

## 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"> <li>Abbey View Produce Colleagues</li> <li>Labour Provider Colleagues</li> <li>Visitors to the premises</li> <li>Contractors</li> <li>Supplier Drivers</li> <li>Customer Drivers</li> <li>Delivery Persons</li> </ul> <p>Vulnerable Groups Including;</p> <ul style="list-style-type: none"> <li>Elderly</li> <li>Pregnant Workers</li> <li>Those with an existing underlying health condition.</li> </ul>	<p><b><u>Hand Washing</u></b></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.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Drying of hands with disposable paper towels.  <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Gel Sanitisers are located at all entries prior to entering the Pack-house shop floor. Gel Sanitiser is located at the visitor reception, available for use prior to colleagues and visitors entering the main building. Gel Sanitisers are located in all administrative areas, ensuring that all office based colleagues</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.  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></p> <p>Posters, leaflets, visuals, PowerPoint presentations and other materials are used and available for display. Including;</p>	<p><b>AVP – Engineering Manager</b></p> <p><b>AVP – HR Manager</b></p> <p><b>AVP – Engineering Manager</b></p> <p><b>AVP – Engineering Manager</b></p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

	Anyone else who visits and comes into contact with the business.	<p>have full access.</p> <p><b><u>Cleaning</u></b></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"> <li>• Door handles,</li> <li>• Bannisters,</li> <li>• Finger scanners,</li> <li>• Canteen tables using appropriate cleaning products and methods.</li> </ul> <p><b><u>Social Distancing</u></b></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><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></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>All named high usage (risk areas) is cleaned every hour by a designated staff member.</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>	AVP – Engineering Manager	Yes
				AVP – Operations Manager	Yes
				AVP – Management Team	Yes
				AVP – Management Team	Yes
				AVP – Management Team	Yes
				AVP – Colleagues	Yes

		<p><b><u>Wearing of Gloves</u></b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough, high temperature or a loss of taste and smell within the workplace, they will be sent home and advised to follow the stay at home guidance. HR Manager will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, in line with the government Test and Trace initiative, the AVP Management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b><u>Drivers</u></b></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work. <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> COVID-19-guidance on freight transport.</p>	<p>Staff to be reminded that the wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication channels and cascading of messages through the Operations Managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>With the consent of the colleague, temperature readings will be taken if displaying the symptoms of COVID-19.</p> <p>If the colleague has been self-isolating or has been absent with symptoms of COVID-19, with the consent of the individual, regular temperature checks will be completed on their return to work, to early identify any potential reappearance of COVID-19 symptoms.</p> <p>The Management team will offer support to staff affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies who both deliver both to/from Abbey View Produce, ensuring they are aware of the welfare facilities available.</p>	<p><b>AVP – Operations Manager</b></p> <p><b>AVP – HR Manager</b></p> <p><b>AVP – HR Manager</b></p> <p><b>AVP – Engineering Manager</b></p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>
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		<p>guidance will be provided. Any personal information will be stored in line with GDPR legislation.</p> <p>To keep respiratory droplets from reaching others and to aid with source control, all visitors will be issued with a mandatory face covering.</p>		<p><b>AVP – Management Team</b></p>	<p><b>Yes</b></p>
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**Risk Assessment completed by;**  
**Lee Beckwith (HR Manager).**  
**Justinas Rastauskas (Engineering Manager).**

**Risk Assessment Validated by;**  
**Luke Hibberd (Commercial Director)**

**Date – 20<sup>th</sup> August 2020.**  
**To be reviewed – In line with government  
guidelines and recommendations.**