



RISK ASSESSMENT

Assessment	CP1v1 2.6.20 Covid-19 B1			
Assessment team:	Gavin Astley			
Location	B1 (Bakery)			
Assessment Date	2/6/20			
Review date	2/9/20			
Linked Assessment(s)	"CP1v1 3.6.20 Covid-19 O1"			
Persons affected	Employees	X	Young Persons	
	Contractors	X	Visitors	X
	Customers		Pregnant workers	X
	Members of the public		Other	
Assessment process	Visual review, canvassing and C-19 HOT system			



Stage 1. Hazard Identification														
Hazards														
1	Entanglement		10	Impact		19	Perimeter Security		28	Noise		37	Lighting	
2	Friction / Abrasion		11	Crushing		20	Stability		29	Vibration		38	Controls & System	
3	Cutting		12	Drawing in / Trap		21	Handling/ lifting		30	Temperature		39	Ergonomics	
4	Shearing		13	HP air / fluid		22	Electrical		31	Inspections		40	Human Error	
5	Stabbing / Puncture		14	Access Controls		23	Haz Substances		32	Slips/ Trips		41	Assault / Violence	
6	Falling from Height		15	Burns & Scalds		24	Lone working		33	Dust / Fumes		42	Explosion	
7	Struck by moving obj		16	Adverse weather		25	Confined spaces		34	Fire		43	Pressurised systems	
8	Falling objects		17	Difficult access		26	Portable equipment		35	Spills		44	Overhead working	
9	Ionising radiation		18	Bacteria / virus	X	27	Excavations / pits		36	Driving		45	Other	



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Stage 2. Hazard Description – for each hazard identified in stage one						
Hazard No.	Hazard Description	Current Control Measures	Risk			Details of further control measures to reduce residual risk to a tolerable level
			L	S	RR	
1	Covid 19 infection risk overall	C-19 HOT system to continually identify risks and opportunities to reduce those risks	1	4	4	Instigate Safety team committee, to meet regularly and review safety systems
2	Staff moving around the area in close contact spreading infection	Social distancing floor markings	3	4	12	
3	Spread of infection through touching door handles	Fitted “Step N Pull” devices and removed unnecessary doors	2	4	8	
4	Staff working in close contact spreading infection	Use of PPE (Face masks and gloves) compulsory in the Bakery, signs at all entrances	2	4	8	Include detail on this in the staff handbook, cover during induction, and constant reminders that gloves are not a replacement for regular handwashing by the management team
5	Staff working in close proximity, in more confined areas risking spread of infection	Limit number of staff in small areas such as enclosed areas or rooms	2	4	8	
6	Oven and packing area too close, and unsuitable for screening causing risk of infection	Ovens take out of use, until a solution can be found. Using ovens in Manchester Road retail outlet	0	4	0	Further control measures will be needed to re-instate the ovens in the bakery
7	Hand washing facilities	Hand washing facilities are readily available in the bakery, at the staff entrance and in the washroom	2	4	8	Install a system to ensure soap, hand sanitiser and paper towels are always available at all sink areas
8	High staff numbers in the bakery, causing issues maintaining a healthy social distance	Staff furloughed to control the risk, and taken off furlough when safe to do so and agreed	2	4	8	Draw up one page lesson for all staff to receive when taken off furlough, and issue when conducting welcome back to work meeting and site tour



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9	Contractors working in the bakery, potentially bringing infection onto site	Contractors asked to wash hands, wear face mask and gloves	3	4	12	Draw up procedure for contractors to follow, including a health assessment that has specific Covid-19 detail
10	Supplier deliveries, risk of bringing infection onto site	Procedure in place for supplier to follow, notice at delivery door, squares to denote where to stand and where to place goods. Procedure emailed to suppliers	1	4	4	
11	Personal Hygiene, specifically hand washing	Signs for "circle of protection" on all mirrors across the site	2	4	4	Instigate more frequent cycle of swab testing, to ensure infection control measures are being effective, and self-audit bakery hygiene via Shield

Stage 3. Assessment and RR (average) with current control measures applied	Adequately Controlled		Further controls needed	7.27	Unacceptable	
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Stage 4. Recommendation Action – identify agreed recommended further control measure(s), who is to action and date of completion					
Hazard No		Action by	Due Date	L / S reduction	Date Completed
1	Instigate Safety team committee, to meet regularly and review safety systems	Gavin A	12/6/20	L -1	
4	Include detail on the use of PPE in the bakery in the staff handbook, cover during induction, and constant reminders that gloves are not a replacement for regular handwashing by the management team	Sara C	30/6/20	L -1	
6	Full risk assessment on the use of ovens in the bakery	Gavin A	30/6/20	TBC	
7	Install a system to ensure soap, hand sanitiser and paper towels are always available at all sink areas in the bakery	Keileigh C	12/6/20	L -1	
8	Draw up procedure for contractors to follow, including a health assessment that has specific Covid-19 detail	Steve	19/6/20	L -2	
9	Draw up one page lesson for all staff to receive when taken off furlough, and be issued when conducting welcome back to work meetings and site tours	Gavin A	5/6/20	0	
11	Instigate more frequent cycle of swab testing, to ensure infection control measures are being effective	Gavin A	30/6/20	L -1	
1	Utilise Shield to audit the bakery hygiene on a regular cycle	Keileigh C	30/6/20	L -1	

Stage 5. Assessment and RR (average) of Risk on completion of further control measures	Adequately Controlled	5.09	Further controls needed	Unacceptable
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Risk Rating Table

		Severity of the potential injury/damage				
		Insignificant damage to Property, Equipment or Minor Injury	Non-Reportable Injury, minor loss of Process or slight damage to Property	Reportable Injury moderate loss of Process or limited damage to Property	Major Injury, Single Fatality critical loss of Process/damage to Property	Multiple Fatalities Catastrophic Loss of Business
0 – 5 = Low Risk		1	2	3	4	5
6 – 10 = Moderate Risk						
11 – 15 = High Risk						
16 – 25 = extremely high unacceptable risk						
Likelihood of the hazard happening	Almost Certain 5	5	10	15	20	25
	Will probably occur 4	4	8	12	16	20
	Possible occur 3	3	6	9	12	15
	Remote possibility 2	2	4	6	8	10
	Extremely Unlikely 1	1	2	3	4	5

Notes:

1. If possible avoid the risk altogether
2. Where possible combat the risk at source
3. Give priority to measures which protect the whole workplace
4. Wherever possible, adapt the workplace to the individual
5. Take advantage of technological and technical progress
6. If in doubt stop what you are doing and report the issue
7. Think and Behave Safely

Personal protective equipment (PPE) should only be used to minimise risk as a last resort

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Detailed Assessment	Yes	No	N/A
Suitability			
Is machine / area / site / equipment suitable for purpose?	X		
Is there a suitable working environment?	X		
Is the machine / equipment / site in a suitable location?	X		
Are any signs easy to read and unobstructed?	X		
Specific hazards (Have the following hazards been prevented or controlled?)	Yes	No	N/A
See Risk Assessment recommendations	X		

Lighting	Yes	No	N/A
Is sufficient lighting provided?	X		
Specific risks	Yes	No	N/A
Are there specific risks?	X		
Identify:- This Risk Assessment is specifically targeted at identifying Covid 19 infection risks, and measures to eliminate, or reduce that risk			
If specific risks exist are controls in place including restricting use?	X		
Inspection	Yes	No	N/A
Is the machine / equipment / area / site regularly inspected?	X		
Are inspections recorded?	X		
Are records kept up to date?	X		
Information , Instruction & Training	Yes	No	N/A
Are records maintained to demonstrate information & training provided?	X		

Summary of findings:			
Good level of control following review of government and other official bodies published support guides, and the successful integration of C-19 HOT system, providing a constant assessment of hazard observations and subsequent actions for improvement.			
Have findings and actions been discussed and agreed with person responsible for the area?	Yes		No

Assessor Name:	Gavin A	Date	2/6/20
Responsible Person		Review date	2/9/20

