

RISK ASSESSMENT



TASK / ACTIVITY: Operation of agricultural supply business during COVID-19 pandemic

DESCRIPTION: Protection of employees and others from the COVID-19 virus. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transmitted to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. If the virus is passed from one person to another, while some may survive infection, some may die from the disease.

HAZARDS:			PEOPLE EXPOSED:			
Slips / Trips	Noise		Employees	<input checked="" type="checkbox"/>	Third Parties	<input checked="" type="checkbox"/>
Falls from Height	Vibration		Public	<input checked="" type="checkbox"/>	Young Persons	<input checked="" type="checkbox"/>
Workplace Transport	Lifting / Handling		Vulnerable Groups	<input checked="" type="checkbox"/>	Other (please detail)	
Electrical Contact	Fatigue / Stress	<input checked="" type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>		
Fire / Explosion	Violence / Assault	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>		
Trapping	Adverse Weather		Cleaners	<input checked="" type="checkbox"/>		
Cutting / Abrasion	Hazardous Substance	<input checked="" type="checkbox"/>	Maintenance Staff	<input checked="" type="checkbox"/>		
Crushing	Hot / Cold Surfaces					

SAFE WORKING PROCEDURES / CONTROL MEASURES

Please refer to the business protocols for full details of the following controls. All documents are available on the Safety and Wellbeing Portal.

Communication

- Safety, Wellbeing and Protocols portals accessible for all staff containing guidance and protocols for the business
- Regular emails and communications to all staff to help them stay connected
- Daily management briefings
- Collaborative process with sites around operational issues to ensure staff are engaged in process
- Introduction of dedicated phone and email support lines for staff
- Clear signage, posters and information provided on all sites for staff and visitors
- Dedicated COVID-19 information area on business website and clear messages through social media
- Clear communications to staff on symptoms, self-isolation and testing

Protecting Employees

- Supporting the wellbeing of those working from home from both a physical and mental wellbeing perspective
- Vulnerable individuals protected through the Furlough scheme
- Meetings held remotely by conference call
- Zero tolerance of rude or aggressive behaviour towards staff by visitors
- Operating processes in place to allow replenishment and cleaning, as well as adequate breaks and time off for frontline workers
- Quarantine process in place for returned items to retail sites

Access to Sites

- Sites are individually managing maximum numbers of people in sites and introducing queueing systems where necessary to ensure all protocols can be operated safely
- Management of visitors, delivery drivers and contractors through clear operating protocols
- No changing room facilities available on retail sites for customer use
- Clear site visit protocols produced for staff who need to travel to sites

Social Distancing

- Limiting numbers of customers into retail stores and visitors / contractors onto sites
- Back to back or side to side working to minimise face to face contact with colleagues
- Till positions in retail sites redesigned where necessary to allow adequate separation
- Perspex screens installed in all retail till areas
- Clearly defined collection points on retail sites for customers to collect orders
- Reminders on social distancing communicated across all sites via posters, floor markings and signage
- Farm Visit Protocols and Delivery Protocols in place to protect both staff and customers
- The wearing of face coverings by customers is encouraged in accordance with legislation at all retail premises

RISK ASSESSMENT



Movement Around Sites

- Queue management systems in place where necessary to ensure social distancing and control numbers
- Clear markings and signage in place indicating movement flow
- Aisles and other pinch points kept clear to allow 2m distancing

Communal Areas



- Staggered breaks to minimise numbers in staff areas at any one time
- No sharing of food, drinks or eating utensils
- Enhanced cleaning of staff communal areas
- Regular removal of rubbish
- Reconfiguring of seating and tables to maintain social distancing

Hygiene and Cleaning

- Clear information and guidance to staff on importance of frequent handwashing
- Enhanced cleaning regimes at all sites
- Regular cleaning of contact surfaces and touch points across all sites
- Sanitisation points provided at all entrances and additional stations around sites as required
- Sanitiser provider for all drivers along with disinfectants for vehicles

PPE

- Provision of personal branded face coverings for every employee and all retail employees are wearing face coverings in areas that are open to the public or in which they may come into contact with the public
- Disposable face coverings also available for all staff as an alternative option or staff can choose to wear an appropriate face covering of their choice
- Face coverings provided to production staff where social distancing of 2m cannot be maintained from an operational perspective
- Gloves available for all staff for the handling of products

SIGNED:		Likely	Medium Risk	High Risk	Extreme Risk
POSITION:	Head of Organisational Safety and Wellbeing	Unlikely	Low Risk	Medium Risk	High Risk
DATE:	28 th May 2020	Highly Unlikely	Insignificant Risk	Low Risk	Medium Risk
			Slightly Harmful	Harmful	Extremely Harmful
			Risk After Implemented Control Measures *	Risk Rating	High Risk (Unlikely but Extremely Harmful)
REVIEWED:	31 st July 2020	REVIEWED:	2 nd December 2020		
REVIEWED:	24 th September 2020	REVIEWED:			

* Risk remains High even after implemented control measures as whilst these make the risk Unlikely, the effects of contracting COVID-19 could be life-ending and therefore remain Extremely Harmful