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| **Risk Assessment Number:**  COVID-19  Version 3 | | | **Date of Assessment:**  21 July 2020 | | | | **Task / Work Activity / Work Area Assessed:**  General risk of exposure to Coronavirus at NWF Agriculture Sites | | | | | **Assessment carried by:**  Dawn Davies (NWF Agriculture)  Heather Collins (SML) | | | | | |
| Worst Case Outcome | | | | | | | Likelihood | | | | | Risk Rating (Outcome X Likelihood) | | | | | |
| 10 | 8 | 5 | | 3 | 1 | | 10 | 8 | 5 | 2 | 1 | **High** | | **Medium** | | **Low** | |
| Fatality | Severe  Injury / Ill Health | Lost time  Injury | | Minor  Injury | No Injury | | Certain | Very likely | likely | Unlikely | Remote | 50-100 | | 20-49 | | 1-19 | |
| **Identified Hazards** | | | | **Persons at Risk** | | **Control Measures Already in Place** | | | | | | **Outcome** | **Likelihood** | | **Risk Rating** | | **Further Action Required**  **Yes/No** |
| Exposure to coronavirus at work | | | | Employees, Visitors & Contractors. | | **Self-isolation, Workforce sickness and absence arrangements**   * In line with government guidelines, employees defined as “clinically extremely vulnerable” should not currently be at work and should only return in accordance with Government Guidance after 1 August 2020. Once they do return, it is important that these employees maintain social distancing at all times. If this cannot be achieved, they should not return * All clinically vulnerable employees, e.g. those with underlying health conditions, should work from home if possible and if they are able to do so safely. If it is not possible, or safe for them to work at home, then they must be offered the safest possible roles on site, where a 2m social distancing separation can be maintained at all times. * All employees have been notified that anyone showing any ill health signs or symptoms associated with coronavirus, or who has a family member showing signs or symptoms or who has been instructed to stay at home under the Government’s “Test and Trace” programme or to quarantine on returning from abroad, must stay away from site in self-isolation. Those who have symptoms themselves must get tested for Coronavirus and then follow NHS advice depending on the result. Specific advice on what to do if anyone is ill at work has been given to the management team. * The Company is tracking employees who are self-isolating and noting when it is safe for them to return. The normal absence reporting system is in use for employees to notify absence * Prior to returning to work, anyone who has been self-isolating as above, will be contacted by their line manager the day before they are due to return, to confirm they are free of symptoms and may return to work. Return to work form has been updated to include specific questions on coronavirus * Regular reminders of Government advice on self-isolation are posted on notice boards and briefed to all employees   **Attendance at site and at meetings, closure of specific areas**   * Office staff should be working from home where possible until 3 August when a phased return to work in the office will begin. Staff should not return to the office until instructed to do so * No visitors are to be allowed on any site without appointments. Visitors must be given details of the site Covid19 precautions by their host on arrival and must follow them * Contractors who are required to be on site for safety reasons or essential maintenance may only be on site if social distancing can be maintained. Contractors will be asked to submit RAMS before attending site, stating how they propose to comply with Covid19 controls * Where possible, meetings will be held by phone or video conferencing. If not possible, meetings will be held in a well-ventilated room and social distancing requirements must be observed (see below) * Welfare areas have been closed off where possible and office staff will be expected to take meals at their desks or outside the site * The canteen at Wardle will remain closed * No outside catering will be allowed on any site   **General Hygiene**   * On entering or leaving site, entering or leaving the production areas, after coughing or sneezing where hands may have been contaminated, after using the toilet and before and after eating or drinking, employees must wash their hands with soap and water and/or use the hand sanitisers provided. Extra hand sanitising stations have been installed around the workplace. There is a good supply of soap in all toilets and washrooms. * Employees using desks, keyboards or computer mice must make regular use of sanitising wipes to clean them down * Regularly touched objects and surfaces must be cleaned and wiped down. This is being done at the beginning and end of each shift * Items such as phones or pens should not be shared if possible. If they must be shared, then they should be cleaned between each use with disinfectant wipes. Extra cleaning products have been provided in production areas to allow work stations to be wiped down as required * Fingerprint signing in and out has been disabled * All employees must bring their own personal crockery and cutlery. Cups are to be washed after use and not left in the sink. Employees should make their own hot drinks   **Social Distancing**   * All workers have been instructed to maintain a safe distance of 2 meters from other persons wherever possible. * Work should be arranged to enable this distancing, wherever possible, including arriving at and leaving the workplace and areas such as canteens, break rooms and smoking areas. If necessary, physical markings and signs shall be used to indicate the 2m safe distance. Employees who are concerned about any aspect of this social distancing should talk to their line manager inthe first instance * Any specific areas or tasks where it is not possible to maintain the 2m social distancing requirement must be identified and controls from the following list must be put in place to mitigate the risk of transmission of the virus. This is the definition of “1m+” social distancing   + Stop the activity if it is not essential to the business * Increased frequency of cleaning * Activity time to be as short as possible * Screen or barriers to physically separate people * Back to back or side to side working * Reducing the contacts each person has by “fixed teams” or “partnering” * PPE only as a last resort (not generally recommended) * No gatherings are allowed in the workplace, toilets, kitchens, or canteens. Canteen areas are not being used for breaks; other individual areas have been set up for breaks. * Portaloos have been set up for contract drivers ar Wardle * A separate risk assessment has been prepared for reps visiting farms and has been communicated to all reps * Drivers who visit farms for deliveries have been given extra cleaning and hygiene supplies * Customers have been given instructions on how to enable drivers to make safe deliveries while maintaining social distancing. SSoW produced for drivers to follow * Entrance turnstiles have been removed at Wardle. * Smoking shelter has been moved closer to building at Wardle   **Other Controls**   * Key information on these precautions is to be displayed on site in prominent locations. * Regular fortnightly newsletter is being sent out to all employees to keep them informed * First aiders have been provided with guidance on general precautions to take and on the update advice on CPR from the Resuscitation Council (“compression only CPR”) * Once all the necessary precautions and controls are in place the “Covid-Secure” poster designated by the Government shall be displayed in a prominent place at each company site * Face masks or face coverings are not generally considered to be an appropriate control measure in a normal office workplace and so the Company will not be requiring their use. Employees may wear masks or face coverings in the office if they feel more comfortable doing so, but must take care not to place them on surfaces where they could cause contamination * Gloves are to be worn for specific tasks such as handling packages or cleaning and must be disposed of immediately afterwards * Safe procedures must be in place for deliveries and collections so that they are contactless as far as possible and carried out whilst maintaining social distancing. Couriers will not usually be allowed to enter the office and parcels will be dropped at and collected from an agreed pick-up point outside the door. Individuals dealing with parcels are to wear disposable nitrile gloves and unpack the parcel and leave the packaging and the gloves in a designated area (to be disposed of next day by cleaners) before bringing the package into the main office * All of the above shall be reviewed on a regular basis and updated as and when required, in line with any new government guidelines. * Safety Management Limited are retained to provide H&S advice and support if needed   **Working from Home**   * Guidance for those temporarily working from home has been issued with good practices and tips to keep themselves safe * A shortened version of the DSE assessment is being carried out remotely by H&S * Lists of mental health first aiders that can be contacted whilst employees are at home have been provided by HR * Contact meetings are taking place over Zoom | | | | | | Fatality  (10) | Unlikely  (2) | | Medium  (10x2=20) | | Yes  (See action plan) |

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| **Further Control Measures Required** | | | **Further Control Measures Follow up** | | | |
| **Allocated to (Name)** | | **Target date** | **Date completed** |
| Daily ongoing monitoring of workplace conditions to ensure all employees are adhering to control arrangements.  Daily review to be conducted taking into consideration any new government advice / guidelines issued or updated. | | | All line managers  HR / H&S (SML) | | Ongoing  Ongoing |  |
| **Risk Assessment Reviews** | | | | | | |
| **Suggested Review Date:** | | Precautions and controls to be reviewed daily. Risk assessment only to be re-issued if there is a significant change to controls | | | | |
| **Risk Assessment Reviewed by:** | D. Davies / H. Collins | **Risk Assessment Reviewed by:** | | D. Davies / H. Collins | | |
| **Date:** | 14 May 2020 | **Date:** | | 21 July 2020 | | |
| **Comments:** | Review due to issue of new Government Guidance on working safely with Covid19 | **Comments:** | | Review due to multiple changes in Govt guidance and emphasis changed on working from home | | |
| **Next Suggested Review Date:** | On change | **Next Suggested Review Date:** | | On significant change | | |

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| Version | Reason for Issue | Date |
| V1 | Initial Issue | 27 April 2020 |
| V2 | Amendments to social distancing section and other minor changes after new UK Government Guidance issued | 14 May 2020 |
| V3 | Change of emphasis away from working at home and other minor changes after new Govt Guidance issued | 21 July 2020 |