

# Risk Assessment 3- Covid 19- Bristol Reception and Offices



<b>Location</b> Bart Ingredients York Road Bedminster Bristol BS3 4AD	<b>Date</b> 3 <sup>rd</sup> September 2020
<b>Assessor</b> Simon English – Envesca Limited	
<b>Hazard</b> <b>Covid-19 - Reception and Offices</b>	
<b>How harm can occur</b> <ul style="list-style-type: none"> <li>• Direct or indirect contact with Coronavirus</li> </ul>	
<b>Persons at Risk</b> <ul style="list-style-type: none"> <li>• Employees</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	

## Risk Evaluation

Please refer to this chart when reviewing your risk assessment.

### Hazards

- A Death/major injury/major damage/loss of equipment of property
- B Over 3 day injury
- C Minor injury/minor damage to equipment or property

### Risk

- 1 Extremely likely
- 2 Frequent/often/likely to occur
- 3 Slight chance of occurring

	1	2	3
A			
B			
C			

- A1 Unacceptable, must receive immediate attention to remove or reduce the risk
- A2 Urgent, must receive attention as soon as possible to reduce hazard or risk
- B1
- A3 Must receive attention to check if hazard or risk can be reduced
- C1 and those systems are satisfactory.
- B2 Should receive attention to check if hazard or risk can be reduced and that procedures are satisfactory.
- B3 Low priority
- C2
- C3

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## Reception and Offices



### Risk Factors

Risk factor before controls are in place	Risk score
Extremely <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> Slight <input type="checkbox"/>	A1
<b>Control measures in place</b>	
<b><u>Reception</u></b>	
<ul style="list-style-type: none"><li>• The reception area has a number of signs on the outside doors and inside walls advising of onsite controls.</li><li>• Only business critical visitors, are allowed on site.</li><li>• Temperatures are taken of all staff and visitors on arrival. Any recorded higher than 37.5°c will have another 2 tests taken at 10 minute and 30 minute intervals. If this control is breached, then the individual is asked to leave the site and the area sanitised. A non-contact, laser probe is used with a spare batteries available on site, calibrated and used in accordance with the manufactures instructions. All Managers, staff, visitors, contractors or drivers using the welfare facilities, have to go through this procedure.</li><li>• Staff taking temperatures are trained and practice social distancing, masks are available.</li><li>• All persons on site enter through the reception area, with the exception of delivery drivers who only pass over paperwork to goods inwards, then return to the cab.</li><li>• Health questionnaires are completed for all staff, visitors and contractors in line with usual policy which includes Covid-19 contact signs and symptoms.</li><li>• Hand gel is available inside the reception area. This is available throughout the site.</li><li>• Pens are in plentiful supply for signing in. Employees have their own individual pens.</li><li>• Employees are encouraged to travel to work alone.</li><li>• Additional signage will be needed in reception to remind visitors and office staff of the covid controls. This will in part be placed on the electronic notice in the reception area.</li><li>• The electronic touch pad to sign into site is part of the routine sanitizing of the site.</li><li>• No passing on stairways.</li></ul>	
<b><u>Office Staff</u></b>	
<ul style="list-style-type: none"><li>• Office staff are to be rearranged to avoid face to face working wherever possible.</li><li>• Employees are working from home, only attending site when unavoidable.</li><li>• Office staff use TEAMS, for communication, around the building and phones when necessary, avoiding movement around the site.</li><li>• Production meetings and shift meeting on TEAMS or by use of social distancing.</li><li>• Regular hand washing and use of hand sanitiser is in use.</li><li>• Hand sanitiser is to be provided on every desk.</li><li>• A clean desk policy is in use with desks sanitised at the start and end of the day. No hot desks are in use.</li><li>• Keyboards, phones printers and general office equipment is sanitised throughout the day by sprays or Drysan wipes.</li><li>• Office team will continue to have their own laptop, keyboard and phone this will avoid cross-contamination.</li><li>• The shared printer is to be cleaned on an hourly basis and anti-bac wipes are to be kept close by.</li><li>• Flexible working and staggered start and finish times are operational.</li><li>• Office touch points are cleaned every hour.</li><li>• WC's and communal areas are cleaned every hour.</li></ul>	

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## Reception and Offices



- One person at a time to use the kitchen and this is being cleaned before and after use.
- The doors to the kitchen are wedged open.
- No passing on the stairways.
- Additional routine sanitising is required as the office is now part of the one way traffic route.
- Additional sanitising is required of the shared equipment, printers, photo copiers, coffee rooms etc.

### Additional controls as of 3<sup>rd</sup> September 2020

- The Finance and QA office will need to be re-arranged to allow free movement around the desks to give a 2 metre gap between desks.
- A Perspex screen is required between desks to allow face to face working.
- Fire Marshals are to be briefed to remove all door wedges in the event of an alarm or alternatively consider automatic door releases.
- Notice to be placed on stairway only use handrail when necessary.

<b>Assessor</b>  <b>Name:</b> Simon English  <b>Date:</b> 3 <sup>rd</sup> September 2020	<b>Approved by and verification actions completed</b>  <b>Name:</b>  <b>Position:</b>  <b>Signature:</b> _____ <b>Date:</b> _____	
<b>Residual risk factor after measures taken</b>  Extremely <input type="checkbox"/> Frequent <input type="checkbox"/> Slight <input checked="" type="checkbox"/>	<b>Risk Score</b> <b>A3</b>	<b>To be reviewed daily</b>