

Risk Assessment - Pandemic

Items	Hazard	Control Measures	Actions Required
Personal Hygiene	Close proximity of employees and transfer of virus	<p>Remind all employees of existing handwashing and personal hygiene policies required for our product. (i.e. wash hands for 20 seconds with warm water and soap and the importance of proper drying)</p> <p>Also remind employees to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands</p> <p>Issue personal hand sanitisers. Install extra sanitising stations if required.</p> <p>Revise policies as required and issue / remind all employees of absence reporting procedures - plus additional requirements for specific pandemic.</p>	<p>Posters re handwashing to be displayed around site</p> <p>Order / install extra sanitisers as required</p> <p>Email / issue team briefs and posters around site to all staff on reporting policy.</p> <p>Check government websites for updates</p>

<p>Cleaning</p>	<p>Transfer of virus via contact points (e.g. door handles, vending machines, fridges, microwaves, light switches)</p>	<p>Review cleaning resource to establish whether extra cleaning staff/change of schedule required. Increase cleaning in communal areas - e.g. canteen, changing facilities. Increase cleaning of shared touch points (door handles, light switches, vending machines, fridges, microwaves etc) Touch points in production, warehouse etc need extra cleaning when used by different people. Reduce movement of cleaners where possible - e.g. staff to clean own desks. Order extra equipment - e.g. wipes, sprays etc. Cleaning and sanitising chemicals must be certified as effective against enveloped viruses. EN 14476 is the standard for Chemical disinfectants and antiseptics effective against viruses. If your chemical does not have this certification, ask for validation for effectiveness against viruses. Instruct staff on how to remove gloves carefully to reduce contamination and how to dispose of them safely. ☒</p>	<p>Amend cleaning schedules and brief cleaners Employ extra cleaners if necessary Order bucket wipes, sprays etc. and brief office staff of need to clean own areas. Check certification of cleaning chemicals. Brief production of extra cleaning requirements. Place posters around site</p>
<p>Handling deliveries, post and packaging</p>	<p>Transfer of virus via close proximity and contact points</p>	<p>Drivers for collection & delivery must be allowed to access facilities only. Instructions at warehouse reminding drivers to sanitise hands. Policy of not accepting paperwork or signing paperwork or electronic devices.</p>	<p>External portaloos to be installed if considered necessary and signs to be posted advising driver of access restrictions, signing policies etc. Arrange for screens to be installed in areas such as Reception. No parcels / post to be signed for. Brief employees on new requirement.</p>

<p>Social Distancing - office staff</p>	<p>Close proximity of admin employees - infection</p>	<p>Employees advised to work at home where possible. Introduce shift system for admin where WAH not possible - with the aim of splitting key people for contingency. Introduce social distancing policies - e.g. 2m apart. Restrict movement around site.</p> <ul style="list-style-type: none"> • ask staff to communicate via email or telephone where possible • no desk sharing • ban handshaking in the office. • cancel non-essential overseas travel to affected areas • cancel non-essential training sessions • deal with clients/customers by phone and email • if face to face meetings must take place, ensure that facilities are suitable to minimise the spread of infection e.g. allowing a distance of 2 metres between participants • discourage staff from entering parts of the site unless essential to their role. <p>consider staff with special requirements (as per government guidance) e.g. pregnant, vulnerable, disabled)</p>	<p>Brief staff on director decision on temporary policies during Pandemic</p> <p>Management checks to ensure this is adhered to.</p>
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<p>Social Distancing production</p>	<p>Close proximity of production employees - infection</p>	<p>Shift systems already exist. Remind employees of the need for social distancing. Review high risk points - e.g. changing rooms. Stagger start and finish times, break times etc. Train non-production staff on machines. Discourage staff from entering parts of the site unless essential to their role. Consider staff with special requirements (as per government guidance) e.g. pregnant, vulnerable, disabled)</p>	<p>Brief staff on director decision re staggered start and finish times. Arrange for admin staff to be trained on machines. Management checks to ensure this is adhered to.</p>
<p>Social Distancing - Common Areas</p>	<p>Close proximity of employees and transfer of virus</p>	<p>Introduce policies such as staggered break times, allocate slots for canteen, one person per table. Allow eating in low risk areas (i.e. offices) where necessary. Employees must only handle their own food stuff No communal food (biscuits, cakes, etc.) to be brought onto site Relax rules on smoking area boundaries if necessary. Consider one way system around offices to avoid face-to-face contact in corridors. Remind employees of social distancing required in these areas</p>	<p>Brief staff on revised canteen and eating rules, one way system, smoking shelter, fire assembly point. Management checks to ensure this is adhered to.</p>

Contact with other people - visitors to site	Close proximity with other and transfer of virus	<p>Cancel all non-essential contractor visits and other visitors to site.</p> <p>Where visits are required, screen via an agreed questionnaire (as per government advice).</p> <p>During a lockdown situation, only essential services are permitted. For the purposes of food-contact packaging, pest control shall be permitted but the contractor must strictly adhere to all policies implemented to avoid contact with others on site.</p> <p>Engineering to be decided with Ops Director which contractors are considered essential for production.</p>	<p>Issue questionnaire for all visitors to site - as per government guidance</p> <p>Brief staff on director decision re cancelling visitors and contractors</p>
Drivers	Close proximity with other and transfer of virus	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p><input checked="" type="checkbox"/></p>	<p>Management checks to ensure this is adhered to.</p>
Working from home	Employee welfare - inc. mental health	<p>Existing policies for Working from home to be communicated to relevant employees.</p> <p>Additional support/equipment to be considered where necessary.</p> <p>Managers reminded of need to keep in touch with home workers and ensure regular contact to make sure they are healthy and safe and that they can recognise signs of stress as early as possible.</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p> <p>Additional checks/communication for those working from home.</p> <p><input checked="" type="checkbox"/></p>

Symptoms of Covid-19	Employee welfare - inc. mental health	<p>Anyone with a new continuous cough or a high temperature should follow the stay at home guidance.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the HR Department will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p>☒</p>	Shift managers will maintain regular contact with staff members during this time and keep HR informed.
Continuity of supply	Letting down customers (we are classed as keyworkers)	<p>Various approved suppliers for each product group. Approved subcontractors.</p> <p>Procedure 08F Appendix 7 - Business Continuity</p> <p>Work Authorisation Letter available for all employees if needed (i.e. stopped by police on way to work)</p>	<p>BPF Crisis Management Team who provide regular updates on current risks</p> <p>Communicate with suppliers to ensure continuity of supply, check subcontractor arrangements.</p>