



**Reviewed on 10<sup>th</sup> September 2020**

DATE	Reference No.	Company	Assessor(s)	Title/Role	
28/07/2020	ARA-01	Lovering Foods Ltd	Don Currie	External H&S Consultant from Arinite	
TASK/EVENT	Assessment of exposure to COVID-19 in the workplace			Persons Exposed	All staff

This risk assessment addresses the risk of being exposed to the coronavirus that causes COVID-19. It has been completed by the Consultant based on data recorded on an Arinite COVID-19 Audit form, which is attached. The hazard descriptions relate to the sections of that form. The Audit and Risk Assessment should be read in conjunction to UK Government Guidance document “Working safely during COVID-19 in offices and contact centres” published 11<sup>th</sup> May 2020 (updated 10<sup>th</sup> September 2020) (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>).

COVID-19 can result from exposure to coronavirus carried on airborne droplets or by touching a contaminated surface and then touching your face.



**PART A - Hazard Identification and Risk Assessment**

Ref	Hazard: when might exposure to coronavirus occur?	Potential Harm	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Person responsible	Target completion date
				Prob-ability	Severity	Risk Score		Prob-ability	Severity	Risk Score		
2.1	Exposure of <b>clinically extremely vulnerable</b> people to coronavirus	Fatality or debilitating illness	Currently there are no personnel in this category, but arrangements in place should situation alter.	1	5	5	Keep under review	1	5	5	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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2.1 - 2.2	Exposure of <b>clinically vulnerable</b> people to coronavirus	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	Personnel contacted and where declared themselves in this category worked from home until secure office established.  All on-site roles considered safe. Information provided on any self-isolation measures.	2	4	8	If situation changes, assess possible or likely risks to Homeworker(s) and implement protective controls where these are/might be significant, e.g., increased use of DSE for homeworking.	1	4	4	As above	Ongoing
2.4	Exposure to coronavirus of <b>people with protected characteristics</b> .	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	Personnel asked to self-declare, via private conversations, and stated no one currently in this category.	1	4	4	Guidance reviewed on workplace equality (e.g., <a href="https://www.hse.gov.uk/diversity/discrimination.htm">https://www.hse.gov.uk/diversity/discrimination.htm</a> ) to ensure all relevant categories of Protected Characteristics have been considered.	1	4	4	As above	Ongoing



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3.0	Exposure when <b>commuting, arriving at work or leaving work</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Work times staggered to reduce need for peak time travel and use of public transport.</p> <p>Staff encouraged to follow current guidance on use of face coverings and social distancing if using public transport.</p> <p>No vehicle sharing and personnel able to use own transport, walk, cycle or run to work.</p> <p>Design of the building, and the office open plan layout, likely to avoid congestion.</p> <p>Entry to the office via thermal imaging body scanner with process in place if alarm activates.</p> <p>Measures in place for observing and maintaining social distancing and regular handwashing and sanitisation.</p>	2	4	8	<p>Monitor &amp; Review: consider the control measures currently in place and ascertain continued effectiveness in maintaining the continued safety of all personnel. This includes ensuring that any changes in workplace or process does not present additional or increased risks, maintaining regular contact with personnel and encouraging reporting of any changes in health and wellbeing, providing any required support.</p>	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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3.2	Exposure when <b>moving around buildings</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>No non-essential movement around the building, or within office.</p> <p>Personnel follow signage for one-way directional travel and social distancing, with personal choice for wearing face covering in communal areas.</p> <p>Use of stairs encouraged, choice of use of lift available with observance of relevant protective measures e.g., by single person, hand sanitisation prior to entry and on exit.</p>	1	4	4	Monitor & review, as above	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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3.3	Exposure at <b>workplaces and workstations</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Allocated work teams from desks positioned side-by-side with protective screens in place.</p> <p>No hot-desking or sharing of individual work equipment - unless exceptionally necessary, and then only with cleaning and sanitising measures.</p> <p>Desks (and equipment, e.g., printer) positioned within demarcated zones as part of social distance markings throughout.</p> <p>Workstations, equipment, and frequently touched items, regularly sanitised.</p> <p>Controls include restricted numbers or access to certain areas, as indicated by displayed signage.</p>	1	4	4	Monitor & review as above	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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3.4	Exposure during meetings	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Meetings held via remote means where possible. If essential face-to-face meeting necessary, numbers restricted, time limited to 15 minutes, beyond which all participants must wear face coverings.</p> <p>Meeting rooms well ventilated, marked-out and seating arranged, to observe social distancing.</p> <p>Sharing of pens or other personal items not encouraged.</p> <p>Hand sanitiser provided and used by participants before and after meeting, or during if necessary. Disposable gloves also available.</p> <p>Signage displayed informing users of measure in place and to be followed.</p>	2	4	8	Monitor & review as above	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



3.5	Exposure in <b>common areas</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Separate Building Management measures in place for common areas social distancing and hand sanitisation.</p> <p>Use of shower facilities – a shared common area, discouraged.</p> <p>Break times staggered.</p> <p>Kitchen no longer accessed between 10.30 – 14.30. Kitchen Assistant hired to prepare/heat food, provide drinks and keep kitchen clean at all times. They will wear mask, gloves &amp; apron.</p> <p>Outside of these hours, use of microwave not permissible at all or the kettle before 14.30 to reduce the risk of contamination.</p> <p>Use of kitchen canteen area limited to one person at a time – no seating.</p> <p>Personnel encouraged to stay onsite, in office during breaks, and if not possible then maintain social distancing when elsewhere.</p> <p>Also, to practice strict hand sanitisation on entering or leaving the office and building as well as after eating, and regularly throughout day.</p>	1	4	4	Monitor & review as above	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing
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3.6	Exposure when responding to <b>accidents, security concerns etc</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>First aid and fire warden cover maintained. Procedures reviewed in relation to COVID-19. First Aiders aware of current CPR measures in line with Resus Council UK Guidance, and own persona H&amp;S measures whilst administering first aid, as per HSE guidance.</p> <p>Reported that no specific security implication or changes resulting from COVID-19 arrangements, however confirmation of exact, if any, arrangements in relation to bomb threats or malicious phone calls</p> <p>Awareness that in emergency, e.g., a fire, social distancing does not have to be maintained.</p>	2	4	8	<p>Procedures and actions required in event of bomb/terrorist threats or malicious phone calls have been reviewed. This has been saved to the "General Office" folder on shared drive where all personnel can access it.</p>	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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4.0 - 4.1	Exposure when <b>meeting contacts</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Visitor (customer, client) meetings suspended. If essential, an appointment made in advance. Social distancing, hand washing, and sanitisation measures observed on arrival.</p> <p>Record of arrival and departure of any visitor maintained at main building Reception (info available to assist with Test &amp; Trace)</p>	1	4	4	Monitor & review, as above	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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4.2	Exposure of <b>visitors</b> to site	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Essential services and contractors visit by appt, scheduled for weekends or out of hours (where possible) to reduce interaction risks.</p> <p>Informed of social distancing measures.</p> <p>All requested not to attend if they or anyone in their household 'bubbles' exhibiting signs of COVID 19.</p> <p>On arrival in building visitors/contractors register at main building Reception and hand sanitisation must be conducted. Sanitisation repeated on entry to office, before passing through, and after exiting, the thermal body scanner.</p>	1	4	4	<p>Currently limited occupants in building, but if this increases liaison required with Building Management, other occupants and Loving Foods to ensure no conflicting COVID-19 measures, and safety of all occupants' staff is maintained</p>	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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5.0 – 5.3	Exposure due to <b>unclean surfaces and items</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Common high touch points (in building and in Company office) have been identified and are regularly cleaned.</p> <p>Personal workstations, frequently touched items (e.g., desk phones) and surface regularly sanitised. As are certain areas and general equipment between use, e.g. office printing area.</p> <p>Clear desk routine in operation enabling cleaning contractor to conduct their waste removal and sanitisation regime</p> <p>Contract cleaners clean out of hours, following instructions provided on company produced cleaning instruction card.</p>	2	4	8	<p>Monitor &amp; Review: Consider the control measures currently in place and ascertain continued effectiveness in maintaining the continued safety of all personnel. This includes ensuring that any changes in workplace or process does not present additional or increased risks, maintaining regular contact with personnel and encouraging reporting of any changes in health and wellbeing, providing any required support.</p>	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing
5.0 - 5.3	Exposure <b>during cleaning</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Cleaners made aware of protocols for cleaning after a suspected COVID-19 case.</p> <p>Work environment ventilation enhanced by leaving doors open (main office doors considered main fire doors).</p> <p>Posters displayed promoting good handwashing technique</p>	2	4	8	<p>Monitoring main doors to office being wedged open – they are only open when office is fully manned during the day and closed at night.</p> <p>Hand cream provided in several areas of office to protect against dry skin.</p> <p>Personnel aware they</p>	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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			<p>and need for increased hand washing frequency.</p> <p>Also, as reminder to personnel on maintaining personal hygiene standards, e.g., regular hand cleaning, actions if coughing or sneezing and disposal of used tissues, etc.</p> <p>Hand sanitisation stations established in washrooms (as well as across office and personnel being provided with individual sanitisers)</p> <p>Social distancing and hygiene posters displayed in welfare facilities. Regular and deep cleaning regime in place.</p> <p>Employees encouraged to use paper towels to dry hands (no hand dryers installed).</p> <p>Contract cleaner general cleaning and sanitisation regime include deep cleaning and daily collection and disposal of waste.</p> <p>Doors remain open to aid ventilation.</p>				should report any personal reactions to sanitisers currently in use.					



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5.4	Exposure using <b>changing rooms and showers</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	Building communal shared facilities. Use by Company personnel was discouraged.	1	4	4	Monitor & review	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing
5.5	Exposure <b>handling goods, merchandise and other materials, and from onsite vehicles</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	Nominated delivery point within the office. Deliveries left and person receiving or checking delivered item(s) wears gloves – applying hand sanitiser before and after, having safely disposed of gloves.  Only emergency non-business (private) deliveries permitted.	2	4	8	Monitor & Review: Consider the control measures currently in place and ascertain continued effectiveness in maintaining the continued safety of all personnel. This includes ensuring that any changes in workplace or process does not present additional or increased risks, maintaining regular contact with personnel and encouraging reporting of any changes in health and wellbeing, providing any required support.	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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6.0 – 6.1	Exposure during use of <b>Personal Protective Equipment</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	Use of PPE not a normal requirement. Face coverings provided where individuals choose to wear at work, and use encouraged in line with government guidance on public transport or indoor areas, in mitigation of social distancing requirements.	1	4	4	Monitor & review as above	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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7.0 - 7.1	Increased exposure due to <b>working in groups</b> of varied constitution	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Staggered work times implemented, and personnel now work in fixed desk-teams.</p> <p>Areas where items could be passed between individuals identified and measures implemented, e.g., in-office drop-off point for deliveries, use of gloves and hand sanitisation measures to handle items, stationery store locked, and controlled by Office Manager, who distributes any required items to individuals.</p> <p>Record of desk-teams in attendance and any visitors maintained and can aid NHS Test and Trace requirements.</p> <p>Plan in place for COVID-19 outbreak, includes a WhatsApp Group for employee contact ability. Single Point of Contact (SPOC) is Technical &amp; Operations Director</p> <p>Personnel aware, relevant info within COVID-Secure Office Policy.</p>	1	4	4	<p>SPOC aware of Local Council contact to PHE Protection Team who must be informed first - <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></p>	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing





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7.2	Exposure due to <b>workplace travel</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Only work travel is direct commute to and from work. Personnel encouraged to follow guidance on use of public transport where used.</p> <p>No shared company or private vehicle usage.</p> <p>Where necessary to stay away from home on business, record maintained and individuals reminded to observe social distancing guidelines during stay. If not comfortable with arrangements may cancel trip.</p> <p>Exchange/sharing of documents restricted, e.g., work documents, making payments, etc. Hand sanitisation encouraged before and after handling documentation, and electronic signing or payment where necessary.</p>	1	4	4	Monitor & review	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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7.3	Exposure due to poor <b>communications, training and awareness</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Employees aware of current working procedures and kept informed of any alterations.</p> <p>Copy of COVID-19 Secure Office Policy emailed to individuals. Personnel also provided copy of the in-house COVID-19 Risk Assessment.</p> <p>Regular contact maintained with personnel. Support with any mental health issues would be provided for those requiring/ requesting it.</p> <p>Displayed signage provides clear information and guidance arrangements for working safely during COVID-19</p> <p>Considered that should the company be asked for details of their COVID-19 safe working practices; this information was available from arrangements currently implemented.</p>	2	3	6	Employees aware support always available in relation to mental health and wellbeing	2	3	6	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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8.0	Exposure from <b>inbound and outbound goods</b>	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Nominated drop-off point within the office. Area clearly labelled and demarcated, to observe social distancing.</p> <p>Items pre-booked where possible. No non-essential deliveries.</p> <p>Sanitisation equipment in place for use when handling goods or documents delivered.</p>	2	4	8	Monitor & review	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing
(Cont. 7.1.( 7.1.2))	Delayed response to local condition changes, e.g. local spikes or lockdown, resulting from no plans or information on personnel present within premises.	COVID-19 illness contracted by employees, co-workers, family members or members of the community.	<p>Single Point of Contact (SPOC) nominated and regular communications with personnel maintained. SPOC has contact detail on hand of PHE contact for South East region.</p> <p>Recommendation made in this report to identify local Authority Public Health contact.</p>	1	4	4	Monitor & review	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



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9	<b>Other Risk Assessments:</b> Fire Risk Assessment First Aid Display Screen Equipment Manual Handling	Conflict with COVID_19 Arrangements leading to breach of H&S requirements	Reported existing Risk Assessments reviewed, and no negative impacts were apparent.  Listed documents not physically reviewed at audit; however, points were asked in relation. Post-visit questions stated listed assessment completed and in date.	2	4	8	Monitor & review as above	1	4	4	HR & Operations Manager, Technical & Operations Director (SPOC)	Ongoing



**PART B - Communication**

No	Method of communicating risk control measures	Date Completed	Responsible Person	Title/Role
01	Provide personnel copy of Risk Assessment via email and confirm their understanding.			
02	Amend company policies and procedures accordingly and inform personnel			

**PART C - Frequency of Review of COVID-19 Risk Assessment**

This risk assessment should be reviewed after **one month** to ensure that new ways of working are effective and do not have unanticipated impacts. Thereafter the Health and Safety competent person will determine the review frequency. It is important to keep each version as a record of what has been done, in case challenged.

Review date	Carried out by	Action taken	Signature
26.08.20	Harriet Ferguson, Julia Black & Demelza Davies	<p><b><u>Reviewed in light of new Government Guidelines published 12<sup>th</sup> August 2020</u></b>  <b><u>Updates to:</u></b>                      2. Who should go to work                      2.1 Protecting people who are at higher risk</p> <p><u>No Action Required</u></p>	
10.09.20	Harriet Ferguson	<p><b><u>Reviewed in light of new Government Guidelines published 10<sup>th</sup> September 2020</u></b>  <b><u>Updates to:</u></b>                      1.1 Managing risk. Guidance on social gatherings                      7.1 Shift Patterns and outbreaks. Updated guidance to mandate the collection of Test and Trace data</p> <p><b><u>Action taken:</u></b>                      1.1 No action required                      7.1 Visitors to site limited to essential services and contractors. Details of any visitors will be kept for 21 days in order to assist NHS Test and Trace with requests for that data if required.</p>	



**PART D - Additional Comments**

Add any other comments that are relevant to the risk assessment.

**Risk Assessment Matrix**

Probability		Severity			Severity				
					1    2    3    4    5				
5	Certain	5	Fatal	Single or multiple fatalities.	5	10	15	20	25
4	Likely	4	Major harm	Resulting in major injuries and ill health that are reportable to the HSE.	4	8	12	16	20
3	Possible	3	Serious harm	Resulting in significant injuries and ill health including 7-day HSE reportable injuries.	3	6	9	12	15
2	Unlikely	2	Minor harm	Requiring first aid only	2	4	6	8	10
1	Rare	1	No Harm	Harm includes injury and ill health.	1	2	3	4	5

Risk Level	Action and timescale
High	Risk control measures must be implemented to reduce the risk as low as is reasonably practicable (ALARP). Action to reduce the risk should be given <b>top priority</b> with senior management involvement. If the risk cannot be reduced, work should be stopped.
Medium	Cost-effective risk control measures should be implemented to reduce the risk to a level that is ALARP <b>within a reasonable time</b> .
Low	The risk is considered acceptable and no additional risk control action is normally required. Cost-effective risk control measures may be implemented to further reduce the risk with <b>lowest priority</b> .

Definitions	
Hazard	A hazard is something with the potential to cause harm, which includes substances, equipment, methods of work, the work environment and other aspects of work organisation.
Risk	The risk is the chance, high medium or low, that somebody will be harmed by the hazard.