

015 Containment COVID-19 in the work place risk assessment

There are no vaccines available for COVID-19 and there is little evidence on the effectiveness of potential therapeutic agents. In addition, there is presumably no pre-existing immunity in the population against the coronavirus and everyone in the population is assumed to be susceptible. Clinical presentations of COVID-19 range from no symptoms (asymptomatic) to severe pneumonia; severe disease can lead to death. It is understood the majority of cases (80%) are milder respiratory infections and pneumonias, severe illness and death is more common among the elderly with other chronic underlying conditions, with these risk groups accounting for the majority of severe disease and fatalities to date. **(REF: World Health Organisation)**

As an employer Central Supplies have a duty of care to our staff

Hazard		Area	Controls	Likelihood of hazard happening	Score	Possible Impact if uncontrolled
1	Non-Implementation of Government Guidelines and Mandatory decrees	Supply chain and working practices	Central Supplies (Brierley Hill) Ltd has an Emergency Situations document in already in place addressing states of emergency where Central Supplies would monitor Government guidelines with mandatory decrees taking precedent over all other information and working procedures. Depending on the type of emergency, changing working practices would be involved and contingency plans for shortages of raw materials and staff.	Low	3	High – COVID-19 has many different levels of severity from asymptomatic to severe pneumonia
2	New staff – un trained and without induction who may have COVID-19 symptoms	All areas	Induction programme with a Health questionnaire completed prior to entering the area of work. There are proximity rules in place to ensure that staff distance themselves within a distance of 2m where possible. Frequent hand washing and hand sanitising is paramount. The virus is not considered an air borne microorganism – but it has to be on moisture particles to become air borne which means it can be carried on moisture from a cough. It is important that hands, preferably with a tissue, cover the mouth when coughing and the tissue discarded immediately, and the hands washed immediately with hand wash and then sanitised.	Moderate – Due to acclimatisation to the new environment and procedures	6	High – COVID-19 has many different levels of severity from asymptomatic to severe pneumonia

3	Existing Staff cross contaminating and spreading the virus via poor hygienic practices.	All areas	Wash hands frequently and sanitise where possible. Coughing into a tissue and discarding the tissue into a bin, washing hands afterwards. Observing and adhering to the posters around the factory. Observing the proximity restrictions of 2 metres where possible. Staff are discouraged from touching their faces, mouths, and hair without washing their hands. Restrictions on how many people can use the canteen to ensure sufficient distance can be attained. Staff must wash their hands entering and exiting the canteen area. Staff have reduced breaks to accommodate the staggered breaks. Production staff can only enter the kitting up room 1 at a time due to the proximity restrictions.	Moderate – Due to acclimatisation to the new environment and procedures	6	High – COVID-19 has many different levels of severity from asymptomatic to severe pneumonia
4	Visitors/contractors on site	All areas	Non-essential visits must not take place. If necessary, conference calls should be made. Contractors must only enter the site for essential work such as breakdown of vital equipment. All contractors must complete the health questionnaire and ensure they wash and sanitise their hands before entering the warehouse/production area and on leaving the premises. All the staff restrictions apply to contractors whilst on site. External companies are not making any unnecessary visits to customers. Communications are via phone/email/conference calls.	Low	3	High – if someone infected is allowed on site they could infect many uninfected staff at CS
5	Contaminated Hand contact surfaces (door handles etc.)	All areas	Dedicated cleaning by the cleaning staff frequently sanitising the stair hand rails, door handles and push plates. Desks/phones are wiped down daily with disinfectant. Heightened hand washing frequency	Low – All hand contact surfaces regularly sanitised; staff carry out frequent hand washing and hand sanitising as well.	2	Moderate – due to the frequency of cleaning (normal cleaning regimes prior to COVID-19) and amount of virus present.

6	Raw materials – Cheese processing Contamination via food	Production room	It is unlikely that the virus will be transmitted via contaminated food or imported products. General everyday hygiene rules, such as regular hand washing, and hygiene rules for cheese processing area apply. The virus is coated by a lipid layer or layer of fat and will react sensitively to substances such as detergents and alcohols which dissolve fats. These cleaning agents will damage the virus surface and render it inactive. This means that cleaning food contact surfaces frequently is paramount. Due to the nature of cheese having a high fat content the cleaning chemicals we have in place are designed to deal with high fat content materials thus the lipid membrane of the virus.	Low – There is no evidence that any coronavirus is transmitted via food and the cleaning schedules and chemicals we have in place are monitored.	1	Low – COVID-19 not transmitted by food
7	Vulnerable employees who have asthma or other respiratory issues or who are pregnant or have weakened immune systems for some other reason.	All areas	According to the type of work being carried out ladies who are pregnant or other vulnerable or high risk staff may be required to change their area of work for a suitable alternative, it may require the vulnerable person being asked to stay away from work if this is not viable. Vulnerable staff have been requested to stay away from site. Pregnant women will be individually assessed.	Moderate – There is no evidence that the virus crosses the placenta, however ladies who are pregnant are vulnerable and at risk along with people with underlying health conditions.	6	High – COVID-19 has many different levels of severity from asymptomatic to severe pneumonia
8	Vehicle drivers carrying out deliveries unable to carry out deliveries within specified time limits.	All deliveries	There has been a temporary relaxation in drivers hours rules for the carriage of goods by road. The GB drivers' hours rules can be temporarily relaxed as follows: a) Replacement of the GB duty time limit of 11 hours with 12 hours b) Replacement of the GB daily driving time limit of 10 hours with 11 hours	Low	1	Low

			<p>Drivers can only take advantage of this temporary relaxation 5 days in any 7 day period and must take a rest period of 24 hours within the same 7 day period when taking advantage of this relaxation.</p> <p>Drivers are expected to adhere to the social distancing rules and have been provided with hand sanitiser for their cabs.</p> <p>Incoming delivery drivers hand over their vehicle keys and wait for further instructions in their cab. They can use the toilet facilities if required.</p> <p>c) Contact free deliveries will be carried out where possible.</p>			
9	Over-crowded offices and canteen unable to carry out social distancing.	All offices and rest areas, factory and production room.	<p>In offices where it has been difficult to socially distance some staff have been moved to other rooms allowing the staff distance from each other. Some offices are very busy, and an occupancy rule has been applied. Only 1 visiting person at a time can enter the room and they must keep their distance. The canteen area only allows 4 people at a time to sit although people who are using the vending machines can use them but not stay to chat. There are only 4 chairs in the canteen area to discourage more than 4 people from staying. The breaks have been staggered to accommodate this new system. The training room has been utilised for this purpose also to accommodate staff breaks. There is also seating availability outside if required. Staff have been taking shorter breaks to allow them a shorter period of time on site, staggering the times they are leaving site.</p>	Low – If staff adhere to the rules and guidelines laid down by GOV.	3	High – If staff do not adhere to social distancing, wash their hands more frequently and practice self-isolation if they are unwell
10	Staff shortages	All areas	<p>There have been some staff shortages due to self-isolation however CS have employment agencies where temporary staff can be procured if need be for short or longer terms.</p>	Low	2	Moderate

11	Working arrangements where social distancing is compromised	All areas	Invariably paths are going to cross. However staff should not work in pairs and pickers must try and keep the length of a pallet truck and pallet apart. Conversations carried out over a 2m distance where possible and if a person must work closer than 2m work side by side and not facing each other and for a minimum period of time. In the production room equipment has been rearranged where possible to accommodate social distancing. Only 1 person is allowed in the kitting up room to change at any time to accommodate social distancing.	Low – As long as people adhere to controls in place	3	High – If staff do not adhere to social distancing
12	Impact of availability of raw materials and traded products	Supply chain	Raw materials and traded products are dependent on the supply chain and its ability to transport the goods to Central Supplies. At CS we have our own transport but the drift in demand from one domain of customers to another has to be monitored day to day. CS have a variety of suppliers to source from and 3 rd party hauliers where necessary.	Moderate	4	Moderate
13	Staff members becoming unwell or exhibiting symptoms on site.	All staff	If someone becomes unwell or exhibits symptoms such as a continuous cough or high temperature, they shall be sent home and advised to follow the advice to stay at home to reduce the spread of COVID-19 to others. If the employee is advised to self-isolate through this system, they must not return to work for 7 calendar days. If someone of their household falls ill, they must self-isolate for 14 days. Senior management are monitoring the daily updates from the UK Government web site.	Low – If rules and guidelines are adhered to	3	High – If a member of staff ignores the symptoms and continues to work, many others may become infected unnecessarily
14	Lack of communication and information throughout the company	All staff	Posters and information has been put up around the factory stating the social distancing rules, the importance of hand washing and sanitising more frequently, covering the mouth when coughing, preferably cover with a tissue and placing the tissue in	Low – If communication is widely disseminated to all staff	3	High – Communication is vital to ensure everyone is aware of the rules and

			the bin then washing the hands afterwards, and various other pieces of information. There is the whistle blowing post box for staff who want to express their concerns but would like to stay anonymous. It is the responsibility of operators and Managers to police and manage the social distancing during their shifts and discuss the impact of changes in work practices in a courteous manner.			guidelines which may change at short notice. Failure to do so could jeopardise the health of other members of staff
15	Lack of heightened Hygiene and cleaning	All areas	Hygiene and cleaning in the factory area has been heightened. High hand contact surfaces such as door handles, door plates and surrounding areas, hand rails on stairs, and key pads are sanitised twice daily. In the production room the cleaning is of a high standard and monitored by Adenosine Triphosphate (ATP) luminescence which is a system to monitor microorganisms. Although COVID-19 is not a living entity and therefore does not contain ATP, the swabbing is a good indicator the area is clean and therefore not only free of microorganisms but virus also. The cleaning chemicals used on site, especially in the production room are detergent based and specifically target lipid (fat) which is one of the main components of the virus. The virus is particularly sensitive to desiccation, heat, and detergents.	Low	3	High – If no cleaning were to be carried out at all

RISK ASSESSMENT LOGIC TABLE			
Probable	Low	High	High
Possible	Low	Moderate	High
Improbable	Low	Moderate	Moderate
Probability Severity	Low	Moderate	High

Scoring system: Probability x Severity = Significance

Probability	Severity	Significance
Low (1)	Low (1)	1
Low (1)	Moderate (2)	2
Low (1)	High (3)	3
Moderate (2)	Low (1)	2
Moderate (2)	Moderate (2)	4
Moderate (2)	High (3)	6
High (3)	Low (1)	3
High (3)	Moderate (2)	6
High (3)	High (3)	9

Green Low significance Yellow Moderate significance Red Major significance

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