

**Strictly Confidential**

## **COVID - 19 RISK ASSESSMENT**



Your Foodservice Partner

**MKG (Food Products) Ltd  
Old Coach Road  
Glaisdale Drive  
Bilborough  
Nottingham  
NG8 1GY  
&  
Units 1&2, Wingate Close**

Assessor: Himmat Rai BSc (Hons) LL.M DMS CEnvH FCIEH CMIOSH  
with the assistance of Gary Insley & Gemma Todd



**sentinel**

safety solutions

Sentinel Safety Solutions Ltd  
Sentinel House The Courtyard, Harris Business Park Hanbury Road Bromsgrove Worcs. B60 4DJ  
01527 833834 info@sentinelsafety.co.uk

## Risk Scoring System

In order to assess the relative importance of health and safety risks and to enable corrective action to be prioritised, a simple system of scoring has been used.

The Risk Score reflect the combination of the Severity of Hazard and the Likelihood of Occurrence.

$$\text{RISK SCORE} = \text{SEVERITY OF HARM} \times \text{LIKELIHOOD OF OCCURRENCE}$$

**Severity of Harm** – the potential to cause harm will vary in severity. The effect of a hazard has been rated as follows:

**Fatal/ Major** eg. death or major injury

**Over 3 day** eg. injuries where people may be off work for more than 3 days

**Minor** eg. all other injuries including those where people are off work for periods of up to 3 days

**Likelihood of Occurrence (of Harm)** – Harm may not occur in every case, this will be affected by a number of factors, including the organisation of the work, measures in place to control risk and, the nature and extent of exposure to the hazard. The likelihood of occurrence has been rated as follows:

**Certain** eg. where it is certain or near certain that harm will occur

**Possible** eg. where harm will occur frequently

**Unlikely** eg. where harm will seldom occur

### Risk Evaluation Matrix

Likelihood of Occurrence		Severity of Harm		
		Fatal/Major	Over 3 day	Minor
Certain	<b>Imminent</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
Possible	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Low</b>
Unlikely	<b>Medium</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>

### Remedial Action Timetable

	<b>Imminent Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
<b>Remedial Action to eliminate or reduce risk</b>	Immediate action	Action as a matter of priority	Action as soon as is practicable	Action as a part of programmed risk management procedures

## General Risk Assessment

**LOCATION AND/OR ACTIVITY: Nottingham Site & Client Premises Visited**

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level?  Yes/No	Residual Risk?  I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p><b>Covid-19 Infection:</b> Workplace incapable of allowing social distancing</p> <p>Staff with COVID -19 symptoms attending work premises</p> <p>Clinically Vulnerable or Clinically Extremely Vulnerable attending work premises</p> <p>New &amp; Expectant Mothers or persons with disabilities attending work premises</p> <p>Staff working remotely feeling isolated/anxious or not informed on safe working practices</p>	<p>Employees Visitors Client's Employees Public</p>	<p><b>Staff Considerations:</b> Only staff who cannot work from home permitted to work from work premises.</p> <p>Staff have been informed that they must stay at home if they or someone in their household has presented with symptoms of COVID -19, namely a new continuous cough, high temperature (above 37.8°C) and a loss of, or change in, your normal sense of taste or smell (anosmia). Staff to observe self-isolation in accordance with Govt. Guidance.</p> <p>Clinically Vulnerable or Clinically Extremely Vulnerable employees or those with a person in these categories in their household have been identified and will work from home until Govt. advice suggests otherwise. Staff to observe shielding and self-isolation in accordance with Govt. Guidance.</p> <p>A specific New &amp; Expectant Mothers Risk Assessment to be conducted when company is formally informed that an employee is pregnant or when returning to work after maternity leave.</p> <p>Consideration has been given to how any changes to the work premises will affect persons with disabilities.</p> <p>Arrangements in place to maintain ongoing communication with staff on the company's response to COVID -19 and the implications for them. Staff provided with information and guidance on safe working practices while working remotely at Client Premises. Staff encouraged to talk/share concerns to minimise impact on mental health wellbeing.</p>	<p style="text-align: center;">Yes</p>			

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<p><b>Covid-19 Infection:</b> Employees not consulted on health and safety implications</p> <p>Staff and visitors unaware of the infection risks and the risk controls in place</p> <p>Staff become ill while at work</p>	<p>Employees Visitors Client's Employees Public</p>	<p><b><u>Staff Considerations:</u></b> The findings of this COVID – 19 Risk Assessment to be shared with employees by means of company communications.</p> <p>Employees consulted on the risk control measures in place to mitigate the risk of infection and actively encouraged to raise any matters of concern with their line manager.</p> <p>Staff trained, instructed and informed on the risk of infection and the risk controls in place. Training records to be maintained.</p> <p>Clear signage and posters in place to inform all persons of the risks and what they can do to minimise the risk of infection.</p> <p>Signage in place to remind persons to maintain social distance, wash hands regularly for 20 seconds and cough/sneeze into a tissue and then dispose of it in the waste bins provided.</p> <p>Any member of staff who develops symptoms of COVID - 19 whilst at work will be sent home and instructed to stay at home for 7 days from onset of symptoms.</p> <p>If the member of staff lives in a household where someone else is unwell with symptoms then they must stay at home in line with the stay at home Govt. guidance.</p>	<p>Yes</p>			

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<p><b>Covid-19 Infection:</b> Travel to/from work premises</p> <p>Work-related travel including deliveries to customers</p>	<p>Employees Public</p> <p>Employees Public</p>	<p><b><u>Travel Considerations:</u></b> For employees attending work premises, consideration has been given to minimising the risk of infection during travel to/from work.</p> <p>Employees have been advised to avoid public transport if possible.</p> <p>Car sharing to, from and at work is not permitted.</p> <p>Non-essential travel will be minimised and consideration will be given to remote options first.</p> <p>Only one employee is permitted per vehicle.</p> <p>Staff have been issued with hand sanitiser for themselves and disinfectant spray to clean the vehicle.</p> <p>Strict adherence to the Client's COVID -19 risk management protocols.</p> <p>Employees to be trained by the Client's representatives in the procedures to be followed when delivering to residents on behalf of the Client.</p>	<p>Yes</p>			

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<p><b>Covid-19 Infection:</b> Workplace size and layout not suitable for permitting social distancing  or for effective prevention of common touch points</p>	<p>Employees Visitors Contractors Client's Employees</p>	<p><b><u>Workplace Considerations:</u></b> Staff parking facilities allow for vehicles to be parked enabling social distancing at MKG Premises. At Client Premises staff will observe the site requirements on parking.</p> <p>The number of staff in the workplace at any one time is such as to enable them to observe the Government recommended social distancing.</p> <p>Where appropriate, consideration has been given to staggering the start and finish times or possibly the days that staff attend the MKG Premises.</p> <p>Where reasonably practicable the movement of individuals throughout the workplace will follow a system to enable social distancing. Where possible common touch points at entrance/exits will be avoided.</p> <p>Where appropriate floor tape or markers will be used to mark areas to enable social distancing.</p> <p>Only where it is not possible to move workstations further apart, we will arrange for people to work side by side or facing away from each other rather than face-to-face. Only where it is not possible to move workstations further apart, we will use screens to separate people from each other.</p> <p>The use of hot desks and spaces will be avoided. Where this is unavoidable cleaning and sanitising of workstations will be carried out between different occupants including shared equipment.</p> <p>Staff will be instructed to avoid non-essential movement around the workplace and job/location rotation at MKG and Client Premises.</p>	<p>Yes</p>			

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<p><b>Covid-19 Infection:</b> Workplace size, layout and processes not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Contractors Client's Employees</p>	<p><b><u>Workplace Considerations:</u></b> The number of persons using confined areas such as the kitchen, welfare area, toilets will be limited to observe social distancing.</p> <p>Signage will be used to reinforce the arrangements.</p> <p>At Client Premises staff will observe the site requirements on social distancing.</p> <p>Digital and remote transfers of material will be used where possible rather than paper format, such as using e-forms, online portal, emails and e-banking.</p> <p>Face to face meetings will be avoided if possible. Where this is unavoidable, this will be kept to 15 minutes or less wherever possible in a well-ventilated space. As an added precaution staff will wear a face covering, where appropriate.</p> <p>As much as possible, teams of workers will be kept together (cohorting) and numbers in a team will be as small as possible.</p> <p>For members of staff who work at Client Premises or deliver to customers, the principles of social distancing will be observed and arrangements are in place for access to hand washing/hand sanitiser (minimum 60% alcohol content).</p> <p>To facilitate training of employees at MKG premises, employees and visitors are required to use hand sanitiser before entering and when leaving the designated training area.</p> <p>Seats have been positioned to enable social distancing. Employees will be provided with paper and pens to avoid sharing.</p> <p>The designated training location is in a well ventilated area and additional ventilation will be provided by opening the roller-shutter door, where appropriate.</p>	<p>Yes</p>			



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<p><b>Covid-19 Infection:</b></p> <p>Inadequate ventilation</p> <p>Unnecessary exposure to third parties</p>	<p>Employees Visitors Contractors Client's Employees</p>	<p><b><u>Workplace Considerations:</u></b></p> <p>Where possible windows and doors will be opened for ventilation.</p> <p>At Client Premises, where possible, arrangements will be agreed for adequate ventilation in indoor areas being visited.</p> <p>Where possible, contact with third parties such as visitors, couriers and contractors at MKG Premises will be minimised. Where this is unavoidable, steps will be taken to enable social distancing eg. contactless deliveries.</p> <p>At Client Premises, work activities will be carried out in the absence of other persons, where possible.</p> <p>If this is not possible, social distancing including handwashing/hygiene procedures are to be observed.</p> <p>Staff issued with their own pens and wear PPE where appropriate, including overclothing, disposable gloves and face covering while undertaking work activities at Client Premises.</p> <p>Staff instructed on safe removal and disposal of gloves and masks to reduce contamination and reminded to continue handwashing in between glove change.</p>	<p>Yes</p>			

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<p><b>Covid-19 Infection:</b> Inadequate arrangements for effective personal hygiene in the workplace</p> <p>Inadequate arrangements for the cleaning of surfaces, equipment and vehicles</p>	<p>Employees Visitors Client's Employees</p>	<p><b><u>Hygiene Considerations:</u></b> Adequate hand washing facilities provided with hot/cold water, soap and hand drying facilities at MKG and reliance on Client Premises to do the same.  Hand sanitiser (minimum 60% alcohol content) dispensers provided around the MKG Premises workplace in easily accessible locations.  Staff issued with hand sanitiser for personal use at Client Premises and when making deliveries.  Employees will be reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues by means of posters/signage.</p> <p><b><u>Cleaning Arrangements:</u></b> Arrangements are in place for the effective cleaning of the workplace at MKG.  Objects and surfaces that are touched regularly will be cleaned and disinfected thoroughly using suitable cleaning chemicals and disposable tissues/anti-bacterial wipes.  Common touch surfaces such as door handles, taps, WC seats and cistern handles, handrails, will be cleaned more frequently.  Employees instructed to clean vehicles before and after use using disinfectant spray/wipes provided.  All waste materials will be safely stored and disposed of.</p>	<p>Yes</p>			

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<p><b>Covid-19 Infection:</b> Inadequate arrangements for the cleaning of utensils and cutlery</p> <p>Use of onsite facilities do not permit social distancing</p> <p>Inadequate arrangements for the safe evacuation in an emergency.</p> <p>Inadequate arrangements for first aid.</p>	<p>Employees Visitors Client's Employees</p> <p>Employees Client's Employees</p> <p>Employees Client's Employees</p>	<p><b><u>Cleaning Arrangements:</u></b> At MKG Premises common use of utensils such as plates/mugs/cups and cutlery will be avoided by using disposable items where possible. Where this is unavoidable arrangements will be made to thoroughly clean and disinfect the items in between users.</p> <p><b><u>Staff Welfare Facilities:</u></b> At MKG Premises, staff will be encouraged to bring their own food and to eat/drink at their desk.  At Client Premises, staff will take rest breaks observing social distancing and hygiene requirements with respect to the consumption of food and drink.</p> <p><b><u>Emergency Arrangements:</u></b> Due consideration will be given to ensuring that all occupants of the MKG Premises, including those with disabilities, can evacuate safely in an emergency.  At Client Premises, staff will adhere to the site emergency arrangements. The social distancing rule may be ignored in an emergency.</p> <p>When determining the number of persons to be at the MKG Premises at any one-time, suitable arrangements will be made for an adequate number of trained first aiders.</p>	<p>Yes</p>			