



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 vulnerable. This assessment outlines the action we have taken with respect to all 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 only essential people are in work		<ul style="list-style-type: none"> • Ensure that colleagues who can work from home do so. • Where work from home is not possible, colleagues rotate in work teams where possible. • 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. • Only essential visitors and contractors are allowed on site – including intercompany visitors. • Customer contacts and the customer audit processes have now largely moved to online or virtual tours. • Managing & Site Directors authorise essential visitors. 	
2. Ensure that clinically vulnerable colleagues are protected		<ul style="list-style-type: none"> • The majority of extremely clinically vulnerable colleagues are shielded at home, including those with a Covid age greater than 70. • Those with a Covid age of more than 70 who have chosen to work, are in lower risk roles and have been given the option to shield at home. This is a minimal number of colleagues. 	

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		<ul style="list-style-type: none"> • Pregnant workers are in lower risk roles and subject to review by Occupational health. They will have been through our risk assessment process for clinically vulnerable persons. • Vulnerable workers who attend work have been assessed, and where appropriate and government guidelines allow, colleagues have returned to work in appropriate lower risk roles. 	
3. Ensure that people who need to self-isolate do		<ul style="list-style-type: none"> • 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 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. • Colleague temperatures are checked on entry or at random intervals during the day at our sites and the majority have fixed thermal cameras at site entrances. • We have implemented 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. 	
4. Social Distancing		<ul style="list-style-type: none"> • 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. • 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 introduce further precautions e.g. rearranging lockers, implementing one-way systems. • Processes have been redesigned where possible to minimise face to face and side by side contact. • 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 visors and/or face masks 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 recommended. • We have introduced one-way systems where possible and prohibited casual meetings in corridors. 	

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		<ul style="list-style-type: none"> • 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 are well underway with extra accommodation and weather protection being installed. • Ways of effectively communicating in a safe, socially distanced manner are being developed. 	
5. Managing visitors and contractors		<ul style="list-style-type: none"> • Meetings and training have been minimised and where possible are conducted online. • Meeting rooms have clear, visual instructions on the maximum occupancy levels to maintain social distancing. • Adherence is regularly monitored and enforced. • Meeting room rules are in place, including sanitising areas once vacated. • 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. 	
6. Cleaning our workplace		<ul style="list-style-type: none"> • We regularly clean and disinfect 'touch points', particularly in areas of high use, such as door handles, light switches, and reception areas. • We have a clear desk policy in offices. • Normal rigorous cleaning procedures in our food production areas. • Rigorous cleaning of the restaurant furniture following use. • Provide sanitiser wipes in office areas and require cleaning of workstations before and after use. • Procedures for decontaminating areas following a suspected coronavirus case have been put in place. • Our first aid procedure has been revised to include COVID controls for first responders. 	

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7. Promoting hand hygiene		<ul style="list-style-type: none"> • 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 are being explored. 	
8. Personal Protective equipment (PPE) and face coverings		<ul style="list-style-type: none"> • 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 coverings have been evaluated and are offered where our food safety considerations allow. • Ways to minimise cross contamination have been implemented, such as individual bags to store overalls. • As an added precaution, many sites have made the use of surgical face masks mandatory whilst moving around. 	
9. Work related travel – company & pool cars		<ul style="list-style-type: none"> • Work related travel is kept to a minimum. • No internal visitors to other sites, unless essential to demonstrate leadership or complete critical work. • Touch points in pool cars and company vehicles are sanitised before and after use, where there are multiple drivers. 	
10. Work related travel – Large goods vehicles and vans (including deliveries to other sites)		<ul style="list-style-type: none"> • 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 has been developed and has been implemented at our delivery business. 	

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11. Communication & training		<ul style="list-style-type: none"> • There has been regular communication of company changes due to COVID-19, during the pandemic. • 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. • 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 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 it. • 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 weekly 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. 	
12. Ventilation		<ul style="list-style-type: none"> • Ventilation and air conditioning has been reviewed in accordance with HSE’s guidance. • We have taken opportunities to increase fresh air supply where possible. • Further work on ventilation in offices is underway. 	
13. Travel to and from work		<ul style="list-style-type: none"> • Education around travel to and from work has been provided to our colleagues. • Car sharing controls are regularly audited to ensure that maximum numbers are observed, and face coverings are worn. • Where warranted, subsidised, socially distanced bus services have been provided. • Further work on auditing car sharing is underway. 	
14. Mental Health		<ul style="list-style-type: none"> • 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. 	

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15. Monitoring & review		<ul style="list-style-type: none"> We have kept in regular touch with colleagues who are off due to isolation, shielding or furloughing. Managers are regularly talking to their direct reports to identify any issues. 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. 	

Signed: Flor Healy CEO for and on behalf of The Group Executive Board

Assessment date: 24th November 2020

Assessment review date: 28th February 2021