

Specific Risk Assessment for: Operations during COVID-19 pandemic

Date assessment carried out: 19/07/2021

Risk Assessment Number: C-004

Assessor: Marsten Bailey

Hazard	Who is at risk?	Current controls	Risk rating			Further action and controls	Who needs to carry out action?	When is this action needed by?
			L	C	R			
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Customers Contractors Delivery Drivers (inbound and outbound) Visitors	-Alcohol gel hand sanitiser is provided at main entrance for customers. -Hand sanitiser is also provided around site to staff. - Water, soap and drying facilities are provided at three wash stations around site: one in the top field, one in the main shop area and one in the transport yard. -Customers are able to use the main shop area wash station. - Welfare and washing facilities are provided for visiting drivers in both transport yards. - Monitoring in place to make sure staff and customers are following controls.	1	5	5	- "How to wash hands" posters to be displayed at the three wash stations. - Identify if and where additional hand washing facilities may be needed. - "Please sanitise hands" poster to be displayed at the main customer entrance		
Getting or spreading coronavirus in common use high traffic areas such as Shop counters, canteens, corridors, rest rooms, toilet facilities,	Staff Customers Contractors Delivery Drivers (inbound and outbound) Visitors	-Staff are staggering break times to limit the number of people at any one time in the tea huts or other communal areas. -Communal areas have been reorganised, with tables and seating spaced out in staff rest areas and seating reduced in the meeting room. -The open plan nature of the site reduces the amount of contact with doors / handles and benefits from good workplace ventilation.	2	5	10	- Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should - Put signs up to remind people to wash and sanitise hands and not touch their faces. - Visitors to offices that are not their own to wear face coverings / masks if requested to by colleagues.		

<p>entry/exit points to facilities and other communal areas</p>		<p>-Surfaces, such as desktops, kitchen worktops and tables in communal areas are kept clear for people to sit and eat at and to make cleaning easier.</p> <p>-Washing facilities and hand sanitisers are sited at accessible places where people have contact with high traffic communal areas, such as the shop counter and rest areas.</p> <p>-High traffic communal areas are cleaned three times a week, kitchen daily.</p> <p>-Increased use of online meeting facilities with full video conferencing facilities available in the meeting room.</p> <p>- Clear Perspex screens fitted at sales counter in shop and between desks in offices.</p> <p>- At their discretion, customers and sales staff to wear face coverings / masks in the shop / C&C area but customers are still asked to follow the 1m-plus social distancing guidelines.</p>				<p>- Marshalling at busy times to make sure customers are keeping to the trolley parking bay system, and complying with the 2 metre social distancing rules.</p> <p>- 2m spacing markers to be sprayed through the court yard / Polly tunnel for when it's very busy and for Saturdays.</p>		
<p>Getting or spreading coronavirus through workers travelling together</p>	<p>Staff</p>	<p>-Multi-occupancy vehicles avoided wherever possible.</p> <p>-Where multi-occupancy vehicles are used, staff social distance where possible through suitable seating arrangements and where necessary, additional transport is used.</p> <p>-Journeys kept as short as possible.</p> <p>-Staff who need to travel in vehicles kept in the same teams / bubbles.</p> <p>-Vehicle windows opened to provide ventilation.</p> <p>-Vehicles not shared between different individual users if possible.</p> <p>-Employees travel alone to and from work where possible, either in their own transport, by walking, or cycling if it is safe to do so.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>-Where it's not possible for people to social distance in a vehicle, additional measures to be used, such as:</p> <ul style="list-style-type: none"> • Sitting side-by-side not face-to-face • Using a fixed pairing system if people need to work in close proximity. • Masks / face coverings to be worn when more than one person is travelling in a company vehicle subject to mutual agreement. 		
<p>Getting or spreading coronavirus</p>	<p>Staff</p>	<p>-If a member of staff becomes ill with symptoms of coronavirus or receives a positive test, they should not come into work</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Emergency Action Advice made available to deal with instances of staff contracting C-19 and the</p>		

<p>through workers living together</p>		<p>and they, their household and/or the rest of their team/ office must follow the UK government guidance on self-isolation:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>				<p>ramifications of quarantining their “close contacts”.</p>		
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Staff Customers Contractors Delivery Drivers (inbound and outbound) Visitors</p>	<p>-Surfaces, such as desktops, kitchen worktops and tables in communal areas are kept clear to make cleaning easier. -Offices and communal areas are cleaned three times a week, kitchen daily. -keypads and scanners cleaned / sanitised before each use. -Computer keyboards, mice and phone handsets cleaned down regularly and to be used by one specific user only. - The open plan nature of the site and the fact that most staff are working outside for at least part of the day significantly reduces the risk of surface transmission.</p>	1	5	5	<p>- Provide more bins and empty them more often - Put in place arrangements to clean if someone develops symptoms of coronavirus in work - Staff to only use their own equipment, i.e. Phones, Mice, computers ...etc. Staff to stick to their own till during a shift.</p>		
<p>Contracting or spreading the virus by not social distancing</p>	<p>Staff Customers Contractors Delivery Drivers (inbound and outbound) Visitors</p>	<p>-Nursery staff are generally more than 2m apart at any one time. On the rare occasions this is not possible (loading / unloading lorries), staff work in fixed partnering teams, thereby reducing the number of people each person has contact with. -Break times are staggered to minimise the number of staff in rest areas at any one time. Additionally, staff are spacing out around site to avoid congregating in the same area during breaks.</p>	2	5	10	<p>-The number of visitors to offices that are not their own to be limited to one person at a time whenever possible. - Each office and room on site has a designated maximum occupancy clearly displayed on a yellow poster by its respective entrance which must be adhered to if possible.</p>		

		<p>-At their individual discretion, Provender Transport delivery drivers to maintain 1m-plus social distancing including choosing whether or not to enter customer premises and residences.</p> <p>-Customers are assigned 2m spaced, floor marked trolley parking bays to await being called to the tills for payment.</p> <p>- Customers are called to the tills one at a time.</p> <p>- Perspex screens fitted to the front of the till serving area.</p>					
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	DSE (Display Screen Equipment) assessments to be completed for all staff working from home together with advice on how to protect themselves, such as: taking regular breaks, stretching exercises, setting the equipment up properly.	2	2	4		
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Customers Contractors	<p>-The open plan nature of the site and the fact that most staff are working outside for at least part of the day effectively minimises any risk of the virus spreading via poor ventilation.</p> <p>-Windows and doors (that are not fire doors) to be opened as and when required to provide further ventilation in offices.</p>	1	5	5		
Increased risk of infection and complications for vulnerable workers	Staff	-Staff individually assessed for underlying health conditions or vulnerabilities that would make them more susceptible to suffering grave complications from contracting Covid-19.	2	5	10	-if necessary, job roles to be changed to minimise exposure and risk.	

This risk assessment has been measured using the following risk matrix:

Likelihood	1 – Very Unlikely	2 - Unlikely	3 – May Occur	4 - Likely	5 – Very Likely
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Consequence	1 – Very Minor Injury	2 – Minor Injury	3 – Significant injury / Lost time	4 – Major Injury	5 - Fatality
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<u>Risk Factor 0-8 LOW</u> No Action Required	<u>Risk Factor 9-16 MEDIUM</u> Some action required, to be kept under review.	<u>Risk Factor 17-25 HIGH</u> Immediate action and further controls required
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