

<b>Assessment Reference:</b>	COVID19 Version 4	<b>Likelihood</b> 5. Almost Certain 4. Probable 3. Possible 2. Possible (under unfortunate circumstances) 1. Rare <b>Hazard</b> 5. Fatality 4. Major Injury, resulting in disability 3. Injury Requires, Doctor's or Hospital attendance 2. Minor Injury, 1st Aid required 1. Minor Injury, 1st Aid not required
<b>Location:</b>	Site	
<b>Subject of Assessment:</b>	COVID-19	
<b>Date of Assessment:</b>	11th March 2021	
<b>Names of Assessors:</b>	Rob Newton	
<b>Signature of Managers Acceptance:</b>	Jason Hall	

<b>Who is at risk:</b>	Employees <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Pregnant Women <input type="checkbox"/>	Inexperienced Person <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>
------------------------	---	--	---	--	---	--

**Describe the task being performed:**

This is a general risk assessment into the control measures put in place to manage the risks associated with COVID19. This covers off the process of bringing raw materials onto site, processing into finished goods and the subsequent delivery to customers. Along with associated supporting staff within various offices around the site.

**Mechanical Hazards**

1 Entanglement <input type="checkbox"/>	6 Impact <input type="checkbox"/>
2 Friction / Abrasion <input type="checkbox"/>	7 Cutting <input type="checkbox"/>
3 Stabbing / Puncture <input type="checkbox"/>	8 Shear <input type="checkbox"/>
4 Drawing in / Trap <input type="checkbox"/>	9 High Pressure <input type="checkbox"/>
5 Ejection of Material <input type="checkbox"/>	10 Other <input checked="" type="checkbox"/>

**Other Hazards**

11 Electricity <input type="checkbox"/>	16 Substances <input type="checkbox"/>	21 Control System <input type="checkbox"/>
12 Noise <input type="checkbox"/>	17 Lighting <input type="checkbox"/>	22 Ergonomic <input type="checkbox"/>
13 Slip/Trip/fall <input type="checkbox"/>	18 Stability <input type="checkbox"/>	23 Human Error <input type="checkbox"/>
14 Vibration <input type="checkbox"/>	19 Hot / Cold Surfaces <input type="checkbox"/>	24 Fall from Height <input type="checkbox"/>
15 Traffic <input type="checkbox"/>	20 Fire <input type="checkbox"/>	25 Other <input checked="" type="checkbox"/>

No.	Type of Hazard	Possible Injury / Harm	Existing Control Measures	Hazard	Likelihood	Risk Rating
1	External deliveries	Transmission of COVID19	All deliveries go through security where a COVID19 questionnaire is completed to highlight any symptoms with delivery drivers before entering site	3	3	9
			Delivery drivers to stay in vehicles to reduce contact with Kanes employees, anyone who needs to alight from a vehicle must wear a face covering.			
			Regular hand washing in place and in accordance with food manufacturing guidance when working on unloading vehicles			
2	Traveling to and from site on company buses	Transmission of COVID19	Additional buses scheduled minimising numbers on the vehicle to improve social distancing; face masks are mandatory whilst travelling on the bus	3	3	9
			Hand sanitiser is applied by the driver to the hands of anyone stepping onto the bus, passengers' temperatures are also taken before travel.			
3	External visitors	Transmission of COVID19	Only essential visitors allowed on site and COVID19 questionnaire completed. All other visitors cancelled, or videoconferencing calls put in place.	3	3	9
			Factory procedures followed with regular hand washing and sanitising along with facemasks that are to be worn on entry to any building by any visitors.			
			Social distancing adhered to in any meeting room.			
4	Housekeeping standards	Transmission of COVID19	Cleaning of all welfare facilities, shared office spaces and production lines completed on an increased frequency.	3	3	9
5	Shared Offices	Transmission of COVID19	Working at home implemented where reasonably practicable throughout the business	3	3	9
			Reduced number of people working in shared offices to improve social distancing			
			Hot desking prohibited			
			Relocation to other offices not in use where possible			
			Virucidal wipes and disinfectant provided for office areas.			
			All meetings conducted through conference or video calls to reduce interaction			

6	Production Lines	Transmission of COVID19	Reduction of staff working in the factory due to lower volumes	3	3	9
			Production lines finish early to reduce numbers on shift changeover where reasonably practicable			
			Production Lines receive a full hygiene clean daily			
			Break times staggered where reasonably practicable			
			Air Handling Units (AHU) operating through Hepa Filters recirculate and clean the air within the factory every 6 secs			
			Additional hand washing and sanitising in place before entering all production facilities			
			Face covering to be worn by all staff entering any building.			
			Temperature checks are carried out at start of shift and shift change at the entrance to stir fry, sauces and despatch. Anyone who has a temperature above 37.5 will be asked to move to an unoccupied area for a minimum of 10 minutes and will then be retested. They will not be allowed to remain on site if the second test remains high. In the event that this happens we will determine whether anyone else has been affected and take appropriate action.			
7	Vulnerable Employees	Transmission of COVID19	All high-risk employees placed on furlough up to 31st March in accordance with government guidelines, alternatively working from home where possible.	3	5	15
8	Workplace Transport	Transmission of COVID19	Cleaning materials available for pre-use clean down of FLT's,			
9	Wellbeing Facilities	Transmission of COVID19	Large meeting room converted to a further area for people to take breaks.	3	3	9
			External facility provided for people to take breaks.			
			Improved social distancing measures in canteen.			
			Increased social distancing signage in corridors and canteen areas.			
			Auto hand sanitising units fitted to door exits from toilets.			

			Increased cleaning schedule and signage to toilet areas.			
10	Smoking Areas	Transmission of COVID19	Social distancing measures implemented in existing smoking areas.			
			Additional smoking areas in place to further aid social distancing and further areas being developed.			