

Fine Foods International (Manufacturing) Limited

Chiltern Park, Dunstable, LU5 4LT

Location: FFI(M)

Title : FFI Corona Virus Risk Assessment	Date of Assessment : 11/01/2021	Risk Assessor : Adam Phillips
Risk Assessment Reference : Corona Virus	People involved in making this assessment : Ceri Smith, Adam Phillips, Austin Sugarman, Jenny Breadmore, Gerald Annetts	
Task/ Process : All Areas	People at Risk : Employees, Contractors, New and Expectant Mothers	

Hazard : Uninformed staff Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures:

1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance. On notice boards and in rest rooms.
2. Every member of staff has been fully briefed to ensure they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. NHS and Public Health warning posters displayed throughout the premises.
4. A shop floor rep now attends all Covid 19 meeting.
5. Covid 19 is on the Agenda for the Health and Safety and Employee Forum Meeting Agenda's. Covid 19 is discussed at both the operations meetings at 08:30 (Recorded) and 13:15 each day. Covid 19 is discussed at the Heads Of Department meetings (Quarterly)
6. Each room has been reviewed and our best reasonably practicable numbers per room has been decided. Signage in place. Masks must be worn if not protected by screens.
7. Staff Agency agreement in place including to the best of their abilities they are not sending people with symptoms or who know they have the virus to us
8. PF004 Visitors form. Now includes whether people have travelled abroad Action Taken
9. Single Mask use will be enforced if we have a positive case contracted from the factory
10. If someone has a cough or suspected temp we put them in a room on their own 'quarantine'. One person takes their temperature (wearing for PPE including face shields – because of the eyes), repeated after a period of time and take their temperature again, if it is high, they get sent home.
11. Face visors have been issued with a briefing stating that if you work within 1metre for more than two minutes you must both wear a visor, in addition to a face mask.
12. Staff must wear a mask whenever they are moving around the building and if you see someone not adhering to this, you should tell them.
13. Any staff member who deliberately fails to follow the Company's rules on safe working procedures, including the current COVID-19 procedures, disciplinary action may be taken, which could lead to dismissal.
14. Staff aware If you are in any doubt about the rules and procedures, please ask your line manager or Adam Phillips.

Hazard : Passenger and goods lifts The enclosed space within the lift creates a risk of potential contamination through coughing and sneezing and contact with internal surfaces and controls.

Control Measures:

1. We have no lifts

Hazard : Food & Drink Preparation Areas Potential risk or transfer of virus through cross contamination

Control Measures:

1. Staff briefed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
2. Staff briefed that when spills of food or liquids occur they are cleaned straight away and work surfaces are left in a clean and sanitized condition. Blue paper and chemical spray in each kitchen or canteen
3. Advised to use their own drinking mugs and glasses to prevent cross contamination. Disposable cups/plates and cutlery in place and available (No Glass allowed downstairs)
4. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Wash their hands thoroughly before using these facilities. As per point 12 on PR001
6. The microwave oven should be left in a clean condition and wiped out after use. Monitored by QA and cleaned by Ecoclean cleaner
7. Put half eaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
8. To thoroughly wash crockery and cutlery after each use to put them away.
9. Single use paper tissues are also provided.
10. A dishwasher is available for upstairs office staff and must be used to thoroughly clean crockery and cutlery. Alternative is to use the disposable items.
11. Hand Sanitiser is available outside each kitchen/rest room
12. Door foot opening device on canteen door
13. Staff briefed to only sit in the designated table spaces and use the training room with up to four people. Screens in place to ensure safe eating and drinking.
14. All staff that can work from home effectively are working from home
15. Tea breaks staggered
16. (Tasting Room) A separate tasting set is prepared for each tasting participant or
17. (Tasting Room) A single infusion will remain, but each taster will fill his own spoon or beaker without contacting the tasting material
18. Common touch stickers are in place.
19. Each room has been reviewed and our best reasonably practicable numbers per room has been decided. Signage in place. Masks must be worn if not protected by screens.
20. Canteen left open overnight for ventilation.
21. Staff must wear a mask whenever they are moving around the building and if you see someone not adhering to this, you should tell them.
22. Bin Lids where practicable have been removed,

Hazard : Communal facilities, entrance, toilets, stairs. etc Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures:

1. Door Handles and contact areas cleaned more often
2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS and Public Health hand washing advice posters displayed.
3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.
5. Staff advised that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
6. Staff are required to ensure that coats, scarfs and other outdoor items are stored separately within coat cupboards avoiding contact with other people's personal items.
7. All staff that can work from home effectively are working from home
8. 2M briefing completed with all staff
9. Air Dryers switched off
10. Signage in each toilet cubicle stating hands must be washed
11. Briefing on visors must be worn if working less than a metre for more than one minute with a mask.
12. Common touch stickers are in place.
13. One tap blocked of in each in each of the 4 toilets. Signs installed, Email brief has been sent out.
14. More coat pegs have been made available, Signage now in place stated to use personal lockers when possible, if not ensure coats are spread out to allow them not to touch others. Including Warehouse
15. Each room has been reviewed and our best reasonably practicable numbers per room has been decided. Signage in place. Masks must be worn if not protected by screens.
16. Smoking hut bench removed and new social distancing actions in place
17. Additional hand sanitiser stations installed
18. More notices up keeping the awareness of Covid 19 up to date
19. Staff must wear a mask whenever they are moving around the building and if you see someone not adhering to this, you should tell them.

Hazard : Waste Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures:

1. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.
2. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home. Hands should then be washed. As per point 30 of PR001,

4. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Waste bins are provided at employee desk areas and within kitchen areas.
6. Briefing on visors must be worn if working less than a metre for more than one minute with a mask.

Hazard : Smoking shelters Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

Control Measures:

1. Smoking tobacco or e-cigarettes is confined to a dedicated external smoking shelter.
2. Staff advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.
3. Smoking Area extended to allow 2 metres distancing, New Stand up smoking bench with perspex installed. Two additional benches available for one person to sit. Additional Smoking butt bins installed.
4. Tea Breaks Staggered
5. Common touch stickers are in place.

Hazard : Meeting rooms Potential risk or transfer of virus on account of close contact with other persons.

Control Measures:

1. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible.
2. Staff using Conference and meeting rooms instructed to follow Govt advice and maintain a 2m separation distance.
3. Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors.
4. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required.
5. Masks must be worn if 2m can not be possible
6. Briefing on visors must be worn if working less than a metre for more than one minute with a mask.
7. Each room has been reviewed and our best reasonably practicable numbers per room has been decided. Signage in place. Masks must be worn if not protected by screens.
8. If individuals prefer, internal contact should be via email, telephone, video conference where possible.
9. Meeting Rooms should only be used for essential face to face meetings which are not possible on Video Conference systems.

Hazard : Workstations, IT and telephony equipment Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

Control Measures:

1. Staff instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross contamination.

2. Staff instructed that they should not use each others IT equipment, to prevent accidental cross contamination.
3. Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided.
4. Briefing that visors must be worn if working less than a metre for more than one minute with a mask.
5. Common touch stickers are in place.

Hazard : Close contact Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided
4. Masks must be worn when in close proximity of another member of staff
5. All staff briefed to not stand next to someone where possible
6. Staff working from home where possible (Effectively)
7. Post Man and delivery drivers not allowed up stairs
8. Not signing majority of warehouse delivery paperwork
9. Non-essential training postponed
10. Office layouts changed to ensure 2m distance or screens in place
11. Briefing on visors must be worn if working less than a metre for more than one minute with a mask.
12. Full set off PPE is now next to the first aid box. All first aiders have been briefed on this.
13. Common touch stickers are in place.
14. Each room has been reviewed and our best reasonably practicable numbers per room has been decided. Signage in place. Masks must be worn if not protected by screens.
15. If individuals prefer, internal contact should be via email, telephone, video conference where possible.
16. Staff must wear a mask whenever they are moving around the building and if you see someone not adhering to this, you should tell them.

Hazard : Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures:

1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.

2. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided.
3. Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
4. Staff instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.
5. Hand Sanitiser in 8 locations
6. Briefing on visors must be worn if working less than a metre for more than one minute with a mask.

Hazard : Cleaning and hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). Contract cleaning staff have been increased in line with the increased cleaning regimes.
2. Suitable disinfectant cleaning products are used by the contracted cleaning staff.
3. A colour coded cleaning system is used by cleaning staff, to prevent cross contamination of surfaces.
4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
5. Staff are required to report anything contaminated or spilt that requires cleaning.
6. Briefing on visors must be worn if working less than a metre for more than one minute with a mask.

Hazard : Vulnerable employees Vulnerable employees with existing health conditions are at a higher risk of contracting Covid-19, which may have a significant increased adverse affect on their health and wellbeing.

Control Measures:

1. In accordance with Govt. policy staff who are in the vulnerable and high risk categories are allowed on the premises, as long as government guidelines are being followed
2. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working or furlough in accordance with Govt. policy are taken on a case by case basis.

Documents Associated with this Risk Assessment:	
Review Date : 08/10/2020	Reviewer : Adam Phillips