

# Covid Risk Assessments

## Vege

| What are the hazards? | Who might be harmed and how?   | What are you already doing to control the risks?  | What further action do you need to take to control the risks?   | Who needs to carry out the action?                                      | When is the action needed by? | Done                    |
|-----------------------|--|---|---|---|-------------------------------|-------------------------|
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Where practicable colleagues are working from home<br><br><ul style="list-style-type: none"> <li>Defined by role review</li> <li>Currently 3 permanent WFH and 4 temporarily as a result of Covid.</li> <li>Colleagues working from home are kept in touch with the team. IT requirements assessed.</li> <li>No clinically vulnerable persons.</li> <li>Home working risk assessments being completed.</li> </ul> | <ul style="list-style-type: none"> <li>N/A</li> </ul>   | N/A<br><br><br>Colleagues need to complete risk assessments and return. | N/A                           | Complete<br><br>Ongoing |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | A response plan to deal with a suspected case of COVID-19.<br><ul style="list-style-type: none"> <li>Response plan agreed with HR.</li> <li>Communication of details ongoing.</li> </ul>  | Action process setting out all steps to be followed where a positive test occurs completed. Now needs briefing to the business. | HR  |                               | Complete                |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Contingency measures to reduce risk of spread on premises.<br><ul style="list-style-type: none"> <li>Social distancing is in place for kitchen.</li> <li>2 people in the warehouse. External drivers not now allowed into warehouse.</li> <li>External drivers allowed to use dedicated toilet facilities.</li> <li>Separate toilet facilities provided and cleaning twice a week.</li> </ul>                     | N/A   | N/A   | N/A                           | Complete                |



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| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Keep a log of contact/group work to facilitate contact tracing.<br><ul style="list-style-type: none"> <li>Risk very limited. Very few visitors to the business (c. 1 per week maximum).</li> </ul>  | N/A   | N/A                                | N/A                           | Complete |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Display information on signs and symptoms of COVID-19.<br><ul style="list-style-type: none"> <li>Posters and guidance have been displayed around site and specifically on the health and safety notice board</li> <li>Such as how to wash hands, guidance on symptoms etc</li> <li>Up to date guidance has been displayed</li> <li>Information given on what to do if display symptoms</li> </ul> | N/A   | N/A                                | N/A                           | Complete |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Implement no hand shaking policy<br><ul style="list-style-type: none"> <li>Site adopted process</li> </ul>  | N/A   | N/A                                | N/A                           | Complete |



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| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Communication on how colleagues can address concerns<br><br><ul style="list-style-type: none"> <li>The workplace wellbeing hotline number is displayed throughout the building and on notice boards for staff.</li> <li>HR furlough process followed and return to work induction, as well as shift briefings and staff communications</li> </ul> | N/A   | N/A                                | N/A                           | Complete |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Establish and issue a pre-return to work form for workers to complete<br><br><ul style="list-style-type: none"> <li>Process complete and form in use</li> </ul>   | N/A   | N/A                                | N/A                           | Complete |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Construct infected person process<br><br><ul style="list-style-type: none"> <li>HRBP communicating new infected person process.</li> </ul>  | N/A   | N/A                                | N/A                           | Complete |



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| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Appropriate hygiene facilities in place<br><ul style="list-style-type: none"> <li>Hand sanitisers as well as normal hand washing facilities available</li> <li>Guidance displayed throughout site and provided at induction</li> <li>Cleaning schedule revised</li> </ul> | N/A   | N/A                                | N/A                           | Complete |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Make available advice and training on how to perform hand hygiene<br><ul style="list-style-type: none"> <li>Posters throughout building</li> <li>Guidance in induction</li> </ul>   |   |                                    |                               |          |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Provide advice on good respiratory practice.<br><ul style="list-style-type: none"> <li>Via guidance throughout site in poster format</li> </ul>   | N/A   | N/A                                | N/A                           | Complete |



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| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Review of office set up<br><ul style="list-style-type: none"> <li>Office set up reviewed.</li> <li>Number of people working in office reduced to allow for social distancing (9 people fewer in the building).</li> <li>2 metre social distancing observed in the office.</li> </ul> | N/A   | N/A                                | N/A                           | Complete |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Specific times for collections, appointments and deliverables<br><ul style="list-style-type: none"> <li>Goods in deliveries are infrequent and staggering not required.</li> </ul>   | N/A   | N/A                                | N/A                           | Complete |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Meeting process reviewed<br><ul style="list-style-type: none"> <li>Where practicable electronic meeting held using Skype</li> <li>No face to face meetings but would strictly observe social distancing</li> </ul>   | N/A   | N/A                                | N/A                           | Complete |



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| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Workers sharing collective areas<br><ul style="list-style-type: none"> <li>2 metre lines taped out on floor for distance markers in shared areas.</li> </ul>   | N/A   | N/A                                | N/A                           | Complete |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Review of communal facilities<br><ul style="list-style-type: none"> <li>Shared toilet facilities cleaned twice a week.</li> <li>Self-cleaning measures in place.</li> <li>10 people working.</li> <li>Full capacity would be 19 people, plus 5 in Dale Brown's Team. Review will be required at that point.</li> </ul> | N/A   | N/A                                | N/A                           | Complete |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Controls where social distancing cannot be achieved<br><ul style="list-style-type: none"> <li>No such areas identified.</li> </ul>   | N/A   | N/A                                | N/A                           | Complete |



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| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Regular driver currently furloughed.<br><ul style="list-style-type: none"> <li>Action to provide with hand sanitisers and cleaning equipment for their work vehicle on return.</li> </ul>   | N/A   | N/A                                | N/A                           | Complete |
| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Implement Thorough And Regular Cleaning Of Frequently Touched Surfaces<br><ul style="list-style-type: none"> <li>Building Cleaned Twice A Week.</li> <li>Staff Have Cleanser Available And Required To Wash Up Their Own Crockery.</li> </ul> | N/A   | N/A                                | N/A                           | Complete |



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| Spread of coronavirus | Staff<br>Visitors<br>Cleaners<br>Contractors<br>Drivers<br>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | Provide workers with essential cleaning materials to keep their own workspace clean<br><ul style="list-style-type: none"> <li>■ Spray and hand sanitiser provided for all staff.</li> </ul> | N/A   | N/A                                | N/A                           | Complete |

