

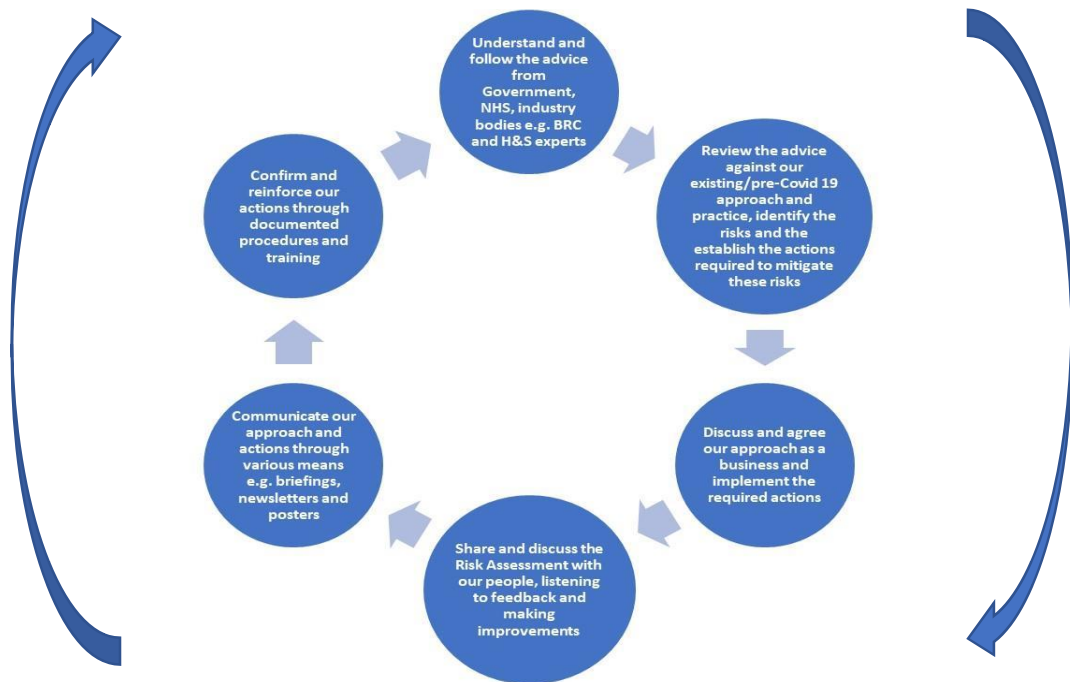


## Our response to coronavirus

The coronavirus pandemic has presented all of us with unprecedented challenges and required us to make significant changes to our working practices in order to support the Government's efforts to minimise the effects of Covid-19 and protect the health, safety and wellbeing of our people, their families, our customers and our suppliers/partners.

The following document summaries the key risks that we have identified and the actions we have taken in response. This process is ongoing and our assessment of the risks is under continuous review to ensure that we respond appropriately to updated government and industry advice and best practice. We are constantly looking at ways to adapt and improve our working practices, procedures and overall approach to ensure we continue to operate safely and responsibly for as long as the threat from Covid-19 remains.

Our approach to developing and reviewing our Risk Assessment is as follows:



**Review, Adapt, Improve**

## Summary of Coronavirus Risk Assessment: The Brecks Company Limited and Plant & Bean Limited – Brighton Site

Ref No.	Hazard Details of any risk identified	Persons Affected	Risk Level	Specific Controls Required	Residual Risk Level
1	National guidelines are updated daily but workplace lapses in following advice	All employees, contractors and visitors	High	<p>The senior management team are keeping up to date with updates from government and industry bodies using expertise from key areas including H&amp;S Consultant.</p> <p>Regular meetings are taking place at both the senior and operational management level to ensure they continue to understand the guidance and make changes as required.</p> <p>Working practices and a number of procedures have been reviewed and where appropriate changed in response to guidance.</p> <p>Regular communications and, briefings are taking place, along with the use of signage and visuals to ensure employees, contractors and visitors are informed of our responses and any updates/changes to procedures and working practices.</p>	Low
2	Guidelines in place but are <b>not being followed</b> in the workplace	All employees, contractors and visitors	High	<p>A number of actions have been implemented in response to the Government guidelines across a range of areas including but not limited to:</p> <ul style="list-style-type: none"> <li>Frequency of cleaning, particularly in communal areas</li> <li>Shift start, finish and break times have been reviewed and amended</li> <li>Office based staff who are able to work from home some or all of the time are being supported to do so.</li> <li>Office based staff remaining on site are being distanced and wherever possible are based being located in separate, individual offices or in larger, open plan areas with screens or dividers.</li> <li>Newsletters and posters have been produced and briefed out to explain the requirements around personal hygiene.</li> <li>Non-essential visitors cannot come to site for face to face meetings.</li> <li>No off-site meetings unless authorised by a director.</li> </ul> <p>All staff have been made aware of the importance of following new procedures. In addition to the communications and briefings an internal audit has been carried out to assess the effectiveness of the measures and their implementation. A designated team is also continuing to monitor</p>	Low

				<p>compliance.</p> <p>It has been communicated that if people do not follow procedures then disciplinary action may be taken.</p>	
3	Poor <b>Communication</b>	All employees	<b>High</b>	<p>The following communication tools have been utilised to ensure relevant information is communicated throughout the business:</p> <ul style="list-style-type: none"> <li>• All employees are aware of current actions and requirements and are reminded frequently through Company Newsletters and visuals, face to face briefings (following social distancing requirements), memos and emails</li> <li>• Posters have been displayed around site reminding people of regular handwashing, Covid19 controls including social distancing measures being taken by the Company.</li> <li>• Relevant actions are communicated, both as reminders and updates on new actions, throughout the business verbally and using memos/ emails/company Brecks newsletter.</li> <li>• Senior management are having daily open air social distanced or teleconferences Covid19 meetings about the safety of staff and business continuity.</li> <li>• The Risk Assessment has been shared with all staff</li> </ul>	<b>Low</b>
4	<p>Staff do not report holiday travel plans or a member of their household who has travelled abroad</p> <p>Staff do not report a member of their household has been confirmed positive for virus</p> <p>Area categories – see Gov web site <a href="http://www.gov.uk/government/publications/covid-19-specified-countries-and-areas">http://www.gov.uk/government/publications/covid-19-specified-countries-and-areas</a>.</p>	All employees, contractors and visitors	<b>High</b>	<p>The importance of following national guidelines has been communicated as indicated above including but not limited to:</p> <ul style="list-style-type: none"> <li>• Staff have been reminded to follow the sickness policy during the lock down period/staff self-isolation.</li> <li>• Staff have been given guidance on self-isolation, NHS Test and Trace and what this means for individuals and their households i.e. when someone needs to isolate and for how long</li> <li>• Staff have been advised on action to take if they or a colleague feel unwell, or are showing symptoms and also to speak to their line manager if they have any concerns about vulnerable family members or dependents.</li> <li>• An additional return to work form (Covid questionnaire) must be completed prior to a return to work following absence for any reasons or by any visitors/contractors. This specifically covers travel and being in contact with anyone displaying symptoms</li> <li>• Site Manager to remind contractors to follow guidelines in accordance to the rules above (Covid questionnaire).</li> </ul>	<b>Medium</b>

5	<p>Staff are not displaying symptoms but have virus.</p> <p>Staff do not report sickness.</p> <p>Staff are unwell but still attend the workplace.</p> <p>Staff absence increases.</p>	All employees	High	<p>National Guidelines stipulate that people who feel unwell should stay at home and should not attend work.</p> <p>The importance of following national guidelines has been communicated in staff memos, emails and a copy of the risk assessment will be shared with staff. Specifically, this includes:</p> <ul style="list-style-type: none"> <li>• Staff have been reminding of the sickness policy and self-isolating directions during the lock down period.</li> <li>• Staff have been advised through a number of communications of the symptoms of coronavirus and the action to take if these symptoms develop. This now includes updated guidance on Test and Trace.</li> <li>• They have also been advised to speak to their line manager as soon as possible if they have any concerns about vulnerable family members and dependants.</li> </ul>	Medium
6	Cleaning staff absent - Cleaning no longer available	All employees, contractors and visitors	Medium	<p>Addition in house cleaning has been implemented within the factories and the offices to clean high touch areas:</p> <ul style="list-style-type: none"> <li>• Cleaning staff understand the importance of following the sickness policy and the importance of informing their line manager of any associated symptoms.</li> <li>• If the cleaning staff become absent and it is necessary and possible, other staff will be redirected to support site cleaning duties.</li> <li>• If site cannot be cleaned, employer to recommend workplace closures on health and safety grounds.</li> </ul>	Low
7	Specific guidelines regarding <b>workplace travel</b> are not followed	All employees, visitors and contractors	Medium	<p>Following government guidelines, the company has communicated the following:</p> <ul style="list-style-type: none"> <li>• Face to face meetings have been minimised in line with social distancing requirements and technology is being used wherever possible (Teams, Zoom etc.).</li> <li>• The meeting space has been reconfigured to create additional desk space to enable those working at site to work separately from others and at a much greater social distance.</li> <li>• Only those visitors/contractors essential to the running of the operation are able to attend site.</li> <li>• Offsite meetings cannot go ahead unless they have had prior consent from a director.</li> </ul>	Low
8	Siblings/ other family members at another workplace report	All	Medium	<p>Guidance has been communicated around any individual or household displaying symptoms or testing positive for the virus and the appropriate action to take. This includes self-isolation and the NHS Test and Trace service.</p>	Low

	unwell and family confused as to appropriate action	employees		The workplace has the most recent information from the government, and this is distributed throughout the workplace: <ul style="list-style-type: none"> <li>Obtain updated advice from Public Health England and Coronavirus hotline (08000241222)</li> </ul>	
9	Virus confirmed as <b>positive</b> in an employee or employee's child	All employees	<b>High</b>	All staff understand the symptoms of COVID-19 and follow agreed process in line with above procedures  They have also been made aware of the procedure if someone becomes unwell onsite with Covid19 symptoms and the new test and trace system.	<b>Low</b>
10	<b>Vulnerable Operatives</b> & adults in the workplace are exposed to illness	All employees	<b>High</b>	Workplace communicate appropriately with their most vulnerable operatives: <ul style="list-style-type: none"> <li>New Covid health questionnaire used for staff, contractors and visitors.</li> <li>If any employees have highlighted a health concern this has been investigated and appropriate action taken</li> <li>Employees have been asked to speak to their line manager as soon as possible if they receive a letter from NHS England telling them to stay at home for 12 weeks (shield).</li> <li>Working from home has been facilitated where possible and IT support has been utilised to enable systems to be accessible from home. A home worker assessment has been carried out to identify any issues including mental health.</li> </ul> Correspondence includes advice about mental health and anxiety with links for employees to follow to get mental health support.	<b>Low</b>

Low Risk	May be acceptable, however review task to see if risk can be reduced further
Medium Risk	Task should only proceed with appropriate consultation with specialist personnel and H&S Team. Where possible the task should be refined to take account of the hazards involved or the risks should be reduced prior to task commencement
High Risk	Task must not proceed. It should be redefined further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to work commencement.

Signed off by: James Hirst, MD

Date: 15<sup>th</sup> April 2020

Signature:



Reviewed by: Kevin Chilton, H&S Consultant

Date: 15<sup>th</sup> April 2020

Signature:



Reviewed: 6<sup>th</sup> July 2020

Next Review date: 30<sup>th</sup> October 2020