


# Risk Assessment

<b>Faculty/element: Coronavirus Infection Control</b>	<b>Section: Personal Hygiene and product safety</b>
<b>Prepared by: L Cooper</b>	<b>Date Prepared: 27.10.2020</b>
<b>Approved by: M Ball</b>	<b>Signature:</b> 
<b>Identify/describe activity, equipment, area or event you are assessing: Production area, Warehouse, QA, Print room, Canteen 1 &amp; 2.</b>	

<b>Step 1:</b> <b>Identify</b> the hazard/s	<b>Step 2: Assess</b> the risks- Note there may be several risks associated with each hazard List the Consequence (how bad would it be?), Likelihood & Risk rating for each risk – see Risk Matrix	<b>Step 3 &amp; 4:</b> List the <b>controls</b> needed to remove or reduce the risks and record date completed	<b>Step 5:</b> How will you <b>monitor</b> the risk and check the controls work? Record review date
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What could cause harm?	What could go wrong?	Likelihood	Consequence	Risk Score	Present Controls	Date completed	Review date
<p>Hands can be contaminated microbiologically and contaminate the product through contact with the door before entrance to the pack house. One door prior to entry.</p> <p>In this Pandemic Period, every other tap at all pre entry washbasins are to be highlighted for use making sure that the 2m distance rule applies.</p>	<p>Distribution to the public and illness caused.</p> <p>*Low Risk Products requires wash before use * Dates are ready to eat, however low risk due to sugar content and low moisture</p>	1	4	5	<p>Hand wash station at point of entry to pack house. Sanitisers throughout the facility and following door on entrance to pack house. Induction encourages handwashing and sanitising regularly as well as wearing correct PPE. Personal hygiene training.</p> <p>N.B. In this Pandemic Period, every other tap at all pre entry washbasins are to be highlighted for use making sure that the 2m distance rule applies.</p> <p>Regular cleaning of hand wash areas and sanitiser units, all door handles (on both sides of the door) including toilets and canteen doors. Regular handwashing and change of disposable gloves. Posters in place.</p> <p>Hand wash audits completed weekly days and back shifts AU-47 FPC states transmission to food 'unlikely' due to variants in temperature throughout the supply chain. Same stance as the BRC.</p> <p>Hygiene and GMP audit AU-52 Addition of fogging areas daily after shifts</p>	27/10/2020	Ongoing

What could cause harm?	What could go wrong?	Likelihood	Consequence	Risk Score	Present Controls	Date completed	Review date
Production area: Hands Not to be washed and sanitised regularly. Surface contact from virus. PPE not changed regularly, People standing on lines at tables facing each other. Equipment/ tables left unclean. T & A Finger scanners. People standing in groups of too close together.	Infection could be passed on.	3	3	6	Regular cleaning by hygiene team and on line staff. T & A finger scanners cleaned before during, after each break, and at end of shift. Staff to sanitise after use All relevant PPE to be worn correctly (as per induction training), and changed at regular intervals. A 2m distance procedure to be adhered to when required at T&A and other points. Poster in place. Handwashing and sanitiser to be used repeatedly. Staff have own overalls (disposables to ensure this can be adhered to for agency) Overalls removed if someone ill (perms in laundry, temp throw away) Hand wash audits completed weekly days and back shifts AU-47 Hygiene and GMP audit AU-52 Compulsory face visors	27/10/2020	Ongoing
Warehouse: PC equipment, mouse, POEP trucks and hand Jack trucks.	Infections could spread with touch or coughing.	3	3	6	Hand washing at point of entrance; no food past this point. Signage. Every other sink taped off to enforce distance. Further sanitising, Induction encourages handwashing and sanitising regularly Allergen procedure and policy. Correct PPE. Personal hygiene training. When standing at workstation to make sure there is a 2m distance between people, poster in place. Regular handwashing and change of disposable gloves Handwashing and sanitiser to be used repeatedly. Hand wash audits completed weekly days and back shifts AU-47	27/10/2020	Ongoing
Print room. PC equipment, mouse, Pens, Printers, labels and boxes of labels.	Infections could spread with touch or coughing.	2	4	6	All equipment to be cleaned regularly with sanitising wipes regular handwashing. The use of disposable gloves where appropriate. Monitoring people collecting labels are 2m apart as per guidelines. Poster in place. Handwashing and sanitiser to be used repeatedly. Hand wash audits completed weekly days and back shifts AU-47 Hygiene and GMP audit AU-52 Fogging after shift	27/10/2020	Ongoing

What could cause harm?	What could go wrong?	Likelihood	Consequence	Risk Score	Present Controls	Date completed	Review date
Canteen-Queue at microwave and vending machines. Sitting opposite at tables, Area is not clean.	Infections could spread with touch or coughing.	3	3	6	Posters up regarding 2m distancing. Self-distancing to be monitored by everyone. Hygiene team to make sure areas are clean and sanitised at all times. Vending machines and microwaves touch pads to be cleaned regularly. Handwashing and sanitiser to be used repeatedly. Hand wash audits completed weekly days and back shifts AU-47 Hygiene and GMP audit AU-52 To enforce 2 metre distance boxes/signage used to block seats	27/10/2020	Ongoing
Toilets: lack of hygiene could be an issue if not in place. Hand washing essential. PPE in this area.	Infections could spread with touch or coughing.	3	3	6	Induction Training instructs that NO PPE should be in this area. Good handwashing is required before leaving the toilet and again before entry to the factory. Hygiene team to constantly monitor and clean areas including doors and handles and soap dispensers on a regular basis. Handwashing and sanitiser to be used repeatedly. Hand wash audits completed weekly days and back shifts AU-47 Hygiene and GMP audit AU-52	27/10/2020	Ongoing
First Aiders; - Not wearing the correct PPE and following First Aid Procedures when assisting a person(s).	Infections could spread with touch or coughing.	3	3	6	PPE to be worn at all times and disposed of correctly. Masks to be worn along with aprons and gloves. Handwashing and sanitiser to be used repeatedly, when dealing with sick and injured. Hand wash audits completed weekly days and back shifts AU-47	27/10/2020	Ongoing
Packaging Store:	Infections could spread with touch or coughing. Touch services	3	3	6	PPE to be worn at all times and disposed of correctly, when cleaning. Good handwashing practises adhered to. Forklift driving steering wheel, lift levers etc. to be cleaned as and when used. Office and handles and switches on machinery to be cleaned at regular intervals. Hand wash audits completed weekly days and back shifts AU-47	27/10/2020	Ongoing
Movement between area's as a source of contamination of cough sneezing and touch	Infections could spread with touch or coughing.	3	3	6	Movement between areas as a source of contamination on hands PPE. Sanitisers in between stores In offices. At all, entrance points. *Hygiene Team to be kitted up with PPE, aprons, arm bands and gloves all disposable and to follow Hygiene procedures in each area they work in.	27/10/2020	Ongoing
Visitors, deliveries	The visitor or delivery driver could be infectious of coronavirus	4	1	5	No visitors (unless business critical) allowed to site as per the Coronavirus Policy. Essential list of Visitors & Contractors (Coronavirus) QM-4.2b Signage for all visitors in areas to sanitise and abide by 2-metre rule.	27/10/2020	Ongoing

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Travel abroad and for business	The coronavirus is easily spread through close contact	4	4	8	Only essential travel as per gov.uk. Most holiday firms have cancelled holidays. Still take holidays at home to be in line with ethical requirements. Although allowance to carry over in line with the gov.uk. Business travel only business critical. Must be approved by EXCO board.	27/10/2020	Ongoing
Staff	Bring coronavirus to Karsten UK  Karsten or agency employee	4	4	8	Procedures are in place to ensure staff including agency have been well briefed. PHE should contact the site with advise should there be a reportable case. The person's movement would be traced back and any staff thought at risk of the virus will be asked to isolate for 14 days, Track and trace is live but an element needs managing in house due to well known issues with the system. Coronavirus statement issued to staff and agencies. For example in a vehicles sharing situation anyone who had shared with the infected person to go into isolation at home. Full clean down to take place if possible due to timings of diagnosis and as stated follow advice of PHE. The factory is cleaned and sanitised daily and with additional measures i.e. fogging where needed. Agencies are regularly in touch with Karsten UK, aware of measures, have communicated theirs –transparency should reporting take place	27/10/2020	Ongoing
Virus spreads/PHE attention	Site closure, media attention. Loss of business. Reputational damage to us and our customers	4	4	8	PHE had no plans to shut business in earlier guidance. Inform the customers if Karsten UK has a significant number of cases. Early warning for contingency planning. It seems businesses with outbreaks have to shut for 72 hours in some instance. Contingency planning and 3.11 Crisis management Plan reduction in business i.e. stop helping pack for others with issues	27/10/2020	Ongoing

What could cause harm?	What could go wrong?	Likelihood	Consequence	Risk Score	Present Controls	Date completed	Review date
The coronavirus is more severe to people with certain health conditions	The staff member could get the virus and worst case die	3	5	8	Shielding as per advice of the government finished on the 1 <sup>st</sup> August 2020. (Including those without pre-existing conditions). Working at home may not be possible in many cases from this date due to the nature of work it is not always possible and found fragmentation during the time we did have home workers. Some workers to remain off who do not need to be on site to keep overall workforce numbers down. This is down to the managers to decide whether the job profile can be completed from home. Covid 19 signature of building security on display and in action. To be reviewed in line with government guidelines. COVID track and trace scanning signs in place for visitors and retention of information to contact in the event of an outbreak.	27/10/2020	Ongoing
Air con in offices/heat	Spread the virus. Ok if a loan worker in an office only-must be turned off if having visitors	2	4	6	Communicated to all staff Look at investing in non-air blowing stand-alone heaters for the winter.	27/10/2020	Ongoing

This is one example of a number of tools that can assist with your risk assessment process.

**What you need to do**

1. Consider what can go wrong
2. Determine how bad the outcome would be - Consequences
3. Determine how likely it is to happen - Likelihood
4. Calculate the risk level

LIKELIHOOD	CONSEQUENCES				
	Catastrophic 5	Major 4	Moderate 3	Minor 2	Insignificant 1
Almost certain 5	10	9	8	7	6
Likely 4	9	8	7	6	5
Possible 3	8	7	6	5	4
Unlikely 2	7	6	5	4	3
Rare 1	6	5	4	3	2

**CONSEQUENCES:** How severely could it hurt someone/cause damage?

- Catastrophic** death or large number of serious injuries, environmental disaster, huge cost
- Major** serious injury, extensive injuries, severe environmental damage, major cost
- Moderate** medical treatment required, contained environmental impact, high cost
- Minor** first aid treatment required, some environmental and/or financial impact
- Insignificant** No injuries, low financial/environmental impact

**LIKELIHOOD:** How likely is it to happen?

- Almost certain** expected to occur in most circumstances
- Likely** will probably occur in most circumstances
- Possible** might possibly occur at some time
- Unlikely** could occur at some time
- Rare** may occur only in exceptional circumstances

Risk Score	How likely is it to happen?	What should I do?
9-10	Extreme	Immediate action required
7-8	High	Action plan required, senior management attention needed
5-6	Moderate	Specific monitoring or procedures required, management responsibility must be specified
2-4	Low	Manage through routine procedures