

DFI UK COVID-19 RISK ASSESSMENT

Location DFI UK Crewe & Leeds
Department All Colleagues
Date 28.01.2021
Assessment of: COVID-19
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Activity Description:

Ref Number: V4 January 2021

Review date: A daily CMT meeting takes place with changes updated as necessary and according to Government advice and business need



Following the outbreak of the COVID 19 Virus, and its subsequent classification as a worldwide pandemic, the UK Government advised everyone to stay at home where possible, and only leave home for essential journeys. Employees of food manufacturers have been classified as essential workers.

At the start of the lockdown period, DFI UK colleagues were identified as either 'essential to site' or 'able to work from home', so that staff numbers on site could be reduced.

The UK remains under both national and local restrictions and DFI UK continue to review COVID arrangements to ensure colleague and visitor safety. Some colleagues continue to work from home some colleagues have been and may still be furloughed under the government schemes. Crewe site no longer operates a night shift which has reduced the number of colleagues on site.

This risk assessment considers the COVID 19 Virus risks to DFI UK employees, visitors and contractors, while working at site or working remotely, and while they travel to and from work.

This risk assessment is in addition to all other Health and Safety or Food Safety Risk Assessments that are used by DFI UK.

What are the hazards?	Who might be harmed and how?	Risk	Current Controls	Additional Controls Required	Action by?	Action by when?	Date Completed	Residual Risk to Prevent Spread
<p>There is a direct threat to staff health and wellbeing from the transmission of COVID-19 while at work.</p> <p>1. Virus moves from person to person in droplets from the nose and mouth spread when a person with the virus coughs or exhales</p> <p>2. The virus can survive up to 72hrs out of the body on surfaces which people have coughed on etc.</p> <p>3. People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	<p>All DFI UK staff, visitors and contractors who attend site, travel to work, or work remotely.</p> <p>Insufficient safety measures to prevent the spread of COVID 19 could lead to staff, visitors and contractors contracting the virus. The symptoms of COVID-19 are usually mild, but some people can become very unwell, and in some cases could die.</p>	High	<p>* Staff numbers have been reduced on site to essential only, by enabling work from home wherever possible.</p> <p>* 2m social distancing has been enforced, with regular Team Briefs and signage around the site to remind staff.</p> <p>* Visitors are reduced to essential maintenance contractors only.</p> <p>* All returning staff and visitors complete a health questionnaire before attending site</p> <p>* Regular and enhanced cleaning and sanitisation of common contact points, welfare facilities and communal spaces</p> <p>* Increased handwashing</p> <p>* Office staff reduced to 'essential on site only' have spread out across the site using meeting rooms and unoccupied offices.</p> <p>* Hot-desking is not permitted</p> <p>* Perspex screen have been implemented in offices where more than one person works</p> <p>* Face coverings are mandatory for use in communal areas</p> <p>* Implementation of Root Cause Assessment to assist with investigations and case management where risks identified</p> <p>* Implementation of additional welfare facilities at both sites to restrict movement of staff</p> <p>* Crewe site have implemented Cohort segregation arrangements</p> <p>* Cleaning materials are to be used to sanitise table and touch points after use in canteens in addition to janitorial cleaning</p> <p>* Perspex screen fitted across table in portacabin canteen</p>	* Regular review of Public Health England and Government Guidance to ensure latest safety precautions are implemented.	All line managers and CMT	Regular review meetings, at least once per week by CMT to review any required changes	Ongoing	Low

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There are sectors of people who are more vulnerable to the dangers of COVID-19 Examples of people at greater risk are: 70 or older / pregnant / have a lung or heart condition / have diabetes / chronic organ disease / taking certain medications / very obese / have immune system conditions or illnesses	Clinically Vulnerable Colleagues Failure to protect Clinically Vulnerable Colleagues while working on site could will increase their chances of contracting the virus, which would more likely result in severe symptoms and death	High	*Clinically Vulnerable staff have been identified, and where possible are working from home. * Adjustments have been made to shift patterns and tasks so that those who cannot work from home can be selected for furlough if arrangements on site do not meet the latest guidance for clinically vulnerable colleagues.	Review continued Furlough position and Government guidance	UK Head of HR	Regular review meetings, at least once per week by CMT to review any required changes	Ongoing	Low
There are some work activities that cannot accommodate 2m social distancing for less than 15mins, including while arriving and departing from work and 2man lifts during manual handling	All DFI UK staff, visitors and contractors who attend site Insufficient safety measures to prevent the spread of COVID 19 could lead to staff, visitors and contractors contracting the virus. The symptoms of COVID-19 are usually mild, but some people can become very unwell, and in some cases could die.	High	*Assessment of site based activity to determine where tasks can be performed differently without having to breach the 2m social distancing rule *Contact tracing documentation to be completed daily noting any activity necessitating contact of less than 2m for more than 15mins. * Avoidance of face-to-face working * Limit numbers of people to absolute minimum * Regular cleaning and sanitisation of common contact points * Increased handwashing * Social distancing applies at all other times * Staggered start and finish times for production staff to reduce numbers of colleagues at entrance and exit points * Staggered break times in production and warehouse teams * Different start and finish times for each team who works at site * Mechanical handling equipment available to lift and transport heavy goods * Perspex screen have been installed in production and office areas and in the portacabin welfare facility at Crewe * Disposable masks are mandatory in all communal areas * Crewe site have implemented Cohort segregation arrangements	* Regular review of Public Health England and Government Guidance to ensure latest safety precautions are implemented.	All line managers and CMT	Regular review meetings, at least once per week by CMT to review any required changes	Ongoing	Low
Travel on public transport including foreign travel for work or pleasure, colleagues who car-share, and colleagues who walk to work at busy times face a higher risk of COVID-19 contamination	All DFI UK staff travelling to and from work locations, and those who travel abroad Staff travelling to and from work could be contaminated during their journey. The symptoms of COVID-19 are usually mild, but some people can become very unwell, and in some cases could die.	High	* Where possible colleagues who can work from home will do so. * Travelling between the Crewe & Leeds site is only permitted with specific Senior Management approval. *All foreign work travel has been cancelled since February 2020. * Where an individual has travelled outside of the UK they will be required to self-isolate in line with relevant government advice at that time. * Those who drive have been advised not to car-share unless from the same household, and to wear face masks on public transport DFI cannot control colleagues travel methods to get to and from work, however, colleagues are advised to always check Govt latest guidance before they change their own arrangements. * Where car sharing does take place, colleagues are encouraged to advise their line manager, open car windows, wear a face mask, and sanitise the car after each journey. Known car sharers will be logged on DFI track and trace log.	* Regular review of Public Health England and Government Guidance to ensure latest safety precautions are implemented.	All line managers and CMT	Regular review meetings, at least once per week by CMT to review any required changes	Ongoing	Low

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Contamination of welfare facilities and equipment such as water fountains, taps, crockery and cutlery	<p>All DFI UK staff, visitors and contractors who eat or drink at the workplace</p> <p>If crockery, cutlery, taps and water fountains are not properly cleaned, COVID-19 Virus could be transferred to the surface by a person who is contaminated but not showing symptoms.</p> <p>The symptoms of COVID-19 are usually mild, but some people can become very unwell, and in some cases could die.</p>	High	<p>* Suitable and sufficient rubbish bins provided in these areas with regular removal and disposal.</p> <p>* Janitorial staff wear disposable gloves when handling rubbish.</p> <p>* There are dedicated eating areas and kitchens on site to reduce food waste and contamination.</p> <p>* Additional cleaning in place by janitorial team</p> <p>* Drinking water is provided with enhanced cleaning measures of the tap mechanism.</p> <p>* Vending machines provided at Crewe, food is pre-prepared and wrapped. Payments should be taken by contactless card.</p> <p>* Communal crockery, eating utensils, cups etc. must not be used. Colleagues must bring their own to work and not share.</p> <p>* All persons at site have been asked to wash their hands before and after eating, this is normal practice at food manufacturing sites.</p> <p>* Cleaning facilities available - all staff asked to clean their space before and after breaks in canteen facilities</p> <p>* Kitchens can only be used by one person at a time, staff to report if work surfaces are dirty, crockery/cutlery has been left out.</p> <p>* Restrictions on the number of people using toilet facilities at any one time. Wash hands before and after using the facilities. Enhancement of cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush etc</p> <p>* Breaks have been staggered</p> <p>* Temporary additional smoking arrangements in place</p> <p>* Crewe site have implemented Cohort segregation arrangements</p>	* Regular review of Public Health England and Government Guidance to ensure latest safety precautions are implemented.	All line managers and CMT	Regular review meetings, at least once per week by CMT to review any required changes	Ongoing	Low
First Aid responders and Managers who respond to an emergency situation are at a higher risk of contamination from COVID-19 due to physical contact with another person(s). The primary responsibility is to preserve life and first aid should be given if required and until the emergency services attend	<p>First Aid Responders and Managers who respond to an emergency situation</p> <p>Where physical contact with another person is necessary, there is a much higher risk of COVID-19 spreading, especially if a contaminated person is not displaying symptoms.</p> <p>The symptoms of COVID-19 are usually mild, but some people can become very unwell, and in some cases could die.</p>	High	<p>* First aiders consulted regarding continued FA role. FA provided with gloves and masks for use during any treatment, to be carried in FA bag at all times.</p> <p>* Emergency Services have strict protocols and guidelines to ensure their personal safety. DFI colleagues must allow Emergency Responders to follow these protocols and where necessary, be guided by them to ensure our own safety against the virus.</p>	* Regular review of Public Health England and Government Guidance to ensure latest safety precautions are implemented.	All line managers and CMT	Daily. Weekly review meeting by RA team to review any required changes	Ongoing	Low

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Moving around the workplace can often mean passing other people in narrow spaces such as footpaths and staircase, doorways and corridors	All DFI UK staff, visitors and contractors who attend site Insufficient safety measures to prevent the spread of COVID 19 could lead to staff, visitors and contractors contracting the virus. The symptoms of COVID-19 are usually mild, but some people can become very unwell, and in some cases could die.	High	<ul style="list-style-type: none"> * Social distancing signage in place around the site. * Convex mirrors in place at blind spots to avoid bumping into another person * Staff give-way to another person on the same route coming towards them * If staff have to pass another person, the person being passed turns away so only their back is facing the other person * Face coverings to be worn in communal areas * Crewe site have implemented Cohort segregation arrangements 	* Regular review of Public Health England and Government Guidance to ensure latest safety precautions are implemented.	All line managers and CMT	Regular review meetings, at least once per week by CMT to review any required changes	Ongoing	Low
Inbound and Outbound Goods - Handling goods, merchandise and other materials, and onsite vehicles. Deliveries to Other Sites	DFI UK warehouse staff and drivers, and visiting drivers who collect or deliver to a DFI UK site If contact points such as handles, toilets, vending machines and equipment controls are not properly cleaned, COVID-19 Virus could be transferred to the surface by a person who is contaminated but not showing symptoms. The symptoms of COVID-19 are usually mild, but some people can become very unwell, and in some cases could die.	High	<ul style="list-style-type: none"> * No visitors permitted to site unless pre agreed. Visitor questionnaire in place to be submitted and approved prior to attendance at site * Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. * HGV drivers are allowed access to DFI welfare facilities. They are advised by warehouse staff of the protocols in place, and can only use the toilets and vending machines * Sanitiser wipes are available to regularly clean the handles and controls of lifting equipment such as PPTs and FLT's. Only trained and authorised staff may use lifting equipment. * Warehouse staff and drivers must regularly wash their hands when handling individual packages and boxes. Where possible use a lifting aid to transport goods around the site. * Our drivers must adhere to our protocols and the protocols of sites they are delivering to make sure they are safe when using welfare facilities at other sites. * Crewe site have implemented Cohort segregation arrangements 	* Regular review of Public Health England and Government Guidance to ensure latest safety precautions are implemented.	All line managers and CMT	Regular review meetings, at least once per week by CMT to review any required changes	Ongoing	Low
Meetings are a necessity in the workplace. The numbers of people required to attend meetings could mean that social distancing of 2m is not possible	All DFI UK staff, visitors and contractors who attend site, travel to work, or work remotely. Insufficient safety measures to prevent the spread of COVID 19 could lead to staff, visitors and contractors contracting the virus. The symptoms of COVID-19 are usually mild, but some people can become very unwell, and in some cases could die.	High	<ul style="list-style-type: none"> * All office staff, including those who are working from home have access to Microsoft Teams to facilitate meetings. * Most of the chairs have been removed from meeting rooms to restrict the numbers where a video call is not possible. * For Team Briefs, staff spread out, and where possible this is done outside * Signage denotes maximum occupancy for each meeting room 	Review of meeting space and resources / facilities to support continued remote meetings for all colleagues. Consideration of additional technology	All line managers and CMT	Regular review meetings, at least once per week by CMT to review any required changes	Ongoing	Low

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<p>Personal Protective Equipment (PPE) is recommended for use where 2m social distancing cannot be maintained, and to protect others from you in case you have been infected with COVID-19 but do not yet have symptoms. PPE is difficult to procure as the NHS take priority with all PPE manufacturers and suppliers</p>	<p>All DFI UK staff, visitors and contractors who work at DFI site</p> <p>PPE is only effective against COVID-19 if disposable PPE is regularly changed, reusable PPE is regularly cleaned, and if PPE is medical grade. Otherwise it will not offer full protection. It will however, offer limited protection to others if you have been infected and do not yet have symptoms.</p> <p>The symptoms of COVID-19 are usually mild, but some people can become very unwell, and in some cases could die.</p>	High	<ul style="list-style-type: none"> * Social distancing, regular handwashing, avoidance of touching face and site hygiene will help to stop the spread of COVID-19 * Food safety requirements have not changed and are in place. They must be adhered to at all times as normal which includes handwashing, PPE, specific workwear, restricted access and hygiene regime * Face coverings are to be worn in communal areas, it does not replace other safety protocols such as social distancing, regular handwashing, avoidance of touching face and site hygiene. These protocols must be maintained at all times. * Tool box talks and team briefs issued regularly to remind colleagues and managers to monitor social distancing and to report breaches of COVID rules 	<ul style="list-style-type: none"> * Regular review of Public Health England and Government Guidance to ensure latest safety precautions are implemented. 	All line managers and CMT	Regular review meetings, at least once per week by CMT to review any required changes	Ongoing	Low
<p>Colleague Welfare, Communications and Training;</p> <p>Poor communication. Lack of information can lead to raised stress levels, incorrect working practices, feeling of isolation</p> <p>Colleagues refusing or not adhering to new rules and work arrangements</p>	<p>All DFI UK staff who attend site, or work remotely.</p> <p>Lack of understanding and feeling isolated can affect colleagues mental health by causing stress symptoms and feelings of anxiety. Workloads may be increased if colleagues are absent from work or are not working productively.</p>	High	<ul style="list-style-type: none"> * Contact details obtained and verified for managers to support colleagues whether homeworking or furlough, to maintain regular contact and share latest information and business updates * Colleague representative meetings taking place with all representatives * Regular Business Bulletin issued to all colleagues including Furlough colleagues. Q&A documents issued as necessary * Monthly Management Meetings continue via Microsoft Teams to all colleagues including Furlough * Induction pack created to assist with colleague return to work * VHI Employee Assistance Programme which can be accessed by all employees. * Electronic webinars are issued via OH, HR and EAP * Regular briefings delivered to production & warehouse workers verbally in order to cascade Covid-19 updates * Policies communicated to all colleagues via induction. Changes to existing policies to be communicated via email / manager updates / briefings. * Near Miss reporting is encouraged to reports unplanned incidents of noncompliance. * Disciplinary procedures can be used to deal with persistent non compliance of any company policy or procedure including the additional COVID-19 safety precautions * Implementation of COVID Welfare payment to support full compliance to any requirement to self isolate * DSE completion for all colleagues required to work from home 	<ul style="list-style-type: none"> * Regular review of Public Health England and Government Guidance to ensure latest safety precautions are implemented. 	All line managers and CMT	Regular review meetings, at least once per week by CMT to review any required changes	Ongoing	Low