Samworth Brothers

QUALITY FOODS

COVID-19 Risk Assessment

This document outlines how Samworth Brothers has risk assessed its operations in relation to COVID-19.

Our highest priority is the safety of our colleagues. We are working hard to ensure that all our colleagues, who are helping to maintain the UK's food supply in very difficult circumstances, are being kept as safe as possible.

It references the UK Government Guidance and the current state of knowledge.

The hazard covered by this assessment is the exposure to COVID-19.

The people who might be impacted by this risk include all colleagues, visitors (including visiting drivers and contractors) and those who are clinically extremely vulnerable. This assessment outlines the action we have taken with respect to these groups, including agency colleagues.

This assessment is supplemented by individual site risk assessments.

This assessment will be reviewed regularly as government guidance changes and further reasonably practicable ways of reducing the risk are developed.

Topic	Pre-control risk	Control measures	Residual risk
1. Ensure that the capacity of the sites and associated offices are not exceeded by implementing a flexible working model where teams rotate, and social distancing is maintained where practical	⚠️	- Ensure that colleagues can work flexibly to allow maintenance of our social distancing rules. - The provision of equipment for homeworking and the issue of homeworker guidance. - Regular contact with those working from home by phone and via 'Teams' calls. - Visitors and contractors are allowed on site – including intercompany visitors – though capacities are closely monitored. - Voluntary lateral flow device (LFD) testing of visitors and contractors is undertaken, including those visiting sites for interviews. - A visit/meeting risk assessment process has been implemented. - Essential H&S, property and other key audits are allowed with the relevant Covid secure measures. Contacts are kept to a minimum. - Managing & Site Directors authorise visits.	⚠️

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2. Ensure that clinically extremely vulnerable colleagues are protected	⚠️	• In line with government guidance clinically extremely vulnerable (CEV) colleagues have returned to work following a clinical and workplace risk assessment. • Pregnant colleagues are subject to review by Occupational Health. Where necessary they have been through our risk assessment process for clinically extremely vulnerable persons. • Our extremely clinically vulnerable colleagues have now been vaccinated. • Our pre-Step 4 (19th July) rules are largely being retained to protect our CEV colleagues.	⚠️
3. Ensure that people who need to self-isolate do so and those with symptoms do not come to work.	⚠️	• Colleagues follow the government 'stay at home' guidance if they become unwell with a new continuous cough, a high temperature or loss of taste or smell. • Those with COVID-19 symptoms or identified 'close contacts' are advised to get tested and this is followed up. • If the colleague is in work at the time they become unwell, each case is assessed to make sure others have not been in 'close contact' and decontamination guidelines are followed. • Line managers and the people team maintain regular contact with colleagues who are self-isolating. • When on site, colleague temperatures are checked on entry or at random intervals during the day and the majority of sites have fixed thermal cameras at site entrances. • There is an internal procedure to support the roll out of the NHS Test and Trace guidance, including investigation of any cases and isolation of close contacts where necessary. • We have engaged our agency providers and third-party contractors in these arrangements. • We have issued further guidance on action to be taken if symptoms develop following vaccination. • We encourage all colleagues to carry out regular testing – see Section 16. • We have encouraged all colleagues to get vaccinated.	⚠️
4. Social Distancing	⚠️	• The 2-metre rule has been implemented in all areas where reasonably practicable - including restaurants, common areas, offices, production areas, smoking shelters. Signage and floor markings are in place. These controls will remain. • Temporary buildings have been provided to create extra space. • Alternative entrances have been provided where reasonably practicable. • Extra personal protective equipment stations have been provided to alleviate congestion when entering and leaving production areas. • Work schedules, including start & finish times/shift patterns have been reviewed to reduce footfall during shift changeovers and at break times. • Common areas such as locker rooms, have been reviewed to identify pinch points and further precautions have been introduced e.g. rearranging lockers, implementing one-way systems. • Processes have been redesigned where possible to minimise face to face and side by side contact.	⚠️

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		• Where 2 metres cannot be achieved, due to the design of the production line, screens have been put in place to provide a barrier to minimise contact. • Task risk assessments have been completed and where 2 metre separation or screens cannot be achieved face masks/coverings and/or visors are used. This is a limited number of tasks. • Where possible, conference and video calls are used instead of face to face meetings. • Where meetings take place the 2-metre rule is observed, and good ventilation is promoted. • We have introduced one-way systems where possible and prohibited casual meetings in corridors. • Security offices have been assessed to ensure that social distancing can be observed. • Smoking and welfare areas have been assessed and appropriate social distancing measures have been introduced. • Further assembly points have been created for emergency evacuations where needed. • We are monitoring behaviours and promoting adherence to the new rules and have employed Covid marshals to encourage safe behaviours. • Our winter weather plans have been completed with extra accommodation and weather protection has been installed. • Ways of effectively communicating in a safe, socially distanced manner have been implemented and where not practical face masks are worn.	
5. Managing visitors and contractors		• In person meetings and training are allowed where this is needed for collaborative or other purposed but online meetings are still encouraged. • Risk assessments are required for large or complex meetings and in person training courses. • Meeting rooms have clear, visual instructions on the maximum occupancy levels to maintain social distancing and carbon dioxide levels below 1000 ppm. • Adherence is regularly monitored and enforced. • Meeting room rules are in place, including sanitising areas once vacated and ventilating during and after meetings. • A procedure to maintain the 2-metre rule has been put in place when dealing with visitors, contractors and drivers. • Social distancing is maintained, and hygiene procedures are in place e.g. for the handling of driver's keys and paperwork. • All visitors, including drivers, complete a Covid-19 visitor's questionnaire. • Contractors complete an induction which includes coronavirus controls, including the social distancing measures and action to take if this cannot be achieved. • Contractors are required to outline their COVID-19 controls in risk assessments and method statements. • Visiting drivers have access to toilets and associated welfare facilities. • Visitors and contractors are tested using lateral flow devices when they arrive on site.	

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6. Cleaning our workplace	⚠️	• We regularly clean and disinfect 'touch points' as part of our regular cleaning regime. • We have a clear desk policy in offices. • Normal rigorous cleaning procedures are maintained in our food production areas. • Rigorous cleaning of the restaurant furniture following use. • We provide sanitiser wipes in office areas and require cleaning of workstations before and after use, including in meeting rooms. • Procedures for decontaminating areas following a suspected coronavirus case have been put in place. • Our first aid procedure includes COVID controls for first responders.	⚠️
7. Promoting hand hygiene	⚠️	• Rigorous hand hygiene is in place. • Sanitiser stations have been installed at site entrances, the entrance to the restaurant, at clocking in stations and in smoking areas. • Where PPE is worn, hand hygiene before and after taking on and off, is in place. • PPE is regularly cleaned and sanitised prior to use. • Handwashing posters have been displayed and its importance has been included in briefings. • Where safe to do so, we have installed hold open devices on our doors to avoid contact with handles. • Cash handling has been minimised and contactless payment is encouraged. • Methods of reducing paperwork have been explored and where practical implemented.	⚠️
8. Personal Protective equipment (PPE) and face coverings	⚠️	• Gloves have been provided where the risk assessment requires this e.g. cash handling, paperwork. • The safe removal and disposal and cleaning of gloves, masks and visors has been briefed to reduce cross contamination. • Where respirators are needed e.g. exposure to flour dust, these continue to be worn. • Surgical face masks (or if not possible visors) are worn where our task risk assessments have indicated that 2 metre distancing cannot always be achieved, and screens are not reasonably practicable. • Hand hygiene procedures are maintained when putting on and taking off masks, gloves and visors. • Procedures for putting on and taking off PPE have been briefed. • Face masks/coverings are worn in all production areas and when transiting through common areas apart from when eating or sitting at a desk.	⚠️
9. Work related travel – company & pool cars	🔺	• Work related travel is kept to a minimum – essential overnight stays are permitted. • Internal visitors to other sites area allowed to demonstrate leadership and carry out essential work including collaboration. A testing regime is in place. • Touch points in pool cars and company vehicles are sanitised before and after use, where there are multiple drivers.	⚠️

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10. Work related travel – large goods vehicles and vans (including deliveries to other sites)	⚠️ (yellow)	• Drivers are instructed to clean their vehicles before and after use. • 2 metre social distancing is maintained during deliveries where possible. • Face coverings are provided where van drivers deliver to a multitude of smaller shops. • Hand sanitiser/sanitiser wipes are provided in the vehicle for drivers to use • A driver COVID controls handbook and video has been developed and has been implemented at our delivery businesses. • Driver training is allowed with appropriate pre-testing and advice on ventilation and use of cae coverings.	⚠️ (green)
11. Communication & training	⚠️ (red)	• There has been regular communication of company changes due to COVID-19, during the pandemic including the rules after Step 4 in July 21. • Separate communication channels have been established for furloughed, homeworking, isolating and our food heroes. • Consultative committees have been consulted on changes and risk assessments are being shared internally via these committees and other internal communication channels. • The maintenance or our rules following Step 4 has been well received by consultative committees. • Government and internal guidance has been used for briefings and display. • COVID champions have been appointed and have been trained – they attend regular calls on new procedures and requirements. • A COVID management committee has been established. • Other functional teams (e.g. Technical, Hygiene, People etc.) involved in managing the pandemic have been established. • A COVID-19 Microsoft Teams' site has been set up to ensure that the latest government guidance and internal procedures are available to all those who need them. • Bespoke films outlining the key COVID procedures for production, offices and for HGV drivers have been cascaded through the organisation. • We keep up to date with Government guidance and update our procedures to reflect the changes. • We have a communications platform that is accessible to all with regular updates, competitions and learning materials to keep colleagues informed and engaged. • Covid-19 Director, manager & team leader training has been developed and has been trained to 950 managers and team leaders utilising 'Zoom'. • A 'Colleague COVID-19 Controls Booklet' for office and production environments has been developed and cascaded. • We have cascaded practical communications to our colleagues on vaccination, referencing government guidance and practical support. • Some colleagues have shared their 'Covid stories' with everyone to keep on raising awareness of the effects of Covid 19.	⚠️ (green)

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12. Ventilation	⚠️	• Ventilation and air conditioning systems have been reviewed in accordance with HSE's guidance. • We have taken opportunities to increase fresh air supply where possible. • We have given advice and guidance on ventilating offices and meeting rooms when occupied. • We have issued company guidance on ventilation and are in the process of implementing it. • We have measured the levels of CO_2 in all areas and acted where levels are above acceptable norms. • We have purchased fixed CO_2 monitors for all relevant meeting rooms and offices to ensure that safe levels are monitored. • We are educating colleagues on how to maintain adequate ventilation • We are carrying out Group H&S led reviews of key sites to ensure that standards are being implemented and to identify opportunities for improvement. • We have partnered with Strathclyde University to install carbon dioxide monitors into two or our manufacturing sites to provide data for research into ventilation and extraction.	⚠️
13. Travel to and from work	⚠️	• Education around travel to and from work has been provided to our colleagues. • A guidance document has been established and cascaded to our colleagues advising on numbers, bubbles, mask wearing and ventilation. • If someone who has car shared tests positive those who travelled with that person are isolated as close contacts. • Where warranted, subsidised, socially distanced bus services have been provided, though capacities on these buses may be increased in the future.	⚠️
14. Mental Health	⚠️	• Management promote mental health & wellbeing awareness to colleagues and offer appropriate support. • We promote the many resources available to colleagues to support their mental health including our newly developed resilience guides, our Employee Assistance Programme and contact details for Grocery Aid. All sources provide a range of services where colleagues can access support during this time. • Most of our colleagues are back at work, in some capacity, dependant on their role. • Managers regularly talk to their direct reports to identify any issues. • Almost 1000 colleagues have attended online 'Feeling Brighter Together' sessions, which has received very positive feedback. • Colleagues are adopting a flexible working approach and can collaborate within the framework of Covid controls. • The company is exploring a 'hybrid' way of working for roles where this is appropriate in the future.	⚠️
15. Monitoring & review	⚠️ (red)	• Desktop and COVID-19 site reviews have been undertaken by the Group Health & Safety team to benchmark standards and provide support. • Best practice and ideas have been shared inside and outside the organisation. • H&S teams regularly monitor and audit the application of COVID controls on sites and proformas have been developed to facilitate this.	⚠️

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16. Workplace testing		• We have implemented voluntary, targeted workplace testing utilising test kits supplied by DHSC. • Testing has been well received and a useful tool. • We are encouraging our colleagues to undertake twice weekly testing using home test kits and are a 'workplace collect' hub. • We carry out reassurance testing where warranted, following a Covid 19 case investigation.	
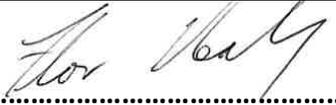
Signed: Flor Healy …………………………………………………………………………………………………CEO for and on behalf of The Group Executive Board

Assessment date: 22nd July 2021   **Assessment review date: 30th September 2021**