

Lewis Pies Limited

Unit 3-6, Abergelly Road, Fforestfach, Swansea, SA5 4DY

Location: Main Site

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| Title : Coronavirus (COVID 19) Risk Assessment | Date of Assessment : 02/10/2020 | Risk Assessor : Sylvia Harries |
| Risk Assessment Reference : RA20 | People involved in making this assessment : | |
| Task/ Process : Providing a COVID 19 Secure Workplace | People at Risk : Employees, Contractors, Members of the Public, New and Expectant Mothers | |

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| Hazard : Uninformed staff Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others. | | | | | |
| Control Measures: | | | | | |
| 1. Guidance and Warning Posters displayed throughout the premises using many resources including NHS and Public Health as well as Peninsula and World Health Organisation | | | | | |
| 2. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place. | | | | | |
| 3. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated to reflect any changes in the official advice and guidance. | | | | | |
| 4. COVID arrangements are monitored by Shop Floor Supervisors and Managers to ensure continued effectiveness | | | | | |
| 5. On Return to Work from any absence for whatever reason eg working from home, holidays, sickness etc a Self-declaration form is complete by the employee in a Return to work interview to confirm no known risk of spreading COVID 19 | | | | | |
| Further Control Measures Required: | | Added Documents | Assignee | Due Date | Status |
| 1. COVID 19 E-Learning link to be emailed to all Managers of the Business to complete | | | Sylvia Harries | 09/10/2020 | Action Due |
| 2. COVID 19 E-Learning to be emailed to all Staff and they will be encouraged to complete. | | | Sylvia Harries | 30/10/2020 | Action Due |

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| Hazard : Food & Drink Preparation Areas Potential risk or transfer of virus through cross contamination | | | | |
| Control Measures: | | | | |
| 1. Staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared. | | | | |
| 2. Ensure that when spills of food or liquids occur they are cleaned straight away and work surfaces are left in a clean and sanitised condition. | | | | |
| 3. Use their own drinking mugs and glasses to prevent cross contamination. | | | | |
| 4. Keep their hands out of and not to touch food and/or waste bins or receptacles as they may contain contaminated products. | | | | |
| 5. Wash their hands thoroughly before using these facilities. | | | | |
| 6. The microwave oven should be left in a clean condition and wiped out and sanitised after use using the saniwipes available | | | | |

- 7. Put any food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
- 8. To use your own personal crockery and/or cutlery and thoroughly wash crockery and cutlery after each use to put them away.
- 9. No tea towels are provided to prevent contamination. Single use paper towels are provided. Dispose of used paper towels in the waste bin provided

Hazard : Communal facilities, entrance, toilets, stairs. etc Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures:

- 1. Additional Cleaning has been introduced, more in depth cleaning around the site, particular attention to contact points eg door handles, toilet flushes, taps, paper towel dispensers (incl the turn wheel at the side), sanitiser stations, light switches and other contact points around the site.
- 2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS and Public Health hand washing advice posters displayed.
- 3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
- 4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and wherever possible to avoid touching surfaces.
- 5. Training provided in decontamination (Ancillary Areas and Food Production) with appropriate solutions / products to aid in the control of COVID 19

Hazard : Waste Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures:

- 1. All waste bins and receptacles are carefully and safely emptied daily by the appropriate staff.
- 2. Tissues are forbidden to be used in production or packing areas and staff are instructed to cough or sneeze in the crook of their elbow.
- 3. Office based staff are instructed tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
- 4. Waste bins are provided at appropriate areas. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.

Hazard : Smoking shelters Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

Control Measures:

- 1. Smoking tobacco or e-cigarettes is strictly prohibited throughout the site. Staff instructed to avoid close contact with others, socially distance and keep 2 metres away from other people when they are on break smoking or using E Cigarettes outside the Company premises.
- 2. Staff advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.

Hazard : Meeting rooms Potential risk or transfer of virus on account of close contact with other persons.

Control Measures:

1. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible.
2. Staff using Conference and meeting rooms instructed to follow Govt advice and maintain social distancing.
3. Staff instructed that social distancing rules must be applied to any meetings with clients or visitors.
4. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required.
5. Sanitiser provided in meeting room and also disposal paper face masks are readily available.
6. Maximum ventilation is to be used whilst a meeting takes place with Windows and Doors open.
7. Physical Meetings to be avoided wherever possible and the first option is for meetings to take place via electronic methods such as Zoom, Teams etc
8. Staff instructed to follow strict guidelines when hosting visitors or Contractors on site. See Section on Visitors and Contractors

Hazard : Workstations, IT and telephony equipment Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

Control Measures:

1. Staff instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross contamination.
2. Telephone equipment should be cleaned with saniwipes at the start and end of each working day as a minimum by the person using that specific extension number.
3. Staff instructed that they should not use each others IT equipment, to prevent accidental cross contamination.
4. Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided.
5. Staff instructed there is to be no Hot desking
6. Increased ventilation is encouraged where appropriate by opening of windows and/or Doors

Hazard : Close contact, including Production Line and Packing Line Work Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided
4. All staff issued with a personal anti Fog Face Visor (other than Despatch, Ovens, Bakery, Engineering, Washroom and Boilers) and instructed when to wear it, how to wear it, how to clean it and where to store it.
5. All Staff in Despatch, Ovens, Bakery, Engineering, Washroom & Boilers issued with a personal box of disposable paper face masks & instructed when to wear it. how to wear it, how to dispose of it, and where to store it and get replenishment of supplies which are stored in the Technical Office.

6. Visitors are restricted to be on site during this pandemic and there are strict rules in place for Visitors and Contractors. Visitors and contractors should be restricted to only the areas it is absolutely essential for them to visit in order to prevent any spread of the virus

7. Posters reminding staff of Social Distancing, Avoid Close Contact, Hands Face Space, Hygiene steps, wearing and fitting of masks etc are displayed around the site.

Hazard : Vulnerable employees Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse affect on their health and wellbeing.

Control Measures:

1. In accordance with Govt. policy staff who are in the vulnerable and high risk categories may come to work, if they cannot work from home, as long as the business is COVID-safe.

2. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working or furlough in accordance with Govt. policy are taken on a case by case basis.

Hazard : Cleaning and hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Additional Cleaning has been introduced, more in depth cleaning around the site, particular attention to contact points eg door handles, toilet flushes, taps, paper towel dispensers (incl the turn wheel at the side), sanitiser stations, light switches and other contact points around the site.

2. Appropriate and Suitable disinfectant cleaning products are used as approved by the Technical Staff

3. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.

4. Staff are required to report anything contaminated or spilt that requires cleaning.

5. Training provided in decontamination (Ancillary Areas and Food Production) with appropriate solutions / products to aid in the control of COVID 19

Hazard : Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures:

1. The importance of good personal hygiene has been reinforced to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.

2. Staff instructed in Hand Hygiene and to clean their hands frequently, using the provided hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Appropriate and suitable Soap and gels are provided. Posters displayed how to wash hands correctly using WHO graphs.

3. Staff instructed on Respiratory Hygiene. Production area staff to sneeze or cough into their elbow. Only outside the factory use disposable tissues to cover the nose and mouth when sneezing or coughing, wiping or blowing nose. Catch it, Bin it, Kill it Posters are up around the site.

4. Staff instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be disposed in the nearest bin and hands washed in accordance with instructions for at least 20 seconds

5. Staff instructed in symptoms of Coronavirus and instructed not to come to work and what to do if suffering or displaying any of the symptoms.

6. Staff instructed on Social Distancing and Posters displayed around the site to remind all of Social Distancing wherever possible

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| Hazard : Public or Visitor Access Risk of passing or contracting the infection with Visitors and contractors coming onto site. There is a risk of contaminating our workforce. |
| Control Measures: |
| 1. Members of the Public are not permitted onto site during this Pandemic. Signage is displayed at entrance. We are not open to the public to avoid any contamination. |
| 2. On arrival at site Visitors are directed to follow the path to reception by signs at entrance to site. At reception a Visitor will pass a sanitising point and instructed with a sign to let reception staff know you have arrived on site. All Visitors should be expected. |
| 3. Visitors and Contractors will be given Visitors Rules to Read and then given two questionnaires to complete. One of which is specific to Covid 19. Reception Staff will then take the Visitors / Contractors Temperature and record it ensuring it is below 37.8 degrees. |
| 4. If the Visitors / Contractors questionnaire answers are satisfactory and their temperature is below 37.8 degrees reception staff will let the Lewis Pies Host know they are at reception and clear to enter. The Lewis Pies Host must ensure the Visitor / Contractor enters the areas absolutely necessary |

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| Hazard : Confined Spaces Employees being too close together could risk spreading the COVID 19 |
| Control Measures: |
| 1. Employees who can work from home are encouraged to do so |
| 2. Employees who cannot fully work from home are encouraged to work from home whenever they are able and limit the amount of time spent in the offices |
| 3. Close contact is kept with those employees working from home by meetings Zoom and / or Teams, emails, telephone calls and messaging. |

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| Documents Associated with this Risk Assessment: | |
| Review Date : 21/10/2021 | Reviewer : Sylvia Harries |