



Location : Waterdene Foodservice Ltd, Unit 4, Chartmoor Road, LU7 4WG

Assessor: Rachel Stamp

Date of Assessment: March 2020

Review Date: April 2020

~~May 2020 – 27 May 2020 June 2020~~

~~July 2020 August 2020 September 2020~~

~~October 2020 November 2020 December 2020~~

~~January 2020 February 2021 March 2021 April 2021 September 2021~~

Assessed in consultation with: Trevor Stimpson & Richard Stimpson

RISK ASSESSMENT – COVID-19

Hazards	Who might be harmed and how?	Existing Controls	Additional Controls Required	Action by who:	Action by when:	Actioned (date and initial)
Risk of spread of infection from Covid-19	Staff Customers	<p><u>Information</u></p> <ul style="list-style-type: none"> Guidance for employers and businesses advice from gov.uk & WHO has been read and shared with directors Also receive and act on any guidance from: BRC, Besafe, FWD, BFFF and Food Standards agency Statement of advice issued to staff March 2020 and customers and reviewed updated as required. Gov.uk website to be checked regularly and appropriate advice followed and risk assessments updated regularly. Individual risk assessment completed with “at risk employees” – employees who have informed us they received text message from NHS have been sent home. 		RLS	weekly	ongoing

		<ul style="list-style-type: none"> • Covid 19 update newsletter with key information and reminders on distributed to staff. (March, May, Aug, Jan) • Back to work/individual risk assessment form completed with all employees returning from furlough. Updated information issued. <p><u>Handwashing and cleaning</u></p> <ul style="list-style-type: none"> • Adequate wash stations and hand sanitiser provided. • Wipes provided and advised to wipe down card machine after every use. • Alcohol sanitiser liquid provided at hand sanitiser station and reminded re: regular hand washing - signage. • Cleaning station in cash up room and signage. • Alcohol sanitiser distributed to drivers daily along with don/doff procedure and advice for use of gloves (if required). • Signage placed on drivers clipboards to remind re: hand sanitiser. • Staff reminded about regular handwashing – how to posters put up in office and warehouse and by every sink. • Cleaning schedule amended to include contact points and increase frequency. Contract cleaner in place daily. Contact surface cleaning completed in addition to this. • Cleaning schedule for contact surfaces in warehouse/office documented and completed 3 times daily. • Vehicle cleaning schedule completed and documented daily. Staff reminded of this. 				
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		<ul style="list-style-type: none"> • Opening of windows and doors as able to encourage ventilation as possible. • All staff have access to liquid hand sanitiser, smaller bottles provided to drivers to take with them. Hand sanitiser available at entrance. <p><u>Other</u></p> <ul style="list-style-type: none"> • Visitors on site are required to fill out site visitor form. • Staying covid-19 secure 2020 document reviewed, signed and displayed. • Risk assessment and Covid-19 customer update on website. • Covid-19 update issued to customers as appropriate. • To follow government guidelines for Covid-19 if members of staff develop symptoms/test positive for covid-19 • Covid-19 return to work form to be completed on return to work following a positive test result. • PHE Psychological first aid course completed by Director. • Single use facemask & don/doff instructions provided to drivers who are delivering to places where a facemask is required to be worn. Fabric face coverings provided (with instruction sheet) to staff who require them. • Contactless collection/depot delivery procedure updated – advice issued to customers/delivery drivers and staff. 				
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Getting or spreading covid-19 in common use high traffic areas such as toilets and entry/exit points	Staff Customers Visitors Contractors Drivers delivering to us	<ul style="list-style-type: none"> • Kitchen and break areas, numbers restricted to observe social distancing – signs in place to indicate. • Frequent contact points sanitised regularly eg, kettle, door handles etc. • Keep areas well ventilated. • Perspex screen put up in reception area • Signs put up to remind people to regularly sanitise their hands. • Cleaning/handwashing as above 		RLS	weekly	ongoing
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff	<ul style="list-style-type: none"> • Avoid sharing work equipment where possible. Where it is not possible cleaning regime in place to clean between each user. • Cleaning regime in place for contact surfaces in office, warehouse and vehicles. • Appropriate cleaning products supplied and staff instructed how to use. • Procedure in place if member of staff develops symptoms of covid-19 at work. 		RLS	weekly	ongoing
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Visitors Contractors	<ul style="list-style-type: none"> • Staff provided with information on hand washing/hand sanitisation • Signs on technique for hand washing by all wash stations. • Adequate supply of hand wash stations/hand sanitiser supplied. • Welfare facilities provided for visiting drivers if required. 		RLS	weekly	ongoing
Mental health and wellbeing affected through isolation or	Staff	<ul style="list-style-type: none"> • All staff kept regularly informed about any updates and/or changes • Staff reminded of Employee assistance program 				

anxiety about coronavirus		<ul style="list-style-type: none"> Information shared information and advice with workers about mental health and wellbeing All employees on furlough received a well-being call and newsletter. 		RLS	weekly	ongoing
Contract or spreading of the virus by	Staff Visitors Contractors	<ul style="list-style-type: none"> Social distancing posters put up in entrance and throughout office and warehouse areas. Social distancing markers put on reception floor and other key areas in print room and warehouse. Orders are paid for by card over the telephone – minimise contact payments where possible. Reminder provided in updates. Office – workstations are 2 metres apart and employees are assigned their own desk – desks not in use closed (signage put in place and chairs removed) Reduced staff levels in warehouse to make social distancing easier. Signage in office and warehouse put up. Limit number of people in smaller size rooms – signage put up on doors. Protective screen put up on reception window Drivers are instructed to leave delivery on door step and ring doorbell (Contactless home delivery)/ wholesale delivery to entrance door. Signage in place to remind workers to socially distance. Face coverings to be worn when appropriate – provided to drivers. 		RLS	weekly	ongoing
Musculoskeletal disorders from inappropriate desk set up	Staff	<ul style="list-style-type: none"> Those staff who have changed job role and are now desk based have had DSE assessment. Advice provided to these staff to promote activity and desk based exercises. 		RLS	weekly	ongoing

Poor workplace ventilation leading to risks of coronavirus spreading	Staff	<ul style="list-style-type: none"> Encourage staff to open windows/doors to increase ventilation if appropriate. 		RLS	weekly	ongoing
Increased risk of infection and complications for vulnerable workers	Staff	<ul style="list-style-type: none"> Any vulnerable workers identified and additional measures put in place if required. 		RLS	weekly	ongoing
Increased risk of infection transmission due to customer visits	Staff Customer	<ul style="list-style-type: none"> Visits only to be carried out if absolutely necessary. Extra advice sheet provided to reps with guidelines/precautions for visiting customers. Visits currently suspended in line with government guidelines. 		RLS	weekly	ongoing