



# RISK ASSESSMENT BAKERY - COVID 19 -

**Activity:** GENERAL BAKERY ACTIVITIES (Kitchen, Bakery, Deliveries, Cleaning, Office and Nights)

**Risk Level**

**H**

**References:** HM Gov (May 2020: Recovery Strategy) + Working safely during COVID-19 in factories, plants and warehouses (11.May 2020)

### DESCRIPTION (please describe the operation)

The bakery produces and delivers a range of food products to retailers and food service companies, including Honesty Coffee Shops. Other products such as consumables, drinks and packaging supplies are also stored and delivered by this unit.

### RISK ASSESSMENT

ACTIVITY	HAZARD	POSSIBLE EFFECTS	L	I	RISK RATING	Detail existing controls	ACTION PLAN			Revised risk rating
							Action	Who	When	
General working activities, including arrival, breaks, work and departure from the bakery	Contamination with COVID-19 via surfaces, tools, equipment	Contamination with virus, including death	3	5	15	Sanitizer available in all areas, including office and main access door	Increase the frequency of hand washing (issue guidance)	Richard	Immediately	5
							Increase the frequency of surface cleaning (issue reviewed cleaning schedule)	Richard	Immediately	
	Contamination with COVID-19 by staff with NCD	Contamination with virus, including death	3	5	15	People with NCD / underlying health conditions are quarantined until government notice	Register all staff that has an underlying health condition and maintain weekly phone contact.	Richard	Immediately	5
Cooking, Baking and General food production activities	Transmission via other workers, due to proximity	Contamination with virus, including death	3	5	15	All staff with symptoms have self isolated from day 1, following guidelines. Bakery will operate with 1 staff member in each area, for as long as possible.	Create floor markings to allow staff to work with 2meters distance from one another	Richard	Immediately	5
							Create record for tracking contact (when early symptoms are shown by 1 member of staff) and therefore allow others to self isolate. When possible, change the rota to allow fixed team working (same staff always in contact)	Richard Richard	Immediately	

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## RISK ASSESSMENT

ACTIVITY	HAZARD	POSSIBLE EFFECTS	L	I	RISK RATING	Detail existing controls	ACTION PLAN			Revised risk rating
							Action	Who	When	
DELIVERIES (including loading vans, picking items, unloading, delivering and driving)	Transmission via contaminated surfaces	Contamination with virus, including death	3	5	15	Van is cleaned routinely (cabin and boot).	Increase sanitizing of vans (cabins) to everyday, before and after each use.	Richard	Immediately	<b>5</b>
							Drivers to wear gloves at all times. Gloves to be made available in each van, along with an alcohol gel bottle and disposable cloths	Drivers	Immediately	
							All keys to shops and other areas to be sanitized at the end of the shift (use purple sanitizing solution)	Drivers	Immediately	
OFFICE STAFF (general work)  ALL WORK STAFF	Transmission via contaminated surfaces	Contamination with virus, including death	3	5	15	Each computer / desk is used by the same person everyday (NO HOT DESKS)	Increase sanitizing of office spaces (each room to have a sanitizer and disposable cloths)	Richard	Immediately	<b>10</b>
							Incentivize the use of gloves for opening doors / toilets	Richard	Immediately	
	Transmission via other workers, due to proximity	Contamination with virus, including death					Allow / Incentivize the use of masks to prevent asymptomatic staff to spread the virus	Richard	Immediately	
							Allow / incentivize work from home where possible	Richard	Immediate	

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## RISK ASSESSMENT

ACTIVITY	HAZARD	POSSIBLE EFFECTS	L	I	RISK RATING	Detail existing controls	ACTION PLAN			Revised risk rating
							Action	Who	When	
VISITORS, SUPPLIERS AND OTHER COMPANY STAFF	Transmission via other workers, due to proximity	Contamination with virus, including death	3	5	15	All visitors and company staff (other areas and outlets) discouraged to visit the bakery.	Place a note by the main door informing visitors that unless their presence is vital for the business and previously approved, they are not to enter the building.	Richard	Immediately	5
							If contractors (maintenance) are visiting for reasons that are vital for the business to continue (repairs), then they are to visit after production hours (from 3pm)	Richard	Immediately	
							Suppliers (deliveries) are to keep a safe distance and not allowed in any production area.	Richard	Immediate	

**ADDITIONAL MEASURES:**

- INFORM GENERAL PUBLIC OF THE ACTIONS TAKEN (Risk Assessment), via WEBSITE.
- INFORM STAFF OF THE ACTIONS TAKEN VIA:
  1. WEBSITE or EMAIL of this document
  2. Making the “Staying Safe” Poster available in all work areas
  3. Provide training and supervision throughout the course of each work day
  4. Management to be available at all times to clarify questions or doubts, and to update information as per Government’s communications
- STAGGERING BREAKS AND MEAL TIMES: Staff normally take a meal break at 1200 or around that time. Kitchen was asked to make food available for longer so that the whole team can enjoy a meal break at different times (avoiding contact in a limited social area)
- ACCESS CONTROL: All office doors and access doors to remain open where possible (except fire doors).

## DECLARATION

I certify that all controls are in place which reduce risk to as low as is reasonably practicable, all staff have been informed and safe systems of work have been applied.

Prepared by: *Tiago Figueiredo*

Date: 13.5.2020

Approved by:

Date:

### ADDITIONAL INFORMATION ON THIS DOCUMENT:

- This document was prepared in May 2020, with information provided by HM Government, including Working Safely guidance. The bakery, as a food production facility, falls into the “Factories, plants and warehouses” category, which includes industrial environments such as manufacturing and chemical plants, food and other large processing plants, warehouses, distribution centres and port operations.
- The WHO documents were consulted for additional information on “Covid-19 and NCD” and
- Risk Rating Matrix:

	LIKELIHOOD	IMPACT	RISK RATING	
			Result (L x I)	Action
1	Very unlikely	Insignificant – no injury	20-25	STOP – Stop activity and take immediate action
2	Unlikely	Minor – Minor injuries requiring first aid	15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
3	Fairly likely	Moderate – Up to three days absence	8-12	ACTION – Improve within specified timescales
4	Likely	Major – More than seven days absence	3-6	MONITOR – Look to improve at the next review or if there is a significant change
5	Very likely	Catastrophic – Death	1-2	NO ACTION – No further action but ensure controls are maintained and reviewed