



General Risk Assessment Form

Assessment title:	Covid 19 Site Risk Assessment	Ref No:	RA G 9				Overall Risk – Low, Med, High, Extreme	Medium – every 1 year
Location:	Pukka Pies	Date Created:	18/5/2020					
Assessment Date:	18/5/2020	Risk assessment completed by:	Kath Mackinnon					
Description of Activity / Area / Machine to be assessed			Review every	6 Months	1 Year	2 Years	3 Years	Other (state)
Site entrances/ all offices/ canteens and production areas			Relevant Specific Assessments / Procedure					
				Required Yes/No	Completed Yes/No	Ref No		
			COSHH	No	No			
			Manual Handling	No	No			
			ART assessment	No	No			
			SSOW	No	No			
			Other please state	No	No			
Likelihood	Severity		Risk Rating					
1. Most unlikely (Hasn't happened before) 2. Unlikely (Rare occurrence) 3. Likely (Has before, will again) 4. Most likely (Occurs frequently)	1. Minor injury e.g. scratches. No lost time likely.		1	2	3	4	Reinforce good practices and continue to monitor	
	2. Slight significant injury e.g. sprains, bruises, lacerations. – first aid treatment required may cause up to 7 days		2	4	6	8	Monitor control measures for continued effectiveness	
	3. Serious injury e.g. temporary disability or resulting in a 7 day injury (RIDDOR)		3	6	9	12	Improve or increase control measures	
	4. Major injury or Death		4	8	12	16	STOP the work and improve or increase control immediately	

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No	Hazard How could you get hurt doing this activity/task?	What would the injury/illness be?	Who could be harmed?	What Control Measures are there already in place to prevent the injury or illness?	Risk rating with controls in place		
					L	S	RR
1	Entering site via pedestrian site entrance	Serious illness or death from coming into contact with others infected with Covid-19	Employees, Visitors, Contractors	<ul style="list-style-type: none"> - Social distancing signs have now been placed on the fence to remind visitors and employees of the 2 metre gap - Contractor / Visitor procedure implemented with pre-screen questionnaire 	2	4	8
2	Entering Offices and reception area	Serious illness or death from coming into contact with others infected with Covid-19	Employees, Visitors, Contractors	<ul style="list-style-type: none"> - Social distancing signs have been placed around the offices and reception area. - Security speak through plastic screen when speaking to contractors/ visitors and delivery drivers - Visitor / Contractor questionnaire has to be completed before site visit - Only essential visitors and contractors are allowed on site - Individual offices assessed for size : Signage has been placed on all entrance doors to offices/ meeting rooms confirming maximum number of people allowed - Provision of sanitiser wipes and sanitiser in office areas to encourage cleaning of workstations before and after use - Side to side working where possible - Fixed teams in departments - Cash handling has been minimised and contactless payment is encouraged 	2	4	8
3	Entering Canteens	Serious illness or death from coming into contact with others infected with Covid-19	Employees, Visitors, Contractors	<ul style="list-style-type: none"> -Number of Tables have been reduced to allow 2 metre gap - Another break out area has been set up in the display area - Access to canteens restricted at certain times for bakery staff only - Each table only has 2 chairs. Numbers have been restricted 2 per table - One-way system to approach counter - Posters ref social distancing - Office staff no longer allowed to walk through canteen as a cut through. - Cleaning of the canteen furniture following use 	2	4	8
4	Walking through corridors	Serious illness or death from coming into	Employees, Visitors, Contractors	<ul style="list-style-type: none"> - Frequent hand touch point areas such as all door handles and handrails are cleaned regularly throughout the day - 2 metre social distance markers added to walls 	2	4	8



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		contact with others infected with Covid-19		<ul style="list-style-type: none"> - Increased number of hand sanitiser points - Provided guidance on hand washing - Employees encouraged not to congregate in passageways if passing is unavoidable 			
5	Toilets	Serious illness or death from coming into contact with others infected with Covid-19	Employees, Visitors, Contractors	<ul style="list-style-type: none"> - Alternate taps switched off - Posters on rear of doors asking people to stay in cubicles until sink becomes free 	2	4	8
6	Factory	Serious illness or death from coming into contact with others infected with Covid-19	Employees, Visitors, Contractors	<ul style="list-style-type: none"> - Temperature checks are taken at the start of each shift to ensure below 37.8 degrees - Entrances into High Risk and Low risk now have people stationed to spray hands with sanitiser when entering and exiting. - Number of taps reduced at hand washing stations - Floors marked in high traffic areas - Visors and face masks provided for employees - Staggered start & finish times - Fixed teams - Screens installed on production lines to provide a barrier to minimise contact - Manual packing lines slowed down in High Risk - Restructured how pastry is packed to improve social distancing - Stringent hygiene of factory environment nightly. Introduced fogging of factory environment with sanitiser. - Individual bags have been issued for Low Risk to store overalls in to minimise cross contamination 	2	4	8
7	Outdoor seating areas	Serious illness or death from coming into contact with others infected with Covid-19	Employees, Visitors, Contractors	<ul style="list-style-type: none"> - Picnic tables provided - Benches provided - Limited numbers per table. Posters on picnic tables - Increased staggered break times - Extended break times to help with social distancing - Employees able to sit in cars to eat food - Office staff allowed to eat at desks 	2	4	8
8	Delivery of goods into site	Serious illness or death from coming into contact with	Employees Contractors	<ul style="list-style-type: none"> - Porta loo provided for drivers to use so do not need to come inside the premises - Delivery drivers are to maintain social distancing with employees at all times 	2	4	8



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		others infected with Covid-19					
9	Van Sales/ HGV drivers	Serious illness or death from coming into contact with others infected with Covid-19	Employees Members of the public	<ul style="list-style-type: none"> - Provided with hand sanitiser in vehicles - Face coverings are provided where van drivers deliver to a multitude of chip shops - Drivers are instructed to clean their vehicles before and after use 			
10	Despatch drivers	Serious illness or death from coming into contact with others infected with Covid-19	Employees	<ul style="list-style-type: none"> - Vehicle keys placed in plastic bags to prevent handling by employees 			
11	Meetings	Serious illness or death from coming into contact with others infected with Covid-19	Employees, Visitors, Contractors	<ul style="list-style-type: none"> - TEAMS is now being used for meetings, instead of face to face - All non-essential meetings have been cancelled - Meeting room posters displaying numbers allowed in each meeting room 	2	4	8
12	Procedures for Covid 19	Serious illness or death from coming into contact with others infected with Covid-19	Employees, Visitors, Contractors	<ul style="list-style-type: none"> - Guidance provided for contractors/ visitors/ ad hoc visitors/ delivery/ collection drivers/ media - There has been regular communication of company changes due to COVID-19, during the pandemic - Government and internal guidance has been used for briefings and display - We keep up to date with Government guidance and update our procedures to reflect the changes. - Employee forum and safety reps have been consulted on changes and this risk assessment has been shared internally. - Procedure issued if person becomes unwell and follow stay at home guidance - A Covid 19 senior management committee has been established - Training has been minimised and where possible, conducted online - We have engaged our agency providers with these arrangements 	2	4	8
13	Working from home	Serious illness or death from	Employees	<ul style="list-style-type: none"> - Colleagues that can work from home are working from home - DSE risk assessments completed for home workers 	1	4	4



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		coming into contact with others infected with Covid-19		- Equipment provided where needed - Regular contact with those working from home by phone and team calls			
14	Work related travel-pool cars	Serious illness or death from coming into contact with others infected with Covid-19	Employees	- Work related travel is kept to a minimum - Touch points in pool cars are sanitised before and after use, where there are multiple drivers	1	4	4