

Company: Baileys Horse Feeds

Date of Risk Assessment: 20/02/2020

RA completed by: Paul Darlow

Under constant review

Lorry Rice - HR

Task Description: Coronavirus COVID-19

This Risk Assessment will be reviewed annually or if a significant change occurs

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Contracting and spread of bacterial or viral pathogens - specifically COVID-19 coronavirus	Staff at risk of developing symptoms associated with COVID-19. The potential to spread the virus	Maintaining standard hygiene practices as follows: Daily visit from a professional cleaner to clean and tidy offices and communal areas such as the canteen / kitchens. Employees follow industry standard hygiene practices for food production industry.	<i>The following actions laid out below will show the various measures taken regarding the different departments and levels of associated risk</i>			
Lack of awareness regarding signs and symptoms of COVID-19	Employees could inadvertently catch, develop symptoms or spread the disease due to lack of understanding and / or poor communication of official guidance	Providing guidance to employees of expected behaviours and monitoring social distancing and repeating the message of washing hands regularly and not touching the mouth, nose and eyes.	<i>Continue to observe social distancing and more frequent hygiene practices - engage and remind where necessary.</i> <i>Information notices have been put up in prominent places on site such as Reception area and staff canteen.</i>	All staff		
Prevention measures to minimise risk of infection and subsequent spread throughout site.....	Employees are at risk if an infected person, whether a staff member or visitor enters site and makes close and prolonged contact with other staff members	We are already controlling movement of visitors on site with measures such as signing in at reception, permit to work protocols and supervision... (continued on next page)	<i>Cancellation and / or postponement of non essential visits from those not in employment of F H Nash thus limiting the number of people entering site.</i> <i>Shift handover times have been modified to ensure no contact is made between day and night shift.</i> <i>continued overleaf....</i>	All staff		

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<p>Working from home - feeling of isolation and anxiety</p>	<p>Employees who now work from home may experience anxiety and stress through lack of contact and inadequate supervision from managers</p>	<p>Information technology provisions have been set up to enable majority of the office staff to work from home thus reducing the amount of staff on site - as per government recommendations</p> <p>Achievable targets set - no excessive workloads</p> <p>As always, we will consult with any lone / home workers on matters relating to Health & Safety</p> <p>Updating home workers on any changes to current protocols and to inform them of any new ones that may be introduced.</p>	<p><i>Human Resources to make regular and frequent contact to those who were already working from home and for those who are now working from home to offset any feeling of isolation and improve mental well being during this period of uncertainty surrounding the coronavirus outbreak in the UK. To communicate any new information as laid out by the UK government where necessary.</i></p> <p><i>Workers are encouraged to gain updated information regarding COVID-19 from unbiased official guidance - for example, from Public Health England or NHS website.</i></p>	<p>Lorry Rice</p>		

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<p>Delivery drivers visiting customer sites and the risk of contact with an infected person</p>	<p>Our LGV drivers may be at risk of infection if receiving sites do not adopt robust control measures to fight the spread of COVID-19</p>	<p>Our drivers visit regular customers and are aware of loading and unloading and security control measures adopted by these sites prior to the coronavirus outbreak in the UK.</p> <p>Any new control measures should be communicated from receiving sites to our drivers.</p>	<p><i>We have a new driver protocol in place for site deliveries to our customers which has been communicated to all of our direct customers who receive deliveries - in the interests of minimising social contact our drivers will disembark simply to open the lorry curtains to allow access to goods to be unloaded. They will return to their cab until offloading is complete and will then exit their cab to secure the curtains before departure.</i></p> <p><i>Where we unload on behalf of the customer, social distancing must be maintained.</i></p> <p><i>We have issued drivers with alcohol based cleaning wipes to ensure disinfection of cabs and other surfaces. Disposable gloves are also provided along with the standard PPE associated with logistics and transport.</i></p>	<p>Baileys LGV Drivers</p> <p>Customers observing social distancing</p>		
<p>As always, F H Nash / Baileys Horse Feeds will remain up-to-date with UK government advice and guidelines and implement any new measures where possible. Any change in guidance surrounding the coronavirus COVID-19 outbreak will be communicated to all staff members in relation to any change of company protocols</p>						