteen becoming overcrowded.</li> <li>Tables in the Canteen have been separated further apart to provide increased distances between staff.</li> <li>Where it is possible and practicable, some office staff are working from home either full time or part time.</li> <li>All external sales staff are working from home.</li> <li>Office work stations now separated to give adequate space between office staff and in some cases office staff working in new separate office spaces.</li> <li>No '<i>hot-desking</i>' carried out, with each person who requires a desk to work from using their own dedicated workstation.</li> <li>Protective screens now fitted to partition work stations in the main office and the Reception.</li> <li>Non-essential internal and external meetings not held.</li> <li>Essential internal and external meetings where practicable, are now done by telephone call or on '<i>Teams</i>'.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Monitor and review.</li> </ul>

Hazards	Who might be harmed and how?	Existing Control Measures	Risk Level = L x C			Further Control Measures Required
			L	C	RL	
Not maintaining a safe distance from others – Continued	Staff or visitors not maintaining a safe distance from others and coughing or sneezing when infected and spreading the virus.	<ul style="list-style-type: none"> <li>• Only supervisors and managers may move between the factory and offices and only for essential reasons, which a phone call or 'Teams' call cannot cover. If supervisors and managers must move between the factory and offices, they must sanitise and use a facemask.</li> <li>• When office staff are required to move outside of their personal workspace they are required to wear a facemask.</li> <li>• For the office staff only 1 person is now allowed in the kitchen at any one time.</li> <li>• For the office staff only 1 person is now allowed in the toilets at any one time.</li> <li>• For the factory staff social distancing must remain in place at all times when preparing or buying food and consuming it at a table.</li> <li>• Individuals must only make a drink for themselves and not share and food or drinks.</li> <li>• Adequate distance already provided by the separation of the production machines, which in the case of the finishing machines are operated by one person. On the press, although operated by two people, both operators have separate roles that minimise contact between them.</li> <li>• Signage posted throughout the factory reminding people to maintain two metres distance apart.</li> <li>• Where training provided, this is only done where essential for health and safety and product safety purposes and is either done one-to-one; else one-to-two, so that adequate distancing can be maintained.</li> </ul>	1	4	4	

Hazards	Who might be harmed and how?	Existing Control Measures	Risk Level = L x C			Further Control Measures Required
			L	C	RL	
Poor housekeeping and contaminated touchpoints	Staff or visitors becoming infected from contact with contaminated surfaces.	<ul style="list-style-type: none"> <li>Enhance cleaning of frequently used touchpoints such as door handles, taps, microwave and fridge handles and controls, computers and their peripheral items etc. by the Domestic Cleaner and staff.</li> <li>Enhanced cleaning of production machine controls and other key touchpoints by operatives.</li> <li>Chemical fogging machine now purchased and key areas such as the offices, canteen and changing rooms routinely fogged and disinfected.</li> <li>Based on assessment and tolerable risk, certain doors are wedged open to negate the use of their handles.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Monitor and review.</li> </ul>
Deliveries and collections	Warehouse staff primarily, but also other staff out-of-hours being infected from contact infected transport drivers.	<ul style="list-style-type: none"> <li>All out-of-hours deliveries and collections now stopped and deliveries and collections now only between 07:00hrs &amp; 19:00hrs. All vehicles arriving out of these hours are turned away from site.</li> <li>As was already the case, drivers are instructed from a safe distance to prepare their vehicle for loading or unloading and then to return to their cab until the operation has been completed.</li> <li>For any verbal interaction with any of the visiting drivers, then the warehouse staff are instructed to wear a facemask.</li> <li>To maintain distance during the 'no-key no-load', keys are not handled by the warehouse staff; the keys are deposited into a container and collected afterwards by the delivery vehicle driver.</li> <li>Warehouse staff have been instructed not to sign any delivery or collection paperwork due to the possibility of contamination from the driver. Therefore alternative means of accepting the paperwork have been implemented.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Monitor and review.</li> </ul>

Hazards	Who might be harmed and how?	Existing Control Measures	Risk Level = L x C			Further Control Measures Required
			L	C	RL	
Staff or visitors feeling unwell after the start of their shift or visit	Staff or visitors feeling unwell after the start of their shift or visit and then infecting others.	<ul style="list-style-type: none"> <li>All staff have been issued and/or have had communicated to them relevant information regarding the actions they should take if they start to feel unwell after the start of their shift.</li> <li>Managers and Foremen have also been given additional information on what actions they should take if anyone starts to feel unwell after the start of their shift.</li> <li>Visitors complete a Visitors' COVID-19 Assessment Questionnaire and Information sheet on arrival, which gives instruction on what they should do if they start to feel unwell during their visit, which is signed for.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Monitor and review.</li> </ul>
Mental wellbeing and stress	The mental wellbeing of staff being affected due to the stress caused by the COVID-19 pandemic.	<ul style="list-style-type: none"> <li>All staff are issued with a Staff Employment Handbook at the induction point and thereafter when the handbook is revised. In the handbook is contained the company Policy for Managing Stress in the Workplace, which advises staff on what they should do if they are experiencing stress due to their work.</li> <li>In addition, further information has been provided to staff regarding specific sources of information regarding their wellbeing being affected as a result of COVID-019.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Monitor and review.</li> </ul>