



## General risk assessment for prevention and control of Covid 19 at Spier's Central Production Unit and to clients' sites

Assessment initially carried out 10/5/2020. Reviewed monthly and updated in light of new evidence and published guidance.

What are the hazards?

For all sections below they are: exposure and spread of Covid 19 to staff, visitors, contractors, delivery drivers causing illness.

Area of risk to be evaluated for Covid 19 transmission	Action to be taken by:	Additional actions and controls to mitigate risk of transmission of Covid 19	Completion date	
Food Preparation Areas	Managers, kitchen staff	All food preparation areas:  General controls: 1. Senior member of team to be present at all times to supervise social distancing in kitchen and other controls below. 2. All staff to keep minimum of two metres apart.		

		3. Toilets to be thoroughly cleaned and sanitised twice a shift (every four hours) with particular care to clean multi-person touch points e.g. door handles, wash hand basin taps, WC flush handles.		
Kitchen space analysis	MD & Kitchen Manager	<ol style="list-style-type: none"> <li>1. Well-ventilated space 15 x 6m kitchen runs where 6 staff can work with good separation.</li> <li>2. Five metre wide door (minimal crossing over ) and can maintain single directional flow</li> <li>3. Wash hand basin at entrance and exit to the workspace so staff can wash hands before entering/leaving the area.</li> <li>4. All staff are able to face away from each other during production.</li> </ol>		
Vans and deliveries to clients' places	Manager and drivers	<ol style="list-style-type: none"> <li>1. Drivers will be allocated specific vans for their shift for which they are responsible for maintaining in a clean and hygienic condition.</li> <li>2. At the start and end of each shift the inside of the drivers cab especially the controls that will be touched by hands ( steering wheel, indicators , gear lever etc) to be cleaned with a sanitiser. This should also be done at frequent intervals during the shift</li> <li>3. Drivers to wear PPE including disposable face masks and gloves provided by Spier's</li> <li>4. Drivers will load up their own vans with products etc to be delivered to clients' sites</li> <li>5. Upon delivery drivers to place items in an agreed/designated area for collection by customer applying the 2 metre social distancing rule where practicable. Items delivered by Spier's must not be left unattended at clients/customers sites, who must be informed about delivery allowing them to undertake any checks, examinations and safe exchange of delivery documentation</li> </ol>		

<p>General policies for all staff</p>	<p>All staff</p>	<p>1. Staff must not come into work if they are suffering from symptoms of Covid 19 (high temperature, new or continuous cough). They must notify their line manager/supervisor. They must seek medical advice by calling the NHS 111 helpline and follow their instructions. If symptoms are “mild” then will need to self-isolate for 14 days and then may return to work. See: <a href="https://www.nhs.uk/conditions/coronavirus-covid19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid19/check-if-you-have-coronavirus-symptoms/</a></p> <p>2. Staff must also self-isolate for 14 days and not come into work if a person they live with has symptoms of coronavirus. They must notify their line manager/supervisor.</p> <p>3. On presentation to work - all staff will be questioned as to their ‘wellness’ to work (not showing symptoms) a. Upon satisfactory response all food production staff to change from outdoor clothing into work clothing (outdoor clothing stored in black plastic bags) and PPE consisting of apron, disposable gloves and non-surgical face covering to be used at all times. In the event staff indicate they may be suffering from coronavirus symptoms they must not enter the premises and will be sent home to self isolate and seek medical advise. <b>IMPORTANT:</b> Staff must not travel to/go to work if they are suffering from coronavirus symptoms</p> <p>4. Each workspace area to be evaluated for social distancing, areas to be allocated a maximum space allowable with 2 metre spacing between staff. If not practicable then Perspex or alternative screening will be installed.</p> <p>5. If someone becomes infected the whole team will be sent home and asked to</p>		
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		<p>self-isolate for 14 days or provide a clear test before returning to work (if testing available)</p> <p>6. There will be no sharing of food preparation equipment such as knives, boards etc. Once used they will be hygienically cleaned in the dishwasher</p> <p>7. There will also be no sharing of office supplies, pens, phones.</p> <p>8. Vans to be allocated to specific named drivers and no sharing</p> <p>9. Normal high standards of cleanliness will be applied in all food production /storage areas. All food preparation areas to be frequently cleaned and sanitised during the day ( every 30 mins) and at the end of the shift.</p> <p>10. All staff will be provided with training and guidance on the measures they must follow and adopt to control and prevent the spread of Coronavirus.</p>		
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