

PORTION SOLUTIONS COVID-19/CORONAVIRUS RISK ASSESSMENT

Covid-19/Coronavirus is an infectious disease that can affect a person’s lungs and airways. Typical symptoms include fever, cough, shortness of breath and breathing difficulties. Illness can range from mild to severe and in some cases can be fatal. Symptoms may appear in as few as two days or as long as fourteen days after exposure.

Infected people spread the virus to other people. The virus spreads between people in close contact through respiratory droplets, such as a cough or sneeze, or by touching a surface or object that has the virus on it and then by touching your own mouth, nose or eyes.

WHAT ARE THE HAZARDS: presence and spread of COVID-19 Coronavirus.

WHO IS AT RISK OR MIGHT BE HARMED: everyone who visits our premises or comes into contact with someone who has visited our premises. The “Clinically Extremely Vulnerable” and “Clinically Vulnerable” are at a higher risk level.

At the time of writing the definition of “Clinically Extremely Vulnerable” and “Clinically Vulnerable” are:

<p>Clinically extremely vulnerable</p>	<p>Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Clinically extremely vulnerable people may include the following people:</p> <ol style="list-style-type: none"> 1. Solid organ transplant recipients. 2. People with specific cancers: <ul style="list-style-type: none"> • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
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	<ul style="list-style-type: none"> • people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs <ol style="list-style-type: none"> 3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD). 4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell). 5. People on immunosuppression therapies sufficient to significantly increase risk of infection. 6. Women who are pregnant with significant heart disease, congenital or acquired.
Clinically vulnerable people	<p>Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions. Clinically vulnerable people are those who are:</p> <ul style="list-style-type: none"> • aged 70 or older (regardless of medical conditions) • under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): • chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy • diabetes • a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets

	<ul style="list-style-type: none"> • being seriously overweight (a body mass index (BMI) of 40 or above) • pregnant women
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Objective	Control Measures in Place	Additional Controls	Actioned By	Date
Limit the number of people on the premises. Everyone should work from home, unless they cannot work from home.	<p>Consider who is essential to be on site. Manpower planning and working from home where possible.</p> <p>Plan for the minimum number of people needed on site to operate safely and effectively.</p> <p>Help employees working from home stay connected to the rest of the workforce through regular team meetings, individual contact with managers and a company newsletter.</p> <p>Provide equipment for people to work from home safely and effectively, for example, remote access to work systems.</p>	DSE assessment checklists and user guides have been forwarded to all home workers to be completed.		<p>6th April 2020</p> <p>Updated 13th May 2020</p> <p>Updated 19th May 2020</p>
Limit the number of people on the premises. Minimise the number of unnecessary visits	<p>All non-essential visits to site have been cancelled.</p> <p>Any essential visitors are screened for their travel history and any symptoms related to the pandemic. Following satisfactory completion of the questionnaire and authorisation of the host, they will be allowed entry by the host who will ensure that the visitors wash their hands as per our hand washing requirements and using the NHS protocols.</p> <p>No formal greeting will be given to visitors when they arrive on site including handshakes.</p>			
Social distancing at work. To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.	<p>Staggering arrival and departure times to reduce crowding into and out of the workplace.</p> <p>Work schedules have been reviewed to reduce the number of workers on site at any one time.</p> <p>The flow into the factory has been streamlined as far as possible with a one-way flow.</p>	Employees to be reminded on a regular basis of the importance of social distancing in the workplace and outside	Health & Safety Officer Production Shift Manager/Line Managers/Supervisors	

Objective	Control Measures in Place	Additional Controls	Actioned By	Date
	<p>Factory staff have been assigned to the same shift teams in order to limit social interaction.</p> <p>Screens are used on some production lines to separate employees if they are working close together.</p> <p>Access to the factory by non-Portion Solutions personnel has been restricted.</p> <p>Staff breaks have been staggered in order to lower the number of employees in the canteen at any one time.</p> <p>When eating/ using the canteen, only one person is allowed to use a table at any one time. It is then cleaned and disinfected before the next use and signed off on a checklist. Other rooms are also being used for breaks, keeping the 2 metre distance.</p> <p>Floor markings and signage is in place.</p> <p>Floor tape has been used to mark areas to help employees to keep a 2-metre distance.</p> <p>Number of employees allowed in the toilets and changing rooms at one time has been restricted and signage applied in order to maintain a distance of 2 metres.</p> <p>Employees will work side-by-side or back-to-back wherever possible.</p> <p>Clocking-in entry system that required skin contact is not in use.</p> <p>In person meetings are avoided wherever possible and conference calls/Skype is being used instead.</p>			
<p>Workplaces and workstations and maintaining social distancing between individuals when they are at their workstations.</p>	<p>Screens are used on some production lines to separate employees if they are working close together.</p> <p>Floor tape is used on the floor to mark areas to help keep to a 2 metre distance.</p> <p>Employees will work side-by-side or back-to-back wherever possible.</p>		<p>Health & Safety Officer Production Shift Manager/Line Managers/Supervisors</p>	

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	<p>Production staff have been assigned to the same shift teams and a consistent pairing system is in place if people have to work in close proximity for example lifting or where maintenance activities cannot be designed.</p> <p>Office workstations are assigned to each individual.</p> <p>Face shields are also available and used where a 2 metre distance cannot be maintained.</p>			
<p>Reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p>	<p>In person meetings are avoided wherever possible and conference calls/Skype is being used instead.</p> <p>If an in-person meeting is required, only absolutely necessary participants should attend meetings and should maintain 2-metre separation throughout.</p> <p>Pens and other objects/equipment are not shared.</p> <p>Hand sanitiser is provided in the meeting rooms.</p> <p>The meeting room is well ventilated.</p> <p>Signs are in place to help people maintain social distancing.</p>		<p>Manager/Line Managers/Supervisors</p>	
<p>Providing and explaining available guidance Make sure people understand what they need to do to maintain safety.</p>	<p>Clear guidance on social distancing and hygiene is given through food hygiene training, toolbox talks, posters, emails, signs and individual guidance by managers and the H&S Manager.</p> <p>The host is responsible for visitors.</p>		<p>Health & Safety Officer Production Shift Manager/Line Managers/Supervisors</p>	
<p>Cleaning the workplace.</p>	<p>New cleaning measures have been put in place with more emphasis put on frequently touched surfaces e.g. door handles and canteen tables.</p> <p>The cleaning of pallet trucks, tables and parts of machinery in the production area has been increased including cleaning at the start of the shift.</p> <p>Spray bottles of food safe sanitiser or anti-bacterial spray has been put throughout the premises so that employees can wipe down their workstations, surfaces etc. throughout the day.</p>	<p>Checks to be carried out by managers to ensure that the cleaning is carried out.</p>	<p>Health & Safety Officer Production Shift Manager/Line Managers/Supervisors</p>	

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<p>Hygiene – handwashing, sanitation facilities and toilets Help everyone keep good hygiene through the working day.</p>	<p>Hand washing facilities with soap, hot water and hand drying are in place.</p> <p>Stringent hand washing taking place.</p> <p>Hand washing guidance in place using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Sanitisers available on all desks, workstations and entry/exit points.</p> <p>Extra hand sanitiser units have been installed in some areas e.g. warehouse for the drivers.</p> <p>FLT Drivers and Lorry Drivers have been provided with anti-bacterial sprays so that they can clean their vehicles before and after use.</p> <p>Hygienic Hand Rub Sanitiser has been given to all employees.</p> <p>All employees are instructed to wash their hands on arrival at work, at the beginning and end of every break, before and after eating any food including snacks, after using the toilet, before entering the production areas and before leaving work.</p> <p>They will also be instructed to wash their hands before leaving home and when they get home after work.</p> <p>The NHS guidelines on hand washing are posted in all hand washing areas (wash your hands with soap and water more often and for 20 seconds).</p> <p>Employees briefed on effective hand washing technique by posters and a short video demonstration.</p> <p>Catch it, Bin it, Kill it signage in place.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with hot water and soap.</p> <p>Employees to be reminded to follow Catch it, Bin it, Kill it and to avoid touching their face, eyes, nose or mouth with unclean hands.</p>	<p>Health & Safety Officer Production Shift Manager/Line Managers/Supervisors</p>	
<p>Minimise the risk of transmission in changing rooms and showers.</p>	<p>Clear use and cleaning guidance in place for showers, lockers and changing rooms to ensure they are kept clean and that social distancing is achieved as much as possible.</p>		<p>Health & Safety Officer</p>	

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	Enhanced cleaning of all facilities regularly during the day and at the end of the day.		Production Shift Manager/Line Managers/Supervisors	
Handling goods, merchandise and other materials, and onsite vehicles. Reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	Cleaning procedures for the parts of shared equipment that is touched after each use - equipment, tools and vehicles including pallet trucks and forklift trucks. Bacterial spray and sanitiser on sections. Hand sanitisers provided for workers handling goods and merchandise where this is not practical. Regular cleaning of vehicles that workers may take home.		Health & Safety Officer Production Shift Manager/Line Managers/Supervisors	
PPE Note: workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.	All factory workers are wearing appropriate PPE as advised by managers at all times, gloves must be removed after each task, before moving out of the production areas to go into the canteen, offices or toilets and a new pair of gloves when resuming tasks. Face masks or visors are being used on some production lines if working close together/in close proximity. First Aiders have been given face masks to use when administering first aid. PPE will be provided to visitors and contractors on arrival. The wearing of a mask will be controlled by the host, the host should assess if a mask is required taking into account that if a 2-metre distance cannot be maintained then a mask must be worn. If the visitor or contractor is in an office or on a machine on their own or not in close proximity to anyone then no mask would be required.	Employees to be reminded that wearing gloves is not a substitute for good hand washing. Re-usable PPE should be thoroughly cleaned after use and not shared with other employees. Single use PPE should be disposed of so that it cannot be reused.	Health & Safety Officer Production Shift Manager/Line Managers/Supervisors	
Work-related travel (travelling to work, cars, accommodation and visits) Avoid unnecessary work travel and keep people safe when they	Minimise non-essential travel - consider remote options first. Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.		Health & Safety Officer Production Shift Manager/Line Managers/Supervisors	

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do need to travel between locations.	<p>Cleaning shared vehicles between shifts or on handover.</p> <p>Where employees are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.</p> <p>Employees will be advised to drive to work alone and to avoid using public transport wherever possible. The cycle-to-work scheme may be of benefit to some employees.</p>			
<p>Work-related travel (deliveries to other sites) Help employees delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices.</p>	<p>Procedures in place to minimise person-to-person contact during deliveries to other sites.</p> <p>Maintaining consistent pairing where two-person deliveries are required.</p> <p>Minimising contact during exchange of documentation.</p>		<p>Health & Safety Officer Production Shift Manager/Line Managers/Supervisors</p>	
<p>Communications, training and returning to work</p>	<p>Use posters, signs and tool box talks to give clear, consistent and regular communication to improve understanding and consistent ways of working.</p> <p>Use the Employee Forum to explain and discuss working arrangements.</p> <p>Provide training to employees returning to site.</p>		<p>Health & Safety Officer Production Shift Manager/Line Managers/Supervisors</p>	
<p>Inbound and outbound goods To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.</p>	<p>Revising pick-up and drop-off collection points, procedures, signage and markings.</p> <p>Avoid unnecessary contact in the yard and warehouse.</p> <p>Where possible and safe, single workers load or unload vehicles.</p> <p>If more than one person is needed for a load, wherever possible use the same pairs of people.</p> <p>Enabling drivers to access welfare facilities when required (this is our current policy).</p>		<p>Health & Safety Officer Production Shift Manager/Line Managers/Supervisors</p>	

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	Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.			
Workers arriving home	<p>When arriving at home employees will be advised to remove their work clothing if they have not been covered by company controlled PPE immediately and place it in the washing machine.</p> <p>They will also be advised to wash their hands using the NHS protocols.</p>	Employees to be reminded on a regular basis of the importance of removing work clothing and hand washing.	Health & Safety Officer Production Shift Manager/Line Managers/Supervisors	
Welfare	<p>We provide support for employees around mental health and wellbeing by keeping everyone up-to-date with company events through the Employee Forum, team meetings, contact with line managers and the company newsletter.</p> <p>In addition to the Self Certification Form that employees complete on their return to work after sickness or holiday leave, they are also being interviewed on return from leave to establish any possible exposure during visits to Hot Spots.</p> <p>All non-essential business travel has been restricted.</p> <p>Every line manager spoke to individuals in their team to understand if they or a member of their family were in the categories of "Clinically Extremely Vulnerable" and "Clinically Vulnerable".</p> <p>At the beginning of the Covid-19 crisis a team met regularly to review the latest government advice and to decide what further measures need to be introduced and to consider employee concerns. This team was disbanded when the "lockdown" measures were introduced and decisions were made by the Management Team following normal company process.</p>		Health & Safety Officer Production Shift Manager/Line Managers/Supervisors	

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)