

Coronavirus (COVID-19) Risk Assessment – (Chatteris Site)

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| Date: | 3 rd August 2020 | Risk assessment Scoring C x L = R | C – Consequence of hazard | | L – Likelihood of occurrence | | Risk level (R) | | |
| Reference Number: | AB-GRA-Covid-19-001 V4 | | 3 | High - Death | 3 | Very Likely | M3 | H6 | H9 |
| Assessors Name: | Roger Mawby | | 2 | Medium – All Other | 2 | Likely | L2 | M4 | H6 |
| Review Date: | Following Government Updates | | 1 | Low – First Aid | 1 | Unlikely | L1 | L2 | M3 |

| What is the activity & hazard | Who might be harmed and how | What are the control measures | Risk Rating C x L=R | What further measures are required | Actioned By: | Completed date: | Residual Risk C x L=R |
|--|---|--|---------------------------|--|--|---|---------------------------|
| <p>Working on/off site including the offices, factory departments, Workshops, yard and vehicles</p> <p>Hazard</p> <p>Spread of virus to employees, visitors and contractors</p> <p>General Movements</p> | <p>Employees and anyone else who attends site</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p> | <ul style="list-style-type: none"> Employees reminded verbally, by signage and in-house tv screens to self-isolate if they have/any member of their household have symptoms, following the NHS 111 advice. Those with symptoms advised to get tested Following government guidelines, advising staff to work from home where possible Start, finish, change over and break times staggered where possible, with clear signage of social distancing measures. Hand washing and sanitiser stations are located on all frequently used entrances/exits to the factory. Offices and workshops have welfare facilities with sanitisers Shielded workers who have not received a letter from the NHS have returned to work in line with government guidance, Maintaining social distances. Currently there are no pregnant woman on site. Any pregnant woman separated from other staff following the 2 metre rule where possible or amendments to their working arrangements are made. Individual risk assessment for any employee who inform the company they are pregnant Contact free operation of doors and lights. Lights illuminate via movement sensors and doors are wedged/secured open where practicable. Sufficient number of trained first aiders on site with inclusion of defibrillator training. Defibrillator housed on site in the weighbridge hut and monitored regularly to ensure fully operational. Open and regular communication between employees and senior management to answer questions ensuring employees feel comfortable/concerned with their working environment. Involvement of HR when required | <p>C3 x L2 R = H6</p> | <ul style="list-style-type: none"> Review procedures for entering, exiting and moving around in line with government guidance updates. Including reducing congestion, by having more entry/exit points to the workplace and introducing one-way flow at entry/exit and other areas. In addition to clear signage, conspicuously marked work areas using tape / paint to clearly identify areas to be kept apart. Refresh as required when visibly diminished. Locate hand sanitisers on all frequently used entrances/exits Clean frequently handled equipment regularly, including pump trucks, machine door handles and hand rails | <p>Terry Hawthorn (TH)</p> <p>TH</p> <p>TH</p> <p>TH</p> | <p>01/06/2020</p> <p>01/06/2020</p> <p>01/06/2020</p> <p>16/05/2020</p> | <p>C3 x L1 R = M3</p> |

| What is the activity and hazard | Who might be harmed and how | What are the control measures | Risk Rating | What further measures are required | Actioned By: | Completed date: | Residual Risk |
|--|---|--|-------------------|--|--------------------|-----------------|-------------------|
| <p>Hazard</p> <p>Spread of virus to employees, visitors and contractors</p> <p>Third Party Interaction</p> | <p>Employees and anyone else who attends site</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> | <ul style="list-style-type: none"> Visitors to site including, customers, representatives and non-essential contractors are stopped from attending site and to carry out meetings via video conferencing or telephone Essential contractors and visitors only attend site, with clear instructions given from site contact, on social distancing and hygiene rules prior to attending site Employees reminded to keep to the 2 metre social distance rule when interacting with delivery drivers and external hauliers. Weighbridge hut has signage informing of one person entering with the floor marked accordingly Weighbridge operative signs all paperwork where possible | C3 x L1 R = M3 | <ul style="list-style-type: none"> Ensure good communication of COVID19 control arrangements between contractors and site contact. Prepare a letter to send out to all contractors. This would ensure that the site rules have been communicated Ensure equipment not shared between people – limit use of high-touch equipment eg pens, | Toby Bartlett (TB) | 18/05/2020 | C3 x L1 R = M3 |
| <p>Hazard</p> <p>Spread of virus to employees, visitors and contractors</p> <p>Workstations Activities</p> | <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p> | <ul style="list-style-type: none"> Reduced number of employees working at certain workstations to allow for social distancing whilst performing their task Employees perform the same specific task daily at the same location where possible. Employees handling pallets, crates and other work equipment wash/sanitise hands regularly following the government guidelines When manual handling with 2 or more person lift and social distancing cannot be maintained. Government guidance suggests that the likelihood of an infected person contaminating commercial goods is low (Information Only) | C3 x L2 R = H6 | <ul style="list-style-type: none"> Avoid Face to Face working where possible. Reviewing the layout with consideration given to using barriers or screens. (Face shields now provided) Review procedures to ensure employees do not rotate their area/teams/ gangs where possible to prevent cross contamination. Ensure equipment not shared between employees – eg pens. Regular cleaning of high touch equipment – eg knives, hand tools, pallet trucks and other shared equipment Introduce cleaning procedures for vehicles after each shift | TH | 13/05/2020 | C3 x L1 R = M3 |
| <p>Hazard</p> <p>Spread of virus to employees, visitors and contractors</p> <p>PPE</p> | | <ul style="list-style-type: none"> Respiratory protective equipment is not currently worn following government guidelines. Gloves are worn by cleaners. Gloves are cleaned and sanitised, with hands washed after use Food safe gloves worn by grading operatives. Gloves are sanitised. Gloves available for all other operatives | C3 x L2 R = H6 | <ul style="list-style-type: none"> Face shields offered, ensuring cleaning materials are provided and used. Monitored pending further government advice | TH | 13/05/2020 | C3 x L1 R = M3 |

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| <p>Hazard</p> <p>Spread of virus to employees, visitors and contractors</p> <p>Canteen</p> | <p>Employees and anyone else who attends site</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p> | <ul style="list-style-type: none"> Rest breaks are staggered to help avoid overcrowding in the canteen and maintain social distancing with appropriate signage displayed. Hygiene team in the canteen who clean high touch areas more regularly, using appropriate disinfectant and cloths, wearing suitable hand protection. Gloves cleaned. Hands washed thoroughly after cleaning Hygiene operatives thoroughly wash and clean cloths after use or dispose of after use. Water and drinks dispensers are used with disposable cups Employees avoid touching bins by using open lidded waste bins with bin liners. Waste/liners removed and disposed of regularly. Gloves worn by the hygiene team when emptying bins. Bins emptied regularly. Gloves cleaned. Hands washed thoroughly after handling waste materials. Employees advised to avoid using the same canteen. Use other canteen/their car or outdoor seating where possible Windows are left open to increase ventilation in the canteen | C3 x L3 R = H9 | <ul style="list-style-type: none"> New external robust barriers being designed and fabricated, making the outdoor pedestrian area bigger, with outdoor seating In addition to clear signage, conspicuously marked canteen areas using tape / paint to clearly identify areas to ensure social distancing guidelines followed Limit the numbers of personnel who sit at canteen tables with supervision to ensure social distancing being carried out | <p>TH & Roger Mawby (RM)</p> <p>TH</p> <p>TH</p> | <p>17/06/2020</p> <p>01/06/2020</p> <p>14/05/2020</p> | C3 x L1 R = M3 |
| <p>Office's</p> | <p>Reduce the number of persons who enter the offices. Laptops purchased and software made available for homeworking</p> <p>Offices cleaners are employed and offices are cleaned ensuring that all frequently touched items and equipment are routinely cleaned throughout the day/evening</p> <p>Stagger persons who enter the first floor office kitchen to ensure social distancing can be carried out.</p> <p>Signage outside the weighbridge office informing of social distancing. Only one person plus operative allowed in the office at any one time.</p> <p>Washing facilities and hand sanistier stations provided on entrances</p> | <ul style="list-style-type: none"> Reduce the number of persons who enter the offices. Laptops purchased and software made available for homeworking Offices cleaners are employed and offices are cleaned ensuring that all frequently touched items and equipment are routinely cleaned throughout the day/evening Stagger persons who enter the first floor office kitchen to ensure social distancing can be carried out. Signage outside the weighbridge office informing of social distancing. Only one person plus operative allowed in the office at any one time. Washing facilities and hand sanistier stations provided on entrances | C3 x L2 R = H6 | <ul style="list-style-type: none"> Install barrier/screen in the weighbridge office to separate the operative from visitors Prepare a letter to send out to all companies we have dealings with. This will ensure face to face meeting are put on hold and all site rules have been communicate | <p>TB</p> <p>TB</p> | <p>15/06/2020</p> <p>18/05/2020</p> | C3 x L1 R = M3 |

| | | <ul style="list-style-type: none"> • Signage provided to make everyone aware of social distancing rules • Internal/external doors remain open where possible and lights are on sensors to prevent touching of handles and switches • All non-urgent face to face visits are cancelled. Telephone and video conferencing where possible • No hot desks, all workers have own desk & equipment • Air conditioning in main office switched off and not in use. | | | | | |
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| <p>Hazard</p> <p>Spread of virus to employees, visitors and contractors</p> <p>Workshops</p> | <p>Employees and anyone else who attends site</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> | <ul style="list-style-type: none"> • Limited number of authorised personnel who work/enter the workshops • Hand washing facilities provided with hand sanitiser stations on entrances • Engineers have their own work benches, using their own tools where possible • Engineers have access to disinfectant and paper towel to ensure any high touch areas of shared tools/equipment/buggies/forklift trucks are regularly cleaned. • Clear signage to ensure everyone is aware of the social distancing guidelines. | C3 x L1 R = M3 | <ul style="list-style-type: none"> • Monitor to ensure engineers are following the 2 metre social distancing guidelines. | Robin Allebone (RA) | Ongoing | C3 x L1 R = M3 |
| <p>Hazard</p> <p>Spread of virus to employees, visitors and contractors</p> <p>Yard</p> | <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p> | <ul style="list-style-type: none"> • External hauliers advised not to stay in the drivers rest room. • Chocks provided for use on external hauliers vehicle for safe stay in the vehicle during loading operations on the loading bay (Ignition off with keys handed in) • Rest room drinks machines are cleaned regularly • Hand sanitiser stations provided. Drivers have use of the hand washing facilities on site • Signage informing to maintain two metre social distancing at all times. • Yard FLT drivers have been encouraged to tell delivery drivers to maintain social distancing when approaching their vehicles | C3 x L1 R = M3 | <ul style="list-style-type: none"> • Verbal communication with external hauliers ensuring 2 metre social distancing guidelines are followed | Shane Moulton (SM) | Ongoing | C3 x L1 R = M3 |

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| | | <ul style="list-style-type: none"> Limit the number of lorry drivers who enter the transport office. Separation screen in place to separate drivers from office staff | | | | | |
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|---|---|--|-------------------|--|---|---|-------------------|
| <p>Hazard</p> <p>Spread of virus to employees, visitors and contractors</p> <p>Vehicles</p> | <p>Employees and anyone else who attends site</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p> | <ul style="list-style-type: none"> Only one person per vehicle, including lorries and agricultural vehicles All haulage and farm workers provided with personal sanitisers and advised to use regularly Drivers and passengers in work vans reduce rotating vehicles and do not rotate their gangs/teams where possible. Mixture of skilled personnel in each van. Employees who specialise in the same farming activities travel in different vans. All vehicles contain disinfectant spray and paper towel to use before driving the vehicle. (Disposable gloves available and worn and all items disposed of into appropriate waste bin). Work vans returned to the site are disinfected by the weighbridge operative in addition to the drivers also carrying out the task. Disinfectant spray and paper towel are used. (Disposable gloves available and worn and all items disposed of into appropriate waste bin). Hygiene facilities provided on site. All drivers encouraged to wash hands with warm water and soap for 20 seconds once returned to site and where possible off site. Information given to all drivers to ensure social distancing measures are followed in the field and at the Chatteris site. Advised to follow other site rules where required. | C3 x L1 R = M3 | <ul style="list-style-type: none"> Provide and advised to wear face coverings inside work vans, changing /cleaning daily. Reminded to follow the hygiene guidelines. Ensure there are adequate cleaning and sanitising supplies in all farm vehicles, including lorries. Information and instructions given to farm and transport staff to ensure they clean their vehicles before use. | <p>Oliver Bartlett (OB)</p> <p>OB</p> <p>OB</p> | <p>25/05/2020</p> <p>03/08/2020</p> <p>03/08/2020</p> | C3 x L1 R = M3 |

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|---|---|--|---------------------------|---|--------------|-------------------|---------------------------|
| <p><u>Hazard</u></p> <p>Spread of virus to Employees, visitors and contractors</p> <p><u>Agency Staff</u></p> | <p>Employees and anyone else who attends site</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p> | <ul style="list-style-type: none"> Agency staff follow the same safe working procedures on site as directly employed Alan Bartlett staff. All agency are treated as AB employees while working for Alan Bartlett's. The same agency employees used where possible. All agency personnel have received clear information from agency senior staff, including advice on symptoms of Covid-19 and self-isolation guidelines. All agency staff have received a worker induction briefing regarding Covid-19 from the agency provider – Staffline. (Held on site) Full time agency supervisors/trainers on site who are able to translate messages, instructions and safety information where necessary. Reduced number of persons in the bus transporting staff to and from work. Extra bus provided when required. Face coverings are mandatory to wear on the bus. All staff are instructed to sit next to the same person every day or a member of their family/household where possible. The same agency staff attend site where possible. When extra staff is required, AB management in contact with agency management to prevent cross contamination across businesses where there has been outbreaks on other sites. Constant communication between Alan Bartlett's and Staffline senior management to limit spread of Covid-19 from other workplaces. | <p>C3 x L1 R = M3</p> | <ul style="list-style-type: none"> Review in line with government guidelines and updates | <p>TH</p> | <p>25/05/2020</p> | <p>C3 x L1 R = M3</p> |

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|---|---|---|---------------------------|---|--------------|-------------------|---------------------------|
| <p><u>Hazard</u></p> <p>Spread of virus to Employees, visitors and contractors</p> <p><u>Sickness Absence</u></p> | <p>Employees and anyone else who attends site</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p> | <ul style="list-style-type: none"> All AB staff follow company procedures and telephone the office/shift manager to inform of any sickness absence on the first day of absence All office Staff who receive a telephone call notifying of sickness absence follow the same procedure, asking the employee if they have any recognized Covid-19 symptoms. If symptoms have been confirmed, employees are informed to follow the government guidelines in terms of self-isolating and getting tested All office staff who receive telephone calls from employees regarding sickness absence have an aide-memoire to assist them in advising the employee of the correct procedures. Office staff to advise employees with Covid-19 symptoms to fill out the self-isolation form from the NHS 111 website and send to the company electronically. In addition advice will be given on where/how to get a test and to electronically send in any confirmation of negative/ positive test results. Office staff will assist employees where English is not their first language and they do not have access to a computer. All employees who are self-isolating or have received positive/negative test results receive follow up telephone call from HR personnel to determine if their symptoms have developed or disappeared and they are feeling well enough to return to work. | <p>C3 x L1 R = M3</p> | <p>Liaise with all department managers to ensure that the procedures are being adhered to across the business</p> | <p>TH</p> | <p>03/08/2020</p> | <p>C3 x L1 R = M3</p> |

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|--|---|--|---------------------------|---|--------------|-------------------|---------------------------|
| <p><u>Hazard</u></p> <p>Spread of virus to Employees, visitors and contractors</p> <p><u>Covid-19 Outbreak</u></p> | <p>Employees and anyone else who attends site</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p> | <ul style="list-style-type: none"> All AB staff contact numbers and emergency contact details are up to date and are kept securely on personnel files. Senior management follow the Public Health England (PHE) Covid-19 early outbreak management procedure. PHE are contacted when there is two or more confirmed Covid-19 case at a similar time. Once there has been confirmation of a case of Coronavirus on site or during any farming activities, persons will be identified who have come into close contact with the individual. At the judgement of senior management the employee/s who have been in close contact with the infected person will be required to self-isolate for 14 days and follow the guidance of getting tested if they get any symptoms. Any potentially contaminated area will be closed off to staff. All surfaces that a symptomatic person has come into contact with will be thoroughly cleaned and disinfected Disposable cloths are provided for cleaning along with disinfectant (Sodium Hypochlorite) and water which will be a dilution rate of at least 1: 50 Bags are provided to ensure all contaminated cloths are double bagged and tied off. Secure holding area identified to hold the bags for 72 areas before being disposed of in general waste. Cleaning staff provided with appropriate PPE including disposable aprons and gloves when cleaning any contaminated area. The PPE is also held securely before disposing in the general waste. Work instruction for cleaning a potentially contaminated area, with cleaning staff trained before completing the task. | <p>C3 x L1 R = M3</p> | <ul style="list-style-type: none"> Ensure that there is adequate supplies of PPE and safe disposable items with a secure designated storage area for contaminated materials. | <p>RM</p> | <p>03/08/2020</p> | <p>C3 x L1 R = M3</p> |

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|---|---|---|---------------------------|---|--------------|-------------------|---------------------------|
| <p><u>Hazard</u></p> <p>Spread of virus to Employees, visitors and contractors</p> <p><u>Foreign Holidays</u></p> | <p>Employees and anyone else who attends site</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p> | <ul style="list-style-type: none"> All AB staff fill out a holiday request form notifying the company if they intend to travel abroad and to what destination. All employees given information regarding the government guidelines on travel corridors and the countries that require self-isolation upon return. Updated as required. Employees informed that those who are found to be mis informing the company of their holiday destination will receive disciplinary action for putting others at potential risk of being infected with Coronavirus. HR personnel to contact employees who are overseas if the government guidelines change whilst they are overseas. Before returning to work from foreign or UK holidays, all employees are instructed to contact the company if they have symptoms of Coronavirus or have been in contact with anyone who has tested positive for coronavirus while they have been away. | <p>C3 x L1 R = M3</p> | <p>Liaise with all department managers to ensure that the procedures are being adhered to across the business</p> | <p>TH</p> | <p>03/08/2020</p> | <p>C3 x L1 R = M3</p> |