**Covid-19 Risk Assessment**

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| **Company Name** | Mila |
| **Location/Address** | Brunel Close, Daventry, NN11 8RB |
| **Number of employees** | 75 |
| **Date of Risk Assessment** | 18/05/2020 |
| **Risk Assessment completed by** | Joe Montague |
| **Up to date contact details held for all staff?** | Yes |
| **Sector Specific Government Guidance Used for the Risk Assessment**  ***See further links at relevant sections of the document*** | <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses> |

This document will be reviewed in the following circumstances:

* the guidance changes or other guidance becomes available
* there are significant changes in the workplace including its processes, layout or operating systems/methods
* there are significant changes in occupancy numbers or types i.e. the introduction of vulnerable/extremely vulnerable people
* concerns or complaints are raised by the workers or our visitors

**Review Log**

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| Review Date | Reason for Review | Reviewed by: |
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**What is Covid 19**

COVID-19 is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.  Older people, and those with some underlying medical problems are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it’s important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments.

**Symptoms**

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.Most common symptoms are fever, dry cough and tiredness.

Less common symptoms include:

* aches and pains.
* sore throat.
* diarrhoea.
* conjunctivitis.
* headache.
* loss of taste or smell.
* a rash on skin, or discolouration of fingers or toes.

Serious symptoms:

* difficulty breathing or shortness of breath.
* chest pain or pressure.
* loss of speech or movement.

Seek immediate medical attention if you have serious symptoms.  Always call before visiting your doctor or health facility. People with mild symptoms who are otherwise healthy should manage their symptoms at home. On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

**Personal Prevention**

To prevent infection and to slow transmission of COVID-19 in all situations (work and domestic), do the following:

* Wash your hands regularly with soap and water or clean them with alcohol-based hand rub
* Maintain at least 2 metres distance between you and other people
* Avoid touching your face.
* Cover your mouth and nose when coughing or sneezing
* Stay home if you feel unwell
* Refrain from smoking and other activities that weaken the lungs
* Practice physical distancing by avoiding unnecessary travel and staying away from large groups of people

**Company Policy**

It is our policy to ensure that any risks to our workers, visitors, customers and clients associated with Covid 19 are minimised through taking sensible and pragmatic control measures. In doing so we will endeavour to follow relevant government advice. Many of the control measures referred to and introduced as a result of this risk assessment are behavioural. We expect our employees and visitors to respect and follow any procedures and rules and report those that are not. Unlike other health & safety risks, employees behaviours outside the workplace could seriously undermine our controls and put colleagues at risk of serious illness or death. We believe it is reasonable therefore to expect all employees to familiarise themselves with and follow all relevant government advice at all times including outside work. This is a civil duty for all of us. Please help us to trade safety.

| **Government Guidance** | **What action will be taken to achieve compliance (examples of how to comply have been included – these need to be retained, deleted, changed or extended where relevant)** | **Action Completed/**  **Date** | **Is this considered to be enough or is further action required?** | **Action completed/ Date** |
| --- | --- | --- | --- | --- |
| **Prioritise home working** | | | | |
| **Objective: That everyone should work from home, unless they cannot work from home.**  What this means: All those that can work from home have been identified and enabled to do so | * All office-based staff set up for home working * Face to face meetings replaced with video conferences or phone calls | March 2020  March 2020 | Sufficient  Sufficient |  |
| Ensuring that homeworkers are safe | * Provision of portable IT equipment * Working from Home Health & Safety Guidelines circulated to staff. * Remote support/contact via line managers | March 2020  March 2020  Ongoing | Sufficient  Sufficient  Sufficient |  |
| **Protect people who are at higher risk** | | | | |
| **Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.**  What this means: All reasonable steps have been taken to identify and protect employees who are clinically vulnerable and extremely clinically vulnerable (see below for links to relevant category guidance)  <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  Wherever possible steps will also be taken to identify those employees who live with people who are extremely clinically vulnerable and adopt measures to protect them | * Company does not hold information of clinically vulnerable and clinically extremely vulnerable employees. * Communication to be sent to all employees pointing to the relevant guidance and encouraging them to inform us if they fall into either and which category - now or if they do so in the future due to new personal health information/diagnosis * In respect of those employees that fall or think they may fall into the extremely clinically vulnerable ask them if they have received a letter from the NHS or if not encourage them to contact their GP. Treat these groups equally regardless of receipt of a formal letter from NHS * Ensure that all employees that fall into either category have read, understand and commit to following the relevant guidance * Facilitate homeworking for all those who fall into the extremely clinically vulnerable group and that the control measures for all homeworkers is followed * Ensure that any clinically vulnerable workers that cannot work from home can work safely (see “ensuring homeworkers are safe”. Where possible, employees falling in this category must be allocated the safest tasks which can be carried out complying with the 2 metre social distancing rule. If the 2 metre rule cannot be achieved at all times then a specific individual risk assessment will be undertaken to establish whether an acceptable level of risk can be achieved and how * Ask employees that live with people who are extremely clinically vulnerable to inform us so that appropriate measure can where possible be taken to assist them in protecting these people | 30/6/20  30/6/20  30/6/20  30/6/20  30/6/20  30/6/20 |  |  |
| **People who need to self-isolate** |  |  |  |  |
| **Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms**  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | * Ensure that all employees have read and understood the guidelines and commit to adhering to them * Enable workers to work from home while self-isolating wherever possible * Ensure managers are clear on any relevant processes e.g. sickness reporting and sick pay | 30/6/20  Ongoing  May 2020 | Sufficient |  |
| **Social Distancing at Work** |  |  |  |  |
| **Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites** | * Area/task analysis and redesign * Floor markings and signage * Staggered break times * Manage size of teams to the smallest number possible in relation to the workload * Staggered days off (employees at 80%) * Consider split shifts once number of employees on site makes 2m social distancing difficult * Restrict and specify maximum occupancy numbers in specific areas e.g. toilets, rest areas at any one time * One way pedestrian traffic areas * Improved visibility by keeping non fire doors open (always check with fire risk assessment to ensure that these are not fire doors which must remain closed at all times) * Replace face to face meetings with teleconferencing, telephone call or emails * Daily team briefings are socially distanced * Create additional space by using other parts of the building that have been freed up by homeworking working * Minimise the number of visitors including contractors to the site by only allowing essential visits and scheduling these accordingly * Arrange for contractors to undertake non-emergency work out of hours where possible * Ensure essential contractor work can be carried out under social distancing rules where out of hours working is not possible. * Where possible and safe, have single workers load or unload vehicles * Ask visiting drivers to stay in their vehicles providing safe to do so (access to welfare facilities must not be denied) * Discourage employees from using public transport or car sharing (unless the latter is with members of the same household) and provide additional parking or facilities such as bike-racks to help people walk, run, or cycle to work, where possible   *Note: Within reason accept breach of 2m rule in a genuine emergency situation e.g. fire evacuation* | May 2020  May 2020  May 2020  May 2020  May 2020  Ongoing  May 2020  May 2020  May 2020  March 2020  March 2020  As required  April 2020  As required  As required  April 2020  April 2020  April 2020 | Sufficient  Requires upgrading  Sufficient  Sufficient  Sufficient  Requires upgrading  Requires upgrading  Sufficient  Sufficient  Sufficient  Sufficient  Sufficient  Sufficient  Sufficient  Sufficient  Sufficient  Sufficient | 30/6/20 |
| Identify all remaining tasks and areas where, despite additional precautions a 2 m distance cannot be realistically achieved and prevent or mitigate risk  List these tasks/areas separately in this column below with the respective controls in column 2. Where the same solutions/controls are applicable then some can be grouped together | * Consider whether the task or area need to be continued/used. * Arrange people to work side by side or facing away from each other rather than face-to-face * Install screens to separate people from one another * Minimise the duration of any critical face to face time that cannot be avoided * Use a consistent pairing system if people must work in close proximity, for example, during two-person working * Increasing the frequency of hand washing and surface cleaning | May 2020  May 2020  30/6/20  May 2020  May 2020  May 2020 | Sufficient  Further action  Further action  Further action  Further action |  |
| **Areas** |  |  |  |  |
| Area 1: Packing bench area | Floor marking & signage. Division of picking and packing tasks. Defined routes and parking spaces for picked and empty picking barrows. | May 2020 | Further action |  |
| Area 2: Production | Floor marking and signage. As additional staff are unfurloughed, use of other areas, e.g. Goods In QC area. Change of process from paired to single working. | May 2020 | Further action |  |
| Area 3: |  |  |  |  |
| Area 4: |  |  |  |  |
| Area 5: |  |  |  |  |
| **Activities** |  |  |  |  |
| Activity 1: |  |  |  |  |
| Activity 2: |  |  |  |  |
| Activity 3: |  |  |  |  |
| Activity 4: |  |  |  |  |
| Activity 5: |  |  |  |  |
|  |  |  |  |  |
| **Keeping the Workplace Clean and Reducing the Risk of Contamination from Surface Contact** | | | | |
| **Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces**  What this means: All reasonable steps have been taken to avoid or reduce personal contact with surfaces. Where contact cannot be avoided appropriate cleaning and hygiene systems will be introduced to minimise the risk of transmission | * Identify and list all common touch points * Deactivate touch-based security devices such as sign in tablets * Leave non-fire doors open * Allocate sufficient equipment to employees and request “ownership/responsibility” to avoid the need to share * Remove non-essential equipment * Ask staff to bring in and use own recyclable drinking bottles and cutlery * Where sharing equipment cannot be avoided minimise the number of people sharing * Twice daily cleaning of parts of equipment that are touched * Clear workspaces and remove waste and belongings from the work area at the end of a shift * Provision of sufficient handwashing facilities * Provision of hand sanitiser stations * Signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into an arm if a tissue is not available * Provision of regular reminders and signage to maintain hygiene standards * Clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible * Enhanced cleaning for all busy areas, toilets, washrooms, canteens, kitchens, rest areas * Provision of additional waste facilities and more frequent rubbish emptying * Provision of paper towels as an alternative to hand dryers * Specific cleaning arrangements are in place for an area where a case of infection is suspected in line with government guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | April 2020  May 2020  31/5/20  May 2020  May 2020  May 2020  May 2020  May 2020  May 2020  May 2020  May 2020  May 2020  May 2020  May 2020  May 2020  May 2020  May 2020  May 2020 | Sufficient  Sufficient  Sufficient  Sufficient  Sufficient  Sufficient  Sufficient  Sufficient  Sufficient  Sufficient  Further action  Further action  Further action  Sufficient |  |
| **Ensuring the mental health and wellbeing of our employees** | | | | |
| **Objective: To recognise that the disease can have mental as well as physical effects and ensure that these risks are openly discussed and wherever possible minimised** | * Ensure that our employees are consulted at every stage of this process and thereafter * Encourage anyone with concerns to report them and provide a forum for doing so * Keep employees informed at all stage of our actions, changes to procedures and reasons for them * Signpost Mila and on line resources and support | Ongoing  Ongoing  Ongoing  May 2020 | Sufficient  Sufficient  Sufficient  Sufficient |  |