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**BURGESS FARMS**  
**PRODUCE WORLD GROUP LTD**  
**COVID-19 RISK ASSESSMENT**

Original Date: May 2020

Last Reviewed: 10<sup>th</sup> January 2022

Next Review: February 2022

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## 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.

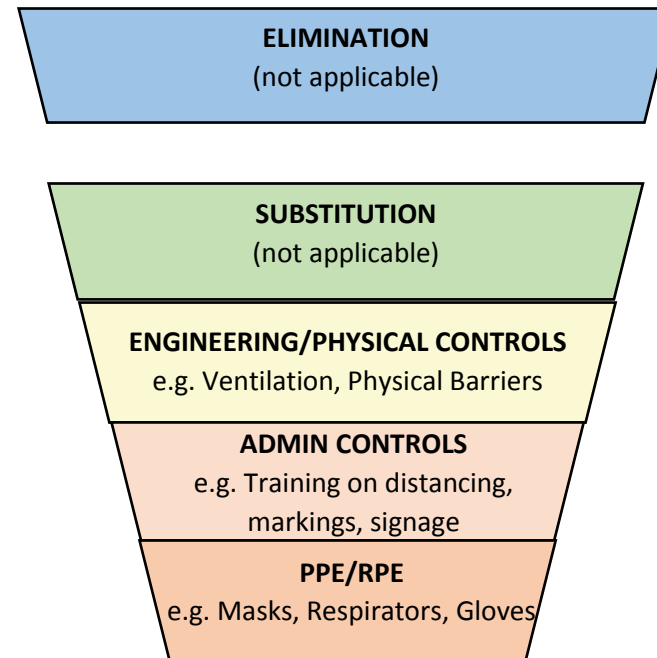
This Risk Assessment was written in conjunction with;  
[COVID-19 Secure Guidelines for Factories, Plants and Warehouses](#)  
[COVID 19 Secure Guidelines for Offices and Call Centres](#)  
[COVID-19 Secure Guidelines for Construction and Outdoor Work](#)  
 Health & Safety Teams at Burgess Farms Produce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





							<ul style="list-style-type: none"> <li>- Increased focus on Handwashing and Sanitiser available throughout site</li> <li>- Internal Contact Tracing method established via HR Teams</li> <li>- Close contacts to be advised in line with current government guidelines in writing by HR Team</li> </ul>	2	2	4	M
								2	2	4	M
								2	2	4	M
<b>GENERAL TRAVEL, including foreign travel</b>	Employees, Employee's Households, Agency Colleagues	Handwashing and Sanitiser Facilities in place									
Colleagues travelling to and from work exposure to risk via											
- public transport			3	3	9	H	- PHE advice for face coverings when using Public Transport.	2	1	2	L
- shared transport			3	3	9	H	- Internal Contact Tracing method established via HR Teams. Current Government Self-Isolation guidelines will be followed.	2	2	4	M
							- 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
							- 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
Travel Abroad to be managed in line with Government Guidelines		FCO Advice, Government travel rules and Quarantine measures Introduced by HM Government	2	3	6	H	- From 4 <sup>th</sup> October business travel 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
							- From 1 <sup>st</sup> December Inter-site travel prohibited.	2	1	2	L
Business Travel											
<b>ACCESS/EGRESS TO SITES</b>	Employees, Employees households, Visitors and Contractors, Agency Colleagues	None									
- Busy/congested entrances/exits and clocking in areas			2	2	4	M	- Staggered start and finish times to ensure less people in areas where congestion happens continue	2	2	4	M
							- Staggered breaks continue	1	2	2	L
							- One-way systems in to and out of areas where possible	1	2	2	L
							- Mandatory Face coverings implemented in all communal areas and when away from work stations.	2	1	2	L

<b>COMMON AREAS</b> 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"> <li>- Increased focus of cleaning frequently touched surfaces continues</li> <li>- Staggered breaks continue</li> <li>- Staggered Start and Finish times continue</li> <li>- Social Distancing measures in indoor welfare areas continue</li> <li>- Mandatory Face coverings implemented in all communal areas and when away from work stations.</li> </ul>	2	2	4	M
								2	2	4	M
								2	1	2	L
								1	1	1	L
								2	1	2	L
<b>MANUAL HANDLING</b> 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"> <li>- Where possible continue to practise social distancing</li> <li>- Mandatory Face coverings implemented in all communal areas and when away from work stations.</li> </ul>	1	1	1	L
								2	1	2	L
<b>VISITORS &amp; CONTRACTORS</b> 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	<ul style="list-style-type: none"> <li>- Visitors Questionnaire completed by all Visitors to site daily with specific reference to CV symptoms</li> <li>- 2<sup>nd</sup> October 2020 - QR Code placed in all Reception areas for use by Visitors</li> <li>- Mandatory Face coverings implemented in all communal areas and when away from work stations.</li> <li>- Business Critical Visitors and Contractors only from 1<sup>st</sup> December 2021.</li> <li>- From 1<sup>st</sup> December Inter-site travel prohibited.</li> </ul>	2	2	4	M
								2	2	4	M
								2	1	2	L
								1	1	1	L
								2	1	2	L
<b>DELIVERIES/POST</b> 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	<ul style="list-style-type: none"> <li>- Contactless deliveries where possible</li> <li>- No sharing pens etc.</li> <li>- Post and deliveries to be left in Reception.</li> </ul>	1	1	1	L
								1	1	1	L
								1	1	1	L
<b>GOODS INWARDS</b> <ul style="list-style-type: none"> <li>- Raw Materials unloading</li> <li>- Contact with Driver</li> </ul>	Employees, Employee's Households, Agency Colleagues	Handwashing and Sanitiser Facilities in place	3	2	6	H	<ul style="list-style-type: none"> <li>- Mandatory Face coverings implemented in all communal areas and when away from work stations.</li> </ul>	2	1	2	L
<b>GOODS OUTWARDS</b> <ul style="list-style-type: none"> <li>- Loading of product into vehicles</li> <li>- Contact with Driver</li> </ul>	Employees, Employee's Households, Agency Colleagues	Handwashing and Sanitiser Facilities in place	3	2	6	H	<ul style="list-style-type: none"> <li>- Mandatory Face coverings implemented in all communal areas and when away from work stations.</li> </ul>	2	1	2	L

<b>FIRST AID</b> Exposure to virus when administering First Aid to colleagues	First Aiders	Handwashing and Sanitiser Facilities in place	2	3	6	H	<ul style="list-style-type: none"> <li>- Follow hygiene guidelines issued by PHE in case of contact with anyone with symptoms</li> <li>- PPE packs in place for use during administering First Aid, procedure in place and trained at all sites.</li> <li>- Maintain 2m Social distancing measures where possible.</li> </ul>	1	2	4	M
								1	2	4	M
								1	1	1	L
<b>WORKPLACE VENTILATION</b> 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
<b>PHE EXTREMELY VULNERABLE CATEGORY</b> 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: Rebecca Carter Grad IOSH,  
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10/01/2022

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