

## CORONAVIRUS WORKPLACE RISK ASSESSMENT

<b>RISK ASSESSED:</b>	The possible airborne and contact transmission of Coronavirus to people whilst working on and visiting site and the subsequent transmission by them to others they come into close contact with.
<b>WHAT ARE THE HAZARDS:</b>	Coronavirus.
<b>WHO MIGHT BE HARMED:</b>	Personnel working on site, including but not limited to, employees, FSA personnel, essential visitors (including hauliers and contractors) and any other person that these people may come into contact with, e.g. family members.
<b>DATE OF CURRENT ASSESSMENT:</b>	<b>22.01.21</b> <b>Social distancing guidelines set out by the government are currently 2m apart, or 1m plus with risk reduction where 2m is not reasonably practicable.</b>
<b>NEXT REVIEW DATE:</b>	February 2021
<b>ASSESSED BY:</b>	Emma Jarrett

**AREA:**                    **WHOLE SITE**

**ACTIVITY:**            **ALL ACTIVITIES**

HAZARD(S)?	ACTION TAKEN TO CONTROL RISK?	FURTHER ACTION NECESSARY TO REDUCE RISK?	ACTION BY WHOM & WHEN?	DONE? YES/NO
Airborne and contact transmission of Coronavirus to personnel on site.	<ol style="list-style-type: none"> <li>All existing staff and new starters (factory &amp; office) receive a Coronavirus Information Pack including advice on symptoms, social distancing (SD), hand hygiene, respiratory hygiene, screens/face coverings/visors, self-isolation, testing and NHS test and trace.</li> <li>All staff who enter food preparation areas receive hand washing and sanitizing instructions as per WI.7.1.4.3. Hand washing posters erected in numerous locations.</li> <li>Hygiene stations with hot running water (knee operated), liquid soap, hand dryers/or paper and hand sanitizer available to all production staff and visitors to area.</li> <li>Multiple hand sanitizing stations erected on site (internal and external, entry and exit points etc.). Signage erected.</li> <li>All staff returning to work after absence (due to sickness, foreign travel or otherwise) receive a back-to-work interview including specific questions with regard to Coronavirus symptoms.</li> </ol>	<ol style="list-style-type: none"> <li>Consider carrying out staff/visitor temperature checking with infrared thermal camera technology. Position of combined time recording/temperature checking stations not suitable (inside factory).</li> <li>Upgrade Tensor time recording stations to facial recognition. Quote to be considered.</li> <li>Coronavirus Information Sheets to be distributed to all staff and translated into requisite languages.</li> </ol>	<p>No further action</p> <p>RCJ/SHJ October 2020 EJ 16.10.20</p>	<p>No</p> <p>Yes</p>

HAZARD(S)?	ACTION TAKEN TO CONTROL RISK?	FURTHER ACTION NECESSARY TO REDUCE RISK?	ACTION BY WHOM & WHEN?	DONE? YES/NO
	<p>6. All employees known to be clinically vulnerable to Coronavirus and at higher risk of infection and/or an adverse outcome if infected are required to stay at home to shield. Where possible those people will work from home.</p> <p>7. Home workers are in daily contact with the office. Their welfare is regularly checked. Whilst at home their welfare will be monitored and they will stay connected to the workplace.</p> <p>8. Toilets have hot running water, liquid soap and hand driers. Hand washing instructions erected in all toilets.</p> <p>9. All non-essential visitors are not permitted on site.</p> <p>10. Essential visitors/contractors to answer addition Covid-19 medical questions on arrival at site (Reception or Security). Visitors directed to use hand sanitizer on arrival. Visitors log maintained. Visitors (inc. FSA) encouraged to “venue check-in” with NHS Test &amp; Trace app. Visitors’ host to chaperone visitor whilst on site. Coronavirus Information Sheets issued to visitors where appropriate. Masks to be worn at all times by visitors, unless exempt.</p> <p>11. Social distancing posters erected throughout site internally and externally.</p> <p>12. Daily temperature checking of staff and essential visitors by Security as per work instruction. Those with a high temperature are not permitted on site. Instructions and information issued to any person with a high temperature. Alec Jarrett Limited have access to the Employer Referral Portal to arrange Coronavirus testing for staff.</p> <p>13. 13.“Covid-19 Secure” posters erected and risk assessment uploaded to company website.</p> <p>14. 14. Employees actively encouraged to download NHS Test &amp; Trace app. Posters erected.</p>			

HAZARD(S)?	ACTION TAKEN TO CONTROL RISK?	FURTHER ACTION NECESSARY TO REDUCE RISK?	ACTION BY WHOM & WHEN?	DONE? YES/NO
	15. Additional daily cleaning/disinfecting of frequently touched surfaces, e.g. door handles, hand rails, etc. 16. Up-to-date contact details obtained for all staff including agency personnel to assist NHS Test & Trace contactors if necessary. 17. Payslips emailed to staff to reduce human contact and unnecessary handling of paperwork. 18. Monthly reminders sent to employees regarding the need to register with a GP in order to receive an invitation for vaccination when eligible. 19. Managers issued with guidance on preventing and managing COVID-19, including an outbreak, in the workplace.			

**AREA: ALL OFFICES & OFFICE KITCHEN**

**ACTIVITY: FINANCE, OFFICE ADMINISTRATION, RECEPTION, SALES, TECHNICAL, TRANSPORT**

HAZARD(S)?	ACTION TAKEN TO CONTROL RISK?	FURTHER ACTION NECESSARY TO REDUCE RISK?	ACTION BY WHOM & WHEN?	DONE? YES/NO
Airborne and contact transmission of Coronavirus to personnel on site.	1. Office staff provided with disinfectant wipes and advised to clean own workstations a minimum of twice daily. 2. Limited sharing of workstations. 3. Hand sanitizer issued to each member of office staff as well as hand sanitizer being erected in numerous locations. 4. SD is maintainable at all times in most offices as they are single occupancy. Demarcation lines have been placed on the floor where possible/appropriate. 5. Remote meetings to take place where possible.			

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	<ol style="list-style-type: none"> <li>6. Where remote meetings are not possible the Board Room can be used as the size of the room allows for SD and acrylic screens have been erected.</li> <li>7. Only one person allowed in kitchen at any time. Warning signage erected.</li> <li>8. Fabric towels removed from the kitchen.</li> <li>9. Customers asked to pay electronically only. Cash and cheques strongly discouraged in order to reduce the risks associated with handling cash and paper and reduce the need for visits to the bank.</li> <li>10. Shared offices have been rearranged so occupants work back-to-back. Where back-to-back working is not possible acrylic partitions have been erected (Sales Office, Livestock Office, Finance Office).</li> <li>11. Physical door access barriers erected.</li> <li>12. Arrival and departure time of office staff is ordinarily staggered.</li> <li>13. Public transport is not used by any member of the office/administration staff working at the office. Plenty of on-site car parking spaces and bike storage available.</li> <li>14. Acrylic screen erected around Reception desk to protect Receptionist and visitors. Area well ventilated.</li> <li>15. Areas well ventilated by a combination of open doors, air conditioning and open windows.</li> <li>16. Office windows replaced with opening windows to improve ventilation.</li> </ol>			

**AREA: SECURITY HUT/ENTRANCE GATE**

**ACTIVITY: ARRIVAL OF VISITORS ON SITE**

<b>HAZARD(S)?</b>	<b>ACTION TAKEN TO CONTROL RISK?</b>	<b>FURTHER ACTION NECESSARY TO REDUCE RISK?</b>	<b>ACTION BY WHOM &amp; WHEN?</b>	<b>DONE? YES/NO</b>
Airborne and contact transmission of Coronavirus to personnel in the vicinity.	1. Security barrier erected to ensure SD. 2. Essential visitors (hauliers and farmers) issued with written instructions regarding Coronavirus controls, including SD and personal hygiene. 3. Hand sanitizer available at station. 4. Area well ventilated with a combination of open window, door and air conditioning. 5. Single occupancy hut. 6. Visitors log maintained. 7. Visitors encouraged to “venue check-in” with NHS Test & Trace app.			

**AREA: LAIRAGE OFFICE/LAIRAGE**

**ACTIVITY: LAIRAGE ADMINISTRATION AND ARRIVAL OF LIVESTOCK FOR SLAUGHTER**

<b>HAZARD(S)?</b>	<b>ACTION TAKEN?</b>	<b>FURTHER ACTION NECESSARY?</b>	<b>ACTION BY WHOM &amp; WHEN?</b>	<b>DONE? YES/NO</b>
Airborne and contact transmission of Coronavirus to personnel in the vicinity.	<ol style="list-style-type: none"><li>1. External post box erected to reduce human traffic in Lairage office.</li><li>2. "No entry" signage erected on Lairage office door.</li><li>3. Hand sanitizer station available for staff and visitors.</li><li>4. Regular cleaning and disinfecting of office undertaken.</li><li>5. Office arranged to allow SD.</li><li>6. Livestock hauliers have received written instructions regarding Coronavirus visitor controls.</li><li>7. Lairage office has air conditioning.</li><li>8. Inside and outside lairage are very well ventilated.</li></ol>			

AREA: SLAUGHTER HALL (SH) & GUT ROOM

ACTIVITY: ALL TASKS

HAZARD(S)?	ACTION TAKEN?	FURTHER ACTION NECESSARY?	ACTION BY WHOM & WHEN?	DONE? YES/NO
<p>Airborne and contact transmission of Coronavirus to personnel in the vicinity.</p>	<p><b><u>TRANSPORT &amp; ACCOMMODATION</u></b>            Some staff share housing. A number of families and friends work on site and live together in shared accommodation and travel to work together in their own vehicles. All factory staff ordinarily arrive on site between 5.30 am and 6.30 am. Given this unsociable time, the factory's locality and poor public transport service, the use of public transport by staff is either very low or non-existent.</p> <p><b><u>ARRIVAL &amp; DEPARTURE TIMES</u></b>            Loading staff and SH staff ordinarily have different start times. The slaughter line start up is staggered. The line is also run down, therefore staff departure is also staggered.</p> <p><b><u>PPE</u></b>            The use of surgical style paper or fabric face masks or coverings as a protection against Covid-19 in cold food production environments is problematic. Visors have been issued to personnel where 2M SD is not viable at all times and a physical screen/barrier cannot be erected to separate people. Any essential visitor is to wear a visor and face mask.</p> <p><b><u>BREAK TIMES</u></b>            Car drivers have been encouraged to use their cars during break times to rest in and eat in.            SH staff are staggering their break times to allow for SD at the hygiene station and in the canteens.</p>	<p>a) Tensor quotation received to replace existing time recording hardware for facial recognition technology. Directors to consider quotation.</p> <p>b) Replace water fountain with foot operated version. No suitable replacement currently exists.</p> <p>c) Ventilation in areas ventilated by open doors and windows to be reassessed at the onset of cold weather.</p>	<p>RCJ/SHJ October</p> <p>No further action.</p> <p>EJ/TG October 2020</p>	<p>No</p> <p>Yes</p>

HAZARD(S)?	ACTION TAKEN?	FURTHER ACTION NECESSARY?	ACTION BY WHOM & WHEN?	DONE? YES/NO
	<p>SH break times have been staggered with Boning Room break times.  Frequent cleaning/disinfecting between break times.  No food or drink is served or available.  Addition canteen space has been made available.  Outdoor seating fixed at 2M apart.</p> <p><b>Ventilation:</b>  Canteens are air conditioned.  Windows/doors fixed open where possible.  Gut Room canteen is accessed directly from outside via a permanently open door.</p> <p><b><u>FACILITIES/AMENITIES</u></b>  Frequent daily cleaning and disinfecting of facilities.  Increased cleaning of Tensor time recording screen.  Staff instructed to sanitise hands before using water fountain and Tensor screen. Signage erected.  Nightly high level chemical cleaning of production areas.  No-contact boot wash.</p> <p><b>Ventilation:</b>  SH is ventilated by numerous industrial extraction fans.  SH changing room fitted with opening windows.</p> <p><b><u>STUNNING</u></b>  Single operative – SD possible.</p> <p><b><u>SHACKLE &amp; HOIST</u></b>  When a single operative – SD possible. When Halal operative also present, staff are instructed to SD.</p> <p><b><u>STICKING OPERATOR</u></b>  When a single operative – SD possible. When Halal operative also present, staff are instructed to SD.</p>			

HAZARD(S)?	ACTION TAKEN?	FURTHER ACTION NECESSARY?	ACTION BY WHOM & WHEN?	DONE? YES/NO
	<p><b><u>HEAD REMOVAL</u></b>  Single operative – SD possible.  FSA Inspector able to SD from operatives either side.  FSA Inspector able to move and SD when heads are being collected by head meat operative.</p> <p><b><u>HEAD HIDE REMOVAL</u></b>  Single operative – SD possible.</p> <p><b><u>1<sup>ST</sup>/2<sup>ND</sup> LEGGING</u></b>  2 operatives – SD not possible.  Acrylic partition erected between operatives was not workable.  Where possible the 2 operatives will be from a shared household.  The wearing of helmets with visors is not suitable for this task.  This task is an essential part of the carcass dressing procedure and must continue.</p> <p><b><u>FRONT FEET REMOVAL</u></b>  2 operatives – SD not possible.  Plastic curtain barrier erected to separate operatives.</p> <p><b><u>FLANKING</u></b>  Single operative positioned on a rise &amp; fall platform – SD possible.</p> <p><b><u>HIDE PULLER</u></b>  2 operatives – SD possible.</p> <p><b><u>BUNGING</u></b>  Single operative positioned on a rise &amp; fall platform – SD possible.</p> <p><b><u>BRISKET SAW</u></b>  Single operative – SD possible.</p> <p><b><u>EVISCEATION</u></b>  Single operative positioned on a rise &amp; fall platform – SD possible.</p>			

HAZARD(S)?	ACTION TAKEN?	FURTHER ACTION NECESSARY?	ACTION BY WHOM & WHEN?	DONE? YES/NO
	<p><b><u>RED OFFAL REMOVAL</u></b>  Single operative – SD possible.  FSA Inspector able to SD from operatives either side.  FSA Inspector able to move and SD when offal is being collected by head meat operative.</p> <p><b><u>CARCASS SPLITTING</u></b>  Single operative positioned on a rise &amp; fall platform – SD possible.</p> <p><b><u>SRM</u></b>  Single operative at floor level able to SD.</p> <p><b><u>FAT TRIMMING (HIGH)</u></b>  Single operative on a high platform positioned beside an FSA inspector. SD less than 2M. Acrylic screen erected between trimmer and FSA inspector.</p> <p><b><u>FAT TRIMMING (LOW)</u></b>  Single operative – SD possible.  FSA Inspector is able to SD whilst operative is trimming carcass. When trimming has finished operative can SD to allow FSA Inspector to carry out inspection duties.  Space has also been created (off of the line) for socially distanced additional FSA inspection.</p> <p><b><u>REMOVAL OF SKIRT</u></b>  Single operative – SD possible.</p> <p><b><u>CARCASS TRIMMING</u></b>  Single operative – SD possible.</p> <p><b><u>HEAD MEAT REMOVAL</u></b>  Single operative. Whilst working at station SD is possible. However, operative is required to walk through SH to collect heads/wash tongues when SD is not possible. Operative will wear a visor when entering the SH.</p> <p><b><u>GRADING STATION</u></b>  Single operative – SD possible.</p>			

HAZARD(S)?	ACTION TAKEN?	FURTHER ACTION NECESSARY?	ACTION BY WHOM & WHEN?	DONE? YES/NO
	<p><b><u>COOLING HALL/CHILLERS</u></b>            Single operative during the day. Multiple operatives early morning. Large space sufficient for SD.</p> <p><b><u>GUT ROOM</u></b>            Staggered positions arranged around the parameter of the room enabling side-to-side working. Sufficient space for SD.</p>			

**AREA: BONING ROOM (BR), LOADING BAY, VACUUM PACK CHILLER**

**ACTIVITY: ALL ACTIVITIES**

HAZARD(S)?	ACTION TAKEN TO CONTROL RISK?	FURTHER ACTION NECESSARY TO REDUCE RISK?	ACTION BY WHOM & WHEN?	DONE? YES/NO
<p>Airborne and contact transmission of Coronavirus to personnel in the vicinity.</p>	<p><b><u>TRANSPORT &amp; ACCOMMODATION</u></b>            Some staff share housing. A number of families and friends work on site and live together in shared accommodation and travel to work together in their own vehicles. All factory staff ordinarily arrive on site between 5.30 am and 6.30 am. Given this unsociable time, the factory's locality and poor public transport service, the use of public transport by staff is either very low or non-existent.</p> <p><b><u>ARRIVAL &amp; DEPARTURE TIMES</u></b>            BR and VP staff ordinarily commence work at approximately the same time. A marshal has been appointed to monitor SD at arrival and departure times to reduce crowding.</p> <p><b><u>BREAK TIMES</u></b>            A marshal has been appointed to monitor SD at the start and finish of breaks times.            Car drivers have been encouraged to use their cars during break times to rest in and eat in.            BR break times have been staggered with Slaughter Hall break times.            Frequent cleaning/disinfecting between break times.            No food or drink is served or available.            Addition canteen space has been made available.            Outdoor seating fixed at 2M apart.  <b>Ventilation:</b>            Canteens are air conditioned.            Windows/doors fixed open where possible.</p>	<p>a) Tensor quotation received to replace existing time recording hardware for facial recognition technology. Directors to consider quotation.            b) Replace water fountain with foot operated version. No suitable replacement currently exists.            c) Replace existing boot wash controls to "no contact" sensor control. Not possible. Space insufficient for a replacement no-contact boot wash. No further action.</p>	<p>SHJ/RCJ            October 2020</p> <p>No further action.</p> <p>No further action.</p>	<p>No</p>

HAZARD(S)?	ACTION TAKEN TO CONTROL RISK?	FURTHER ACTION NECESSARY TO REDUCE RISK?	ACTION BY WHOM & WHEN?	DONE? YES/NO
	<p><b><u>FACILITIES/AMENITIES</u></b>  Frequent daily cleaning and disinfecting of facilities.  Increased cleaning of Tensor screen.  Staff instructed to sanitise hands before using drinking water fountain and Tensor screen.  Food packaging is handled in line with usual food safety practices.  Overnight high level chemical cleaning of production areas.</p> <p><b><u>Ventilation:</u></b>  BR is ventilated by modulated temperature positive pressure refrigeration.  BR main changing room is air conditioned.  BR sub changing rooms are walk-through with opening doors.</p> <p><b><u>PPE</u></b>  The use of surgical style paper or fabric face masks or coverings as a protection against Covid-19 in cold food production environments is problematic. Face visors have been issued to staff where 2M SD is not viable at all times and a physical screen/barrier cannot be erected to separate people. Any essential visitor is to wear a visor and face mask.</p> <p><b><u>SCALE OPERATIVE</u></b>  Single operative – SD possible.</p> <p><b><u>BAND SAW OPERATOR</u></b>  Single operative – SD possible.</p> <p><b><u>BONING LINE</u></b>  Operatives on each side of the line work side-to-side. Plastic barriers have been erected between operatives working side-to-side. Those working opposite to each other are SD with a conveyor acting as a partial screen.</p>			

HAZARD(S)?	ACTION TAKEN TO CONTROL RISK?	FURTHER ACTION NECESSARY TO REDUCE RISK?	ACTION BY WHOM & WHEN?	DONE? YES/NO
	<p><b><u>TRIMMERS</u></b> 2M SD not currently possible. Visors issued to operatives.</p> <p><b><u>BAGGING AREA</u></b> Area reconfigured and physical screen erected. Visors issued to operatives.</p> <p><b><u>MINCE/BURGER LINE</u></b> Automated line requiring few personnel who are SD.</p> <p><b><u>PACKING/STRAPPING/BAGGING</u></b> 2M SD not currently possible at all times between all operatives. Screen erected between 2 bagging operatives.</p> <p><b><u>BONE SORTING/PACKAGING AREA</u></b> Single operative – SD possible.</p> <p><b><u>LOADING BAY</u></b> Fork Lift Truck drivers work as single operatives – SD possible. Pallets are scanned and wrapped by a single operative. Carcass loading/unloading is carried out with the aid of the loading arm, this allows for SD between the operator and the next operative. There is sufficient room either in the refrigerated lorry, corridor and chiller for operatives to SD. Hauliers (deliveries &amp; collections) have received written instructions regarding Coronavirus visitor controls.</p> <p><b><u>VP CHILLER</u></b> Very large area with a small number of operatives. SD possible.</p>			