



BURGESS FARMS
PRODUCE WORLD GROUP LTD
COVID-19 RISK ASSESSMENT

Original Date: May 2020

Last Reviewed: 1st October 2021

Next Review: January 2022



WHAT IS CORONAVIRUS?

The World Health Organisation has identified that COVID-19 is not an airborne virus. Respiratory infections can be transmitted through droplets of different sizes. When the droplet particles are above a certain size they are referred to as respiratory droplets, and when they are below a certain size, they are referred to as droplet nuclei. According to current evidence, COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes including touch points.

Therefore, the two main methods of preventing the spread of infection being hygiene measures and social distancing.

Following the roll out of the vaccination programme, certain measures have been eased, including the requirement to social distance in many circumstances, face covering use and self-isolation and quarantine requirements.

REQUIREMENT TO COMPLETE A RISK ASSESSMENT.

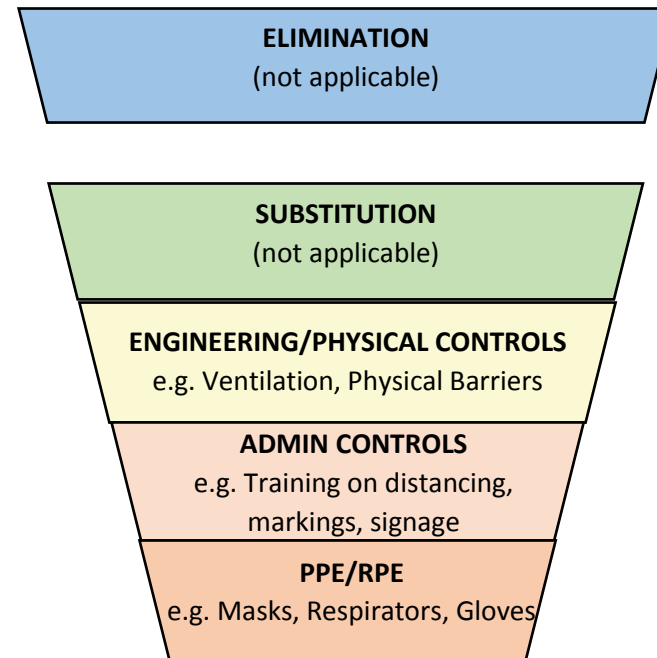
This Risk Assessment was written in conjunction with;
[COVID-19 Secure Guidelines for Factories, Plants and Warehouses](#)
[COVID 19 Secure Guidelines for Offices and Call Centres](#)
[COVID-19 Secure Guidelines for Construction and Outdoor Work](#)
 Health & Safety Teams at Burgess Farms Produce World Group Ltd sites

Public Health England (PHE) Guidance – notifications service used
 Department of Health and Social Care (DHSC)
 Health & Safety Executive (HSE)
 National Health Service (NHS)

The following 3x3 COVID_19 specific Risk Rating Grid will be used.

Exposure could result in COVID-19 i.e., exposure >15 minutes	Severity(S) of Exposure	3	3	6	9
Exposure less than 15 minutes		2	2	4	6
No Exposure		1	1	2	3
			1	2	3
		Likelihood (L)			
		Unlikely	Possible	Likely	

The following Hierarchy of Control will be applied.



Detail the Hazard	Who's at Risk	Pre COVID19 Control Measures	Initial Risk Rating				COVID19 Implemented Control Measures	Residual Risk Rating			
			L	S	Total	H/M/L		L	S	Total	H/M/L
EXPOSURE OF COLLEAGUES AT WORK TO COVID-19 - Living with or close contact with someone with COVID19 and unvaccinated - Government App/Test and Trace alert that contact has occurred and attends work - Exposure to virus from an Asymptomatic colleague attending work.	Employees, Employee's Households, Visitors, Contractors, Agency Colleagues	Handwashing and Sanitiser Facilities in place	3	3	9	H	- Physical Social Distancing remains across all sites	2	2	4	M
			3	3	9	H	- Self-Isolation Guidance updated by the government 16 th August with consideration to vaccination roll out	2	2	4	M
			3	3	9	H	- Increased focus on Handwashing and Sanitisers available throughout the site.	2	1	2	L
			3	3	9	H	- Signage and PHE Advice in place for all colleagues via noticeboards, tv's and intranet as required.	1	3	3	L
							- Increased Cleaning of frequently touched surfaces in place	2	1	1	L
							- Visitor Questionnaire in place for all site visitors regarding symptoms.	2	2	4	M
							- Return to Work includes Covid symptoms	1	1	1	L
							- Following all PHE Guidelines to review and revise COVID19 Management as needed	2	2	4	M
							- Support colleagues if they wish to wear face coverings in the workplace and inform of PHE guidelines for face coverings.	2	1	2	L
							- We strongly encourage colleagues, visitors, and contractors to wear face coverings in crowded and enclosed spaces where they come into contact with people they don't normally meet.	2	1	2	L
				- Group Head of Risk/Deputy to Report Multiple Outbreaks (more than five case in a workplace) to relevant Local Health Authority as soon as diagnosis is received	2	2	4	M			
				- Group Head of Risk/Deputy to report unvaccinated close contacts identified via internal contact tracing activities to government self-isolation hub.	2	2	4	M			
				- Recommend Lateral Flow tests twice a week	2	1	2	L			
				- Internal Contact Tracing method established via HR Teams – information collected and stored for 21 days for who colleagues work with, where they							

							work, how they travel to work, who they travel to work with and who they live with who is also employed by us.	2	1	2	L
EXPOSURE OF COLLEAGUES AT WORK TO COVID-19 Suspected Case of COVID-19 on site - If a colleague experiences symptoms at work - If a colleague attends work while experiencing symptoms and hasn't self-isolated in line with government guidelines - If a colleague attends work when household members have symptoms and hasn't self-isolated in line with government guidelines if required	Employees, Employee Households, Visitors, Contractors, Agency Colleagues	Handwashing and Sanitiser Facilities in place	3	3	9	H	- HR and site line management are aware of symptoms and will ask anyone exhibiting to leave site immediately in line with PHE guidelines to self-isolate and obtain a test	2	2	4	M
			3	3	9	H	- Cleaning where colleague has worked will be carried out in line with PHE Cleaning Guidelines.	1	1	1	L
			1	1	1	L	- Increased cleaning of frequently touched surfaces continues	1	1	1	L
			2	3	6	H	- Increased focus on Handwashing and Sanitiser available throughout site	2	2	4	M
							- Internal Contact Tracing method established via HR Teams – information collected and stored for 21 days for who colleagues work with, where they work, how they travel to work, who they travel to work with and who they live with who is also employed by us.	2	2	4	M
GENERAL TRAVEL, including foreign travel Colleagues travelling to and from work exposure to risk via - public transport - shared transport Travel Abroad to be managed in line with Government Guidelines	Employees, Employee's Households, Agency Colleagues	Handwashing and Sanitiser Facilities in place	3	3	9	H	- PHE advice for face coverings when using Public Transport.	2	1	2	L
			3	3	9	H	- Internal Contact Tracing method established via HR Teams – information collected and stored for 21 days for who colleagues work with, where they work, how they travel to work, who they travel to – work with and who they live with who is also employed by us. Current Government Self-Isolation guidelines will be followed.	2	2	4	M
			2	3	6	H	- Return to Work process to be followed if colleagues have travelled abroad. Government link added to Return to Work document to ensure nobody returns to site if they should have quarantined.	2	2	4	M
							FCO Advice, Government travel rules and Quarantine measures	2	1	2	L
							- Data is gathered for all colleagues who have holiday booked on any upcoming travel abroad and advise provided.	2	1	2	L
							- HR Advisors have all signed up to Gov alerts to Travel arrangements to assist colleagues with holidays booked.	2	1	2	L

Business Travel		Introduced by HM Government					<ul style="list-style-type: none"> - From 9th September business travel to green countries permitted. - From 4th October business travel to the rest of the world category to be assessed on a case-by-case basis on the requirements/necessity of the travel and impact of any potential quarantine period. 	1	1	1	L
ACCESS/EGRESS TO SITES <ul style="list-style-type: none"> - Busy/congested entrances/exits and clocking in areas 	Employees, Employees households, Visitors and Contractors, Agency Colleagues	None	2	2	4	M	<ul style="list-style-type: none"> - Staggered start and finish times to ensure less people in areas where congestion happens continue - Staggered breaks continue - One-way systems in to and out of areas where possible - Support colleagues if they wish to wear face coverings in the workplace and inform of PHE guidelines for face coverings. - We strongly encourage colleagues, visitors and contractors to wear face coverings in crowded and enclosed spaces where they come into contact with people they don't normally meet. 	2	2	4	M
COMMON AREAS Welfare Facilities, includes toilets, locker rooms and canteens, frequently touched surfaces, large number of people using areas at break times and beginning and end of shift	Employees, Employees households, Visitors and Contractors, Agency Colleagues	Handwashing and Sanitiser Facilities in place	3	3	9	H	<ul style="list-style-type: none"> - Increased focus of cleaning frequently touched surfaces continues - Staggered breaks continue - Staggered Start and Finish times continue - Social Distancing measures in indoor welfare areas continue - Support colleagues if they wish to wear face coverings in the workplace and inform of PHE guidelines for face coverings. - We strongly encourage colleagues, visitors and contractors to wear face coverings in crowded and enclosed spaces where they come into contact with people they don't normally meet. 	2	2	4	M
MANUAL HANDLING Requirements to complete team lifting for activities such as maintenance may result in exposure at less than 2m.	Employees, Employee's Households, Agency Colleagues		2	3	6	H	<ul style="list-style-type: none"> - Where possible continue to practise social distancing - Support colleagues if they wish to wear face coverings in the workplace and inform of PHE guidelines for face coverings. - We strongly encourage colleagues, visitors and contractors to wear face coverings in crowded and enclosed spaces where they come into contact with people they don't normally meet. 	1	1	1	L
								2	1	2	L

VISITORS & CONTRACTORS Exposure to virus via visitors who may have symptoms or be asymptomatic	Employees, Employee's Households, Agency Colleagues	Handwashing and Sanitiser Facilities in place	2	3	6	H	- Visitors Questionnaire completed by all Visitors to site daily with specific reference to CV symptoms - 2 nd October 2020 - QR Code placed in all Reception areas for use by Visitors - We strongly encourage colleagues, visitors and contractors to wear face coverings in crowded and enclosed spaces where they come into contact with people they don't normally meet.	2	2	4	M
DELIVERIES/POST Exposure to virus via visiting drivers who may have symptoms or be asymptomatic	Employees, Employee's Households, Agency Colleagues	Handwashing and Sanitiser Facilities in place	2	3	6	H	- Contactless deliveries where possible - No sharing pens etc. - Post and deliveries to be left in Reception.	1	1	1	L
GOODS INWARDS - Raw Materials unloading - Contact with Driver	Employees, Employee's Households, Agency Colleagues	Handwashing and Sanitiser Facilities in place	3	2	6	H	- We strongly encourage colleagues, visitors and contractors to wear face coverings in crowded and enclosed spaces where they come into contact with people they don't normally meet.	2	1	2	L
GOODS OUTWARDS - Loading of product into vehicles - Contact with Driver	Employees, Employee's Households, Agency Colleagues	Handwashing and Sanitiser Facilities in place	3	2	6	H	- We strongly encourage colleagues, visitors and contractors to wear face coverings in crowded and enclosed spaces where they come into contact with people they don't normally meet.	2	1	2	L
FIRST AID Exposure to virus when administering First Aid to colleagues	First Aiders	Handwashing and Sanitiser Facilities in place	2	3	6	H	- Follow hygiene guidelines issued by PHE in case of contact with anyone with symptoms - PPE packs in place for use during administering First Aid, procedure in place and trained at all sites. - Maintain 2m Social distancing measures where possible.	1	2	4	M
WORKPLACE VENTILATION Transmission of COVID19 via airborne particles	Employees, Visitors, Contractors	Service contracts in place	2	3	6	H	- Workplace ventilation flow monitoring on site via CO monitors in line with HSE guidance.	1	3	3	M
PHE EXTREMELY VULNERABLE CATEGORY Colleagues identifying as PHE Extremely Vulnerable Category	Extremely Vulnerable Category of Employees	Handwashing and Sanitiser Facilities in place	3	3	9	H	-Continue to monitor that working arrangements are appropriate to current guidelines.	2	2	2	M

Summary of findings:

The overall Risk Rating initially was calculated as a High at the onset of the Crisis. Following implementation of required control measures this has been reduced to Medium/Low level.

Control measures across the business have been implemented to varying degrees, dependant on the specific environment, for example, physical barriers may not have been required by the nature of the work taking place naturally resulting in social distancing, whereas a similar operation on other sites may have resulted in measures being implemented due to specific site conditions.

Operational risk assessment reviews have been carried out and findings incorporated into everyday working practises.

The Crisis has been managed consistently in line with Public Health Guidelines and has not deviated away from these at any point.

Regular communications to the business have been managed centrally, with appropriate Public Health Guidance being dissipated to all sites in a timely manner, to then be communicated to sites using various methods of communications, such as team briefs, noticeboards, tv's and company intranet.

A Business Continuity Team was put in place in early March 2020, to ensure all key stakeholders in the business were involved in discussions and decision making in line with Public Health Guidelines. The team retains a monthly update call, if needed.

Assessment Review Completed by:

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01/10/2021

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