

Risk Assessment 3- Covid 19- Newbury Reception and Offices



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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Reception and Offices



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 Reception <ul style="list-style-type: none">• The reception area has a number of signs on the outside doors and inside walls advising of onsite controls.• Only business critical visitors, are allowed on site.• 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.• Staff taking temperatures are trained, and practice, social distancing.• 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• Health questionnaires are completed for all staff, visitors and contractors in line with usual policy which includes Covid-19 contact signs and symptoms.• Hand gel is available outside and inside the reception area. This is available throughout the site.• The reception telephone will have the handset removed and a notice placed on the desk to push the button marked hands free.• Pens are in plentiful supply for signing in. Employees have their own individual pens.• The reception area is cleaned 3 times per shift with sanitiser.• Employees are encouraged to travel to work alone; car sharing at this time is not encouraged. Any employees traveling together are kept to one team at work as far as reasonably practicable. Office Staff <ul style="list-style-type: none">• Offices have been rearranged to avoid face to face working.• Employees are working from home, only attending site when unavoidable. Only one team member from each department on site and any time.• Office staff use TEAMS, for communication, around the building and phones when necessary, avoiding movement around the site.• Production meetings and shift meeting on TEAMS or by use of social distancing.• Hand washing and use of hand sanitiser is in use.• Hand sanitiser is available on every desk.• A clean desk policy is in use with desks sanitised at the start and end of the day. No hot desks are in use.• Keyboards, phones printers and general office equipment is sanitised throughout the day by sprays or Drysan wipes.	

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Assessor Name: Simon English Date: 18 th May 2020	Approved by and verification actions completed Name: Position: Signature: Date:	
Residual risk factor after measures taken Extremely <input type="checkbox"/> Frequent <input type="checkbox"/> Slight <input checked="" type="checkbox"/>	Risk Score A3	To be reviewed daily