

**GENERIC RISK ASSESSMENT FORM**

Department: Petre Rd.	Site: Clayton Park Bakery	Reference No:
Activity Department measures for the prevention of Coronavirus contamination between staff	People at Risk: All Staff in the department	
Assessor(s): R. Gill	Date: 06/04/2020	Review Date: 05/05/2020
Accidents / Incidents in Previous 12 months: none. Controls for smoking point added 06/04/20		

Hazard, Hazardous Event and Expected Consequence	Assessment of Risk Before Control Measures			Control Measures	Residual Risk After Control Measures			Additional Measures Required	Residual Risk After Additional Measures			Additional Measures Actioned YES / NO
	L	C	R		L	C	R		L	C	R	
Staff with Coronavirus entering the dept.	4	4	16	All staff are checked on entry to the site for temperature by supervision; any person with a temperature 37.8C or above is sent home to self- isolate.	2	4	8	Face shield allocated to person taking temperatures				
Contamination/ infection when entering or leaving through the changing rooms from close contact with others.	2	4	8	Supervisors control the flow of staff through the changing room allowing one person into a section at a time	2	4	8	.				
Infection/contamination due to the lack of social distancing when working in the site.	3	4	12	<u>Low Risk Production</u> Machinery operations allow for sufficient spacing for staff- unavoidable face to face working on the CR2 pie line gives 1.2 metre clearance between the operators	2	4	8	Supervisors to monitor staff compliance with the distancing in production areas.				

Cook area uses both end cook pans to give sufficient separation to operatives

Smartline operators are separated sufficiently. 2 staff removing products from the line are separated by a 1.2 metre table

High Care Production

Flow wrap line allows sufficient spacing between operatives

Staff packing pies use separate tables with sufficient spacing between them.

One oven operative removing products from the ovens has a minimum 2 metre space around them.

Office Areas

A number of staff are working from home allowing good spacing throughout the offices.

Sanitiser available at office entrance doors

Regular cleaning of frequently contacted surfaces in the offices & corridors.

Disposable gloves issued for cash handling..

Warehouse

2 staff work in separate aisles; only one person in the office at any time.

No direct contact with delivery drivers, no paperwork signing.

FLT controls sanitised before each use.

Supply PPE for all face to face tasks if guidance changes.

				<p><u>Canteen</u></p> <p>Majority of chairs removed from the tables giving 1 &amp; 2 persons to a table; maximum of 8 staff at any time.</p> <p>Hand wash &amp; sanitising facilities in place</p> <p>Sanitising wipes placed for vending machine cleaning.</p> <p>Regular cleaning of frequently contacted surfaces in the canteen and stairs leading to canteen.</p> <p><u>Delivery Drivers</u></p> <p>Temperature checking on entry to this site</p> <p>One driver allowed access to office at a time.</p> <p>Vehicle sanitisation of contact points before use.</p> <p>No paperwork signing at delivery points.</p> <p>Driver checks delivery point for safe access-i.e. number of customers in the store.</p> <p>Disposable gloves issued for cash handling..</p> <p><u>Smoking area outside gates</u></p> <p>2 metre boxes marked out on the floor for smoking point users. 1 person per box.</p>					Monitor staff at the smoking point for compliance with distancing in the marked areas.				
Contamination from hands and from touching face.	<b>3</b>	<b>4</b>	<b>12</b>	<p>Regular hand washing/changing of disposable gloves continues as per food hygiene standards.</p> <p>Staff instructed through Food Safety training not to touch their face and to wash hands immediately if they do.</p>	<b>2</b>	<b>4</b>	<b>8</b>	<p>Recommend all staff wash hands every 30 minutes throughout the work shift</p> <p>Recommend that all frequent contact surfaces/control panels etc. are sanitised every 30 minutes in all areas including offices.</p>					

Contamination from workwear/use of other staff's workwear	2	4	8	All workwear coats/trousers are changed at the end of the shift and sent for laundering.	1	4	4	Recommend coat hooks are numbered for each individual staff the have their own hook.				
Vulnerable staff – exposure to risk of infection/contamination from close contact with other staff	4	5	20	Vulnerable staff member working in Low risk production works in isolation on the traywash and in the loading bay using the jet washer.	3	5	15	Determine how & where breaks are taken e.g own car Possibility of single person use of the disabled toilet facilities. Instruct/brief other staff not to approach within 2 metres. VP to ask staff not to approach closer than 2 metres to maintain his own safe distance.	2	5	10	

Additional Measures Required	Responsibility	Completion Date	Completed	Communicated to Staff

**Likelihood** 1 - Very Unlikely 2 – Unlikely 3 - Fairly Likely 4 – Likely 5- Very Likely

**Consequences** 1 - No injury 2 -Minor Injury 3 -Moderate Injury 4 - Major Injury 5 – Death

**Risk Ratings** 1 – 8 Low Risk 9 – 15 Medium Risk 16 -25 High Risk