

Lyons Seafoods Ltd Risk Assessment Record Sheet

Department/Area/Item:	All areas													Who's at Risk:	All staff and visitors to the sites				
Reason:	Coronavirus Pandemic						Date:	02/09/2020						Review Date:	02/10/2020				
Assessor:	Mark Edwards						Assisted by:	Amanda Howe						Doc No's:	RA-42-99-01				
	Hazard/Risk																		
	1	2	3	4	5	6	7	8	9	10	11	12	13		Risk Rating (P x L)				
Activity Being Assessed	Communal Surfaces	Production/Stores Areas	Changing Areas	Access to areas	Infectious/symptomatic people	First Aid	Occupational Health	Offices	Canteens	Home Working	Business Travel and to/from work	Visitors/Contractors	Meetings	Hazard/Risk	Controls in Place				
This Risk Assessment will cover the risks from the Coronavirus Pandemic and the controls implemented by the business	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	1	See following pages for details	2	5	10
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														12	See following pages for details	2	5	10	
														13	See following pages for details	2	5	10	
	Probability (P)						Severity of Loss (L)						Action Table			Risk Rating - (P x L)			
5	Very Likely						5	Death						No Action			0		
4	Likely						4	Major Injury						Monitor/Trend			1 - 9		
3	Probable						3	Over 7 day Injury						Review Risk Controls			10- 14		
2	Unlikely						2	Cuts/Sprains						Urgent Action Required			15 - 25		
1	Remote						1	Minor Injury						Refer to Notes					

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Risk	Control Measures in Place	R R	Additional control measures required	Responsible
1 Communal Surfaces - doors, clock machines, stairs etc	Increased cleaning and disinfection of all contact surfaces Extra staff allocated to carry out the extra cleaning of canteens, doors etc including FFH	10	Additional sanitising stations have been ordered to be positioned at main entrance points.	FFH (Tech/HR) Factory 1 Extra
2 Production and Stores Areas	High level of hand washing and the regular use of hand sanitisers Social distancing - 2 meter rule to be observed at all times Floor marking in place to maintain distancing	10	Increased monitoring and enforcement by line managers Spot check audits on social distancing by the Technical Team	Managers
3 Changing Areas	Shift start and finish times have been staggered to reduce the numbers getting changed at anytime Breaks are also staggered to reduce numbers Increased cleaning and sanitising in the changing areas	10	Increased monitoring and enforcement by line managers	Ongoing Managers
4 Access to Areas	Entry control panels regularly cleaned and sanitised Increased cleaning and sanitising of main entry points Shift start and finish times have been staggered to reduce the numbers entering/leaving the site at anytime	10	Additional sanitising stations have been ordered to be positioned at main entrance points.	Health, Safety & Improvement Manager
5 Infectious or symptomatic people and Health & Well Being	QA-07-02-10 Corvid-19 Visitors + Health Assessment HR web page - Reporting of Illness HR hot desk set up to manage and report absences, follow up on cases and communicate procedure and guidance HR comms well being page Coronavirus comms channel has all items relating to Corvid-19 2 weekly contact with employees who have been furloughed Regular staff meetings 6 staff at a time Hand sanitisers issued to all staff for personal use Different clocking machines use at start/end of shifts	10	On going management by HR and Senior Management Reporting back to Board and Group Grocery Aid Corvid-19 Fund Info on 10 second briefs and HR comms channel Coaching for Well Being provided by a Buisness Psychologist (Belinda) 9 employees have booked slots so far Mental Health Awareness Week 18 - 22 May further information to follow Weekly treats sent out to staff to say thank you to staff for their support during this coronavirus period i.e hand sanitiser, fruit, soft drinks etc. FAQs regularly updated	HR

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6 First Aid	Extra care to be taken when carrying out First Aid Masks and gloves in First Aid Room/FAKs	10		Health, Safety & Improvement Manager
7 Occupational Health	All close contact health surveillance and medicals have been suspended Company telephone consultations now the normal access OH advisor used as necessary - 7 cases so far	10		HR
8 Offices	All those who can work from home are working from home Remote working guidance provided and healthy remote work info via coronavirus sharepoint channel Increased cleaning and disinfection of all contact surfaces in the offices and shared kitchen areas	10	Screens to be erected between desks in preparation for people returning to work	HR
9 Canteens	Tables and chairs removed to increase space between people using the canteens - only a set number permitted in canteens Additional rooms made available to be used as rest rooms Break times staggered to reduce numbers using the canteens/rest rooms Increased cleaning and disinfecting of all surfaces and canteen machines	10	Monitoring of breaks to ensure social distancing is being observed Spot check audits on social distancing by the Technical Team	Ongoing Managers
10 Home Working	Information provided on mental wellbeing such as isolation DSE self assessment information provided for setting up home work stations Mental Health, Domestic Violence information available From the Remote Working Series guidance for managers on managing remote teams	10	Mental Health Awareness Week 18 - 22 May further information to be sent out	HR
11 Business Travel including to/from work	All business travel and visits suspended Use of ICT increased Audits of Lyons now being carried out remotely using Teams and ICT	10		HR

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12 Visitors and contractors	Only essential visitors and contractors permitted on sites 2 meter rule set up in reception along with hand sanitising QA-07-02-10 sent to contractors and visitors prior to them visiting the site	10		HR
13 Meetings	All essential site meeting are held using social distance guidance. Where possible meetings are now carried out using Teams Regular coronavirus updates are circulated on emails, coronavirus sharepoint comms channel and displayed on notice boards and on the screens in the canteens	10		HR
14 Emergency Evacuations	Safe and orderly evacuations from buildings and fire evacuation procedure followed	10	With reduced staff on site, social distancing - 2 meters- is achievable at the assembly point.	Incident Controller
15 Training	Normal due care and attention during training activities	10	Training using larger rooms and reducing numbers on training at any one time allows for social distancing - 2 metres. Visors to be supplied for employees shadowing when required to recommendations of the HSE	Steve Wain
16 Deliveries and visitors	Normal due care and attention and safety proforma completed	10	Hand sanitising in place. Floor markings keeping social distancing in place. Coronavirus poster displayed in reception. Only essential visitors and deliveries accepted on site.	HR