

Risk Assessment 2- Covid-19- Newbury Production



Location Bart Ingredients 300 West New Greenham Park Newbury Berkshire RG19 6HN	Date 18 th May 2020
Assessor Simon English – Envesca Limited	
Hazard Covid-19	
How harm can occur <ul style="list-style-type: none"> • Direct or indirect contact with Coronavirus 	
Persons at Risk <ul style="list-style-type: none"> • Employees • Visitors • Contractors 	

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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Risk Factors

Risk factor before controls are in place Extremely <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> Slight <input type="checkbox"/>	Risk score A1
Control measures in place <u>General production staff</u> <ul style="list-style-type: none"> • The usual high standard of personal hygiene as expected in a high risk food environment is in place. • All staff had received food safety training with Covid-19 controls, at the end of March. • A risk assessment for high risk employees has been produced. This has highlighted: 1 x employee, who is self-isolating. 2 x employees with underlying health issues. These individuals are working from home as far as reasonably practicable. Only attending site on an infrequent basis. • More time has been given to employees to sign in, and have temperatures taken. This will encourage social distancing .One employee at a time in reception. • Staggered breaks are taken and organised by the line leaders. • Additional space has been provided to take breaks. • Social distancing is monitored by line leaders and management during breaks. • Additional hand sanitiser is available throughout the site. • Staff are asked if they have symptoms or contact, on arrival to the site. • Health forms have been reviewed, including return to work, holiday, new starter, and visitor. • Staff numbers are as follows at this level social distancing is achievable throughout the site: 25 AM shift 15 PM shift. 9 Admin/management. No employees with a disability have been identified on site. • 3 x mental health/wellbeing officers are available. • Any emergency procedures will be dealt with as per a dynamic risk assessment taken at the time. • Any risk to life emergency (first aid, fire) will be dealt with, hand washing and sanitising after the event, as per government instruction 11th May 2020. <u>Production</u> <ul style="list-style-type: none"> • Social distancing is practiced at the hand wash and PPE stations. Middle sinks in the bank of 3 sinks have been placed out of use. • The production area has been set up as one user/operator for each operation. • New lines set up in the cold fill room and spice room are set up to observe social distancing and avoiding face to face working. Masks and gloves are available for use. This is overseen by the head of site and production managers. • Staff were seen practicing hand washing, social distancing, and no crossover of staff during production. • Management of the production area in regard to covid-19 controls are good. Usual high standard of hand washing is in place. • Staggered breaks are taken. Lines are stopped so that the team on a line are not mixing with other teams during breaks. • Constant cleaning is in place as per a high risk food production facility. Attention is paid to hand rails and machine controls. Table and benches sanitised minimum 3 times per shift. • PPE is cleaned, changed and used throughout the shift. • Areas seen today were: Sachet room. Spice room, 	

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<p>Bottling lines Hot room/ cooking rooms Ingredient preparation areas. General production areas.</p> <ul style="list-style-type: none"> • Separate tables and lines are in use to encourage social distancing and to remove face to face working. • On-site maintenance and engineering is under taken by a 2 man team, working in separate areas. On the rare occasion that they are required to work in an enclosed space, or to 2 man lift, face masks are used. • Chemicals in use for cleaning are: Riga san 66% alcohol gel is used for hand and hard surface sanitising. Medi live, ecolab gel for hand sanitising Dry san, oxy wipes, hard surface wipes. • Masks and gloves in plentiful supply at the time of inspection. • The site was being constantly cleaned using a sanitiser with a minimum three times per shift. • Production offices warehouse and general production areas are well ventilated. Additional ventilation is being installed in the spice room/ sachet room. • All team questions today were aware and observing controls. All were happy with the controls for their safety. 		
<p>Assessor</p> <p>Name: Simon English</p> <p>Date: 18th May 2020</p>	<p>Approved by and verification actions completed</p> <p>Name:</p> <p>Position:</p> <p>Signature: Date:</p>	
<p>Residual risk factor after measures taken</p> <p>Extremely <input type="checkbox"/> Frequent <input type="checkbox"/> Slight <input checked="" type="checkbox"/></p>	<p>Risk Score A3</p>	<p>To be reviewed daily</p>