

Coronavirus Risk Assessment

Company Name: BHJ UK Seafood Ltd.		Task / Activity Assessed: Exposure to Coronavirus upon return to work				
Assessors Position: Technical Manager		Date: 10/07/20	Location: BHJ UK Seafood, Grimsby Site			
Assessors Name: Josh Bailey		Assessors Signature: <i>JBAILEY</i>	Review date: 09/07/20			
Activity / Hazards & likely Consequences	People at Risk	Current Controls	Further Action Required	Assessment Action Plan		
				By Whom	By When	Done
Employees working in proximity risk spreading the disease before recognised symptoms are evident.	Employees Visitors Contractors	Employees remaining in the workplace are to complete the NHS 111 online questionnaire; self-reporting of health issues promoted by management, alongside regular symptom checking as per Coronavirus Notices around site.	Rules on behaviours on site to be made available for all employees through a set of additional site rules for COVID-19. This includes travelling to work, starting work, during work, during breaks, facemask use, falling ill and returning to work.	Josh Bailey	10/07/20	
		All employees are responsible for checking if they have COVID-19 symptoms and letting management know. Management team are aware of the symptoms and process to ensure potentially infected person are sent home so not to infect other employees.	Risk assess (including Display Screen Equipment) the working environment for all new homeworkers, and any existing homeworkers taking on additional duties.	Josh Bailey	17/07/20	
		Government guideline posters have been displayed at key points throughout the workplace. Personal hygiene promoted and reinforced; government guidelines on touching the face and eliminating unnecessary	Government advice / Public Health England guidance to be monitored by management on a daily basis – all managers to register for alerts bulletins service.	Josh Bailey, Darran Cone & Finn Ilsø Jensen	10/07/20	

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	<p>contact also observed by Team Leaders and Management Team.</p> <p>COVID-19 information has been displayed at entrances / exit points around the site as well as hand washing guidelines within all toilets for additional information for all employees.</p> <p>Additional hand sanitiser dispensers placed at entrance / exit points around the site.</p> <p>Social distancing to be observed (2m guideline where possible otherwise 1 metre or more) at all times - as far as practically possible - by key workers that remain in the workplace.</p> <p><u>Office:</u> Working from home has been adopted by persons who are able to do so.</p> <p>All touch surfaces include door handles and printers are cleaned 3 times per week.</p> <p><u>Factory:</u> All touch surfaces include door handles in the amenities twice per day by the cleaner 4 times per week.</p> <p>Engineers use their own tools and phones.</p>				
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		<p>Every employee in Production has their own pressure washer lance that is locked away when they finish their shift.</p> <p>Sanitising wipes / gels / creams provided for workers to use and additional cleaning of frequently touched areas and surfaces (e.g. telephones, printers, keyboard, forklifts).</p>				
<p>Employees are potentially at risk from corona virus whilst travelling to and from work.</p>	<p>Employees Visitors Contractors</p>	<p>Employees advised to avoid public transport if possible and to walk, cycle or drive instead.</p> <p>Employees advised to travel directly to and from work and avoid making unnecessary diversions / stops.</p> <p>Upon arriving at work all employees must wash their hands straight away as per government guidelines.</p> <p><u>Office:</u> Employees travel alone during their commute to work unless they are from the same household.</p> <p><u>Factory:</u> Employees either travel alone where possible and if they cannot, advised to wear face coverings. Persons who may travel together must work on the same shift.</p>	<p>PPE provided for infection prevention use in the workplace may be extended for use outside the building.</p> <p>Rules on behaviours on site to be made available for all employees through a set of additional site rules for COVID-19. This includes travelling to work, starting work, during work, during breaks, facemask use, falling ill and returning to work.</p>	<p>Josh Bailey</p> <p>Josh Bailey</p>	<p>10/07/20</p> <p>10/07/20</p>	

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<p>Communal areas in work present additional risks due to the likelihood of 2m separation distance / hygiene control failing.</p>	<p>Employees Visitors Contractors</p>	<p>Handwashing before breaks promoted; break times staggered to reduce the number of people requiring access to the facilities at any time.</p> <p>Toilets, kitchens, smoking areas etc. only to be accessed by one person unless 2m separation distance can easily be maintained.</p> <p>Washing up of plates, cups, cutlery, etc. to be completed immediately after use.</p> <p>Furniture / equipment routinely used in communal areas included in the enhanced cleaning regime.</p> <p>Waste bins to be emptied at the end of each shift / day.</p>	<p>To put up signs that states and maximum number of persons in the kitchen and staff canteen at any time.</p>	<p>Josh Bailey</p>	<p>10/07/20</p>	
<p>Employees working in close proximity risk spreading the disease before recognised symptoms are evident.</p>	<p>Employees Visitors Contractors</p>	<p>All employees are responsible for checking if they have COVID-19 symptoms and letting management know. Management team are aware of the symptoms and process to ensure potentially infected person are sent home so not to infect other employees.</p> <p>Waste bins to be emptied at the end of each day.</p> <p>Social distancing to be observed (2m guideline where possible otherwise 1 metre or more) at all times - as far as</p>	<p>Government advice / Public Health England guidance to be monitored by management on a daily basis – all managers to register for alerts bulletins service.</p> <p><u>Office:</u> To move around workstations in order to enable 2 metres distance between employees.</p> <p>To put tape on the floor to indicate 2 metre distances.</p>	<p>Josh Bailey, Darran Cone & Finn Ilsø Jensen</p> <p>Josh Bailey</p> <p>Josh Bailey</p>	<p>10/07/20</p> <p>17/07/20</p> <p>17/07/20</p>	

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		<p>practically possible - by key workers that remain in the workplace.</p> <p>Visitors to our site are kept to essential visits and by appointment only.</p> <p><u>Office:</u> Working from home has been adopted by persons who are able to do so.</p> <p>Conference calls and remote working are used over face-to-face meetings, especially between different sites.</p> <p>All touch surfaces include door handles and printers are cleaned 3 times per week.</p> <p><u>Factory:</u> Facemasks are available for use when working in close proximity activities such as manually stacking blocks.</p> <p>Every employee in Production has their own pressure washer lance that is locked away when they finish their shift.</p> <p>Sanitising wipes / gels / creams provided for workers to use and additional cleaning of frequently touched areas and surfaces (e.g. telephones, printers, keyboard, forklifts).</p>				
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		All touch surfaces include door handles in the amenities twice per day by the cleaner 4 times per week				
Employees visiting third party sites are likely to encounter other persons not under the control of the company.	Employees	<p>Non-essential visits to third party sites by BHJ employees have suspended until further notice.</p> <p>Where a third party site visit is essential, BHJ employees have been instructed to speak with their contact at the third party site and get confirmation of the control measures in place there. If there is no guidance in place or the measures are deemed insufficient by the employee and there is a potential risk of contracting COVID-19 then the employee should not visit the site. Once on site the employee must follow the COVID-19 guidance in place at the third party site. Other considerations include avoiding peak hours when queues / footfall are likely to be greatest and to maintain 2 metres (or 1 metre or more where 2 metres is not possible) distancing at all times; wait outside wherever social distancing appears difficult or impossible to maintain until numbers decrease.</p> <p>Avoid touching door handles, push bars, etc., as far as possible – push doors open with a foot, the hip, an elbow, etc., where practical.</p>	No further actions.	N/A	N/A	N/A

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		<p>Face coverings and gloves are available for BHJ employees required to visit third party sites.</p> <p>Employees to carry a mobile phone with charge and outgoing call capacity in case the need to call managers / supervisors arises.</p>				
Vulnerable individuals in the workplace are more at risk of infection.	<p>Currently people 70 or over, or those with heart conditions, respiratory diseases, chronic kidney disease, chronic liver disease, neurological conditions, weakened immune systems, spleen problems, BMI of 40 or above, high blood pressure or diabetes.</p>	<p>Ask employees to self-identify (confidentially) if they meet any of the vulnerable criteria, and inform any persons disclosing as being 'at risk' that they need to follow government guidance on self-isolation.</p>	<p>No further actions. No persons identified as vulnerable working at BHJ UK Seafood.</p>	N/A	N/A	N/A
Employees showing recognised symptoms of coronavirus can infect others present.	<p>Employees Visitors Contractors</p>	<p>If an employee in the workplace becomes unwell with a new, continuous cough, a high temperature and / or a loss of taste / smell, they will be required to go home, advised to follow government advice with regards to self-isolation and to repeat the NHS111 online questionnaire, and any other additional steps recommended by health professionals.</p>	<p>Check all employee contact numbers and emergency contact details are up to date.</p> <p>Brief management on advising employees to complete NHS 111 online questionnaire and check they know employee sick pay rights</p> <p>Refer to cleaning section (below) for suspected cases as well as confirmed cases.</p>	<p>Finn Ilsø Jensen</p> <p>Josh Bailey</p> <p>N/A</p>	<p>10/07/20</p> <p>10/07/20</p> <p>N/A</p>	<p>N/A</p>

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		Social distancing to continue to be observed within the workplace after the infected employee has left.				
Individual suspected / confirmed as having Coronavirus leading to isolation leaves an infection risk in the wider workplace.	Employees Visitors Contractors	<p>Where practical, keep the infected area closed for 72 hours before cleaning commences (residual virus levels decrease significantly after this amount of time).</p> <p>Provide disposable PPE for use during cleaning including disposable gloves, facemasks, face visor or goggles. In addition to this washable aprons / overalls can be worn and then washed at site.</p> <p>Identify government cleaning guidelines that apply to our workplace (either office or factory) and follow to the letter.</p> <p>Use Terminal rinse in the fogger to disinfect areas where the individual may have been. Leave Double bag all used PPE and any cleaning materials used, then store securely for at least 72 hours before disposing off. For washable aprons / overalls, they must also be stored for at least 72 hours and then immediately washed using a hot cycle (90 degree Celsius).</p>	Check PPE availability and if required, order more PPE to have sufficient stock.	Josh Bailey	10/07/20	

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<p>Enforced self-isolation may need to apply to all employees (following government advice) leading to business disruption.</p>	<p>Employees Visitors Contractors</p>	<p>Business contingency plan adopted to manage works that cannot be completed remotely, maintaining security of assets, personnel, vehicles, etc. and lines of communication.</p> <p>Central point of contact maintained and known by all employees and other relevant third parties.</p> <p>Management keep in contact with isolating employees to monitor their mental health and well-being.</p>	<p>Contingency plan kept under review based on government guidance, client needs and other external factors.</p>	<p>Josh Bailey, Darran Cone & Finn Ilsø Jensen</p>	<p>Ongoing</p>	
<p>Returning to work after previously due to direct corona virus contamination.</p>	<p>Employees Visitors Contractors</p>	<p>Establish who is in control of the site, why it was closed, how long it has been closed for and what remedial action has been taken to ensure the safety of workers; only after all of the above has been confirmed to management's satisfaction should company employees be permitted to return to work at that location.</p> <p>On returning to work, maintain all relevant controls and assume an infection risk may still be present.</p>	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Customers may be visibly coughing and sneezing on company premises and present a significant health risk to others present</p>	<p>Employees Visitors Contractors</p>	<p>Customer visits have been suspended until further notice and are not allowed on site.</p>	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>