Wilkin & Sons Ltd.

COVID-19 - MONITORING RESPONSE PLAN.

RA-00033-4

Assessor: Kevin Lagan **Assessed on:** 28-Feb-2020 **Approver:** Chris Newenham **Approved On:** 14-May-2020

Details:

Scope and Purpose.
This assessment has been undertaken in response to the declared global pandemic of Coronvirus- Covid-19. The scope of this assessment is limited to risk to health only from this strain of the virus. This assessment does not consider financial, reputational , commercial or other business risks. These are managed via separate assessments and management plans.

Context:
The world is experiencing an unprecedented outbreak of coronavirus. The pandemic of coronavirus disease 2019 (COVID-19) spread to the United Kingdom in late January 2020. As a group, coronaviruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.
Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.
Novel coronavirus (Covid-19) is a new strain of coronavirus first identified in Wuhan City, China and has since spread across the globe. Wilkin and Sons Ltd have been monitoring the situation closely since the advent of the pandemic and the purpose of this assessment is to consider information that is made available to us,so as to assess the risks to our Staff, Contractors and any other people that may be impacted by our business and act upon advice provided by the UK Government. As the situation is fast moving and highly fluid, the board will be monitoring the situation on a day by day basis. Action and updates will be implemented based upon government advice. As well as this risk assessment, a document has been developed and will be maintained as a record of business response as a supplementary. (Issue 1 - dated - 22 April 2020. Updated May 2020 - ongoing live document)

Wilkin and Sons Ltd operates a group of businesses that includes fruit farms, food manufacturing, tea rooms, bakeries and shops. It also operates its own distribution centre and fleet of vehicles and in total, at peak season, employs approximately 600 full and part time employees.

Based on current evidence, novel coronavirus (Covid-19) presents with flu-like symptoms including a fever, a cough, or difficulty breathing. The current evidence is that most cases appear to be mild. However, as at 05 May 2020, nearly 30,000 deaths associated with Covid-19 have been reported in the UK. This has risen to 32,000 plus as at 11 May 2020. Due to the flu like symptoms, this makes it difficult to identify directly as Covid-19 due to the number of illnesses that are prevalent in the winter period in the UK and across the northern hemisphere. Wilkin and Sons have a global presence, and as such we identified that we had members of staff who travelled across the world to meet with customers and agents. Up to 28 Countries were visited (at the time of composition of this assessment 02 March 2020) (09.23am)) which included, Italy, France, Switzerland, Austria and Brazil. Visits have been made to China (but this was at the end of 2019) and to date (12 May 2020 @ 11:17am),no symptoms that are common in people who have contracted the virus have been identified in any of our travellers or members of staff. Two members of our engineering team visited Italy in February 2020. The areas visited were not identified at the time as being in any of the identified 'high at risk' risk zones. The duration was short (2 days) and an independent risk assessment was carried out with the travellers prior to the trip being undertaken.
All advice that is issued by the UK FCO via the web site (https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public and updated information on https://www.gov.uk/coronavirus) will be monitored and actions taken as practicable and appropriate.

This risk assessment is dynamic and will be regularly reviewed and updated. In addition to this document, we maintain a written record of business response as a supplementary, which contains further details of our response to the Governments and BRC requirements. The current version is active as at 13/05/2020@08:31 and was reviewed by:
Chris Newenham - Joint Managing Director
Scott Goodfellow - Joint Managing Director.
Phillipa Booty - Production training co-ordinator.
Georgina Offord - Director.
Mark Smith - Factory Manager.
Viktoria Beaver - Machine Operative.

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Hazards and Controls:

Identified Risk				Residual Risk		
Item No.	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	Residual Risk
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1 Risk	Staff who have travelled overseas for business. Being unknowingly exposed to persons who are carrying the Covid-19 virus and becoming infected.	Contracting Covid-19 - Spreading to the company workforce and families. If a member of staff contracts the virus, there is a potential of serious illness or death. The virus could spread virulently to other members of staff and impact both individuals, family members and members of the public.	All	High 20	Monitoring the advice of the UK government and news media. (https://www.gov.uk/guidance/coronavirus-covid-19-information-for-t and https://www.gov.uk/coronavirus	Low 8
					Promoting and maintaining good hygiene. As Wilkin and Sons Ltd are a world leading food manufacturer, hygiene standards are very high and high quality facilities are provided for hand washing and hand sanitation. Additional supplies of hand sanitiser products have been ordered and a supply of face masks is being held for issue if required.	
					Monitoring travel and following advice from the UK Government regarding high risk areas. Wilkin and Sons Ltd has stopped all national and international travel.	
					Board members meeting regularly to assess the situation. Contact made with 111 to seek advice regarding the recent visit by maintenance teams to Italy. Constant vigilance on the situation.	
					Specific risk assessments for travel as needed to assess the risk potential for each visit.	
					Monitoring travellers for any signs of illness.	
2	Persons being classed as clinically extremely vulnerable and clinically vulnerable exposed to people who are unknowingly infected. Persons with known high risk underlying medical conditions that are known to medical providers.	Serious illness / death. Contracting the virus and becoming critically / seriously ill leading to death.	All staff who have received letters from HM Government relating to their medical condition.	High 20	Members of staff who have received correspondence from the NHS to shield themselves (or persons at home with serious conditions), have been informed to self isolate / shield, and remain at home until government guidance is updated. Where a person is able, they have continued to work from home.	Low 5
3	Persons coming to work with symptoms of Covid-19 Person attending work with symptoms of Covid-19 themselves, or a person/s in their household showing / experiencing symptoms.	Infection of others. Passing on the virus to other people.	All staff and families	High 20	In accordance with Government guidelines, any staff that are reporting / showing potential symptoms are immediately sent home / asked to remain at home to self isolate. Any staff who report that other persons in the household are showing symptoms, are to remain at home and self isolate.	Low 5
					All staff members who have informed us that they are pregnant, are to work for home where possible , or remain at home if they are unable to work from home, so as to limit the potential for infection.	

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4	Inequity in the workplace - putting pressure on staff with social or special needs Breaking existing laws on equality in the workplace and not supporting staff that need support with in caring responsibilities ,child care provision.	Mental or physical strain on staff and families. Staff and families being put under undue pressure by continuing to work to normal working patterns.	Staff with caring responsibilities, pregnant staff and those with social needs.	Moderate 9	Pregnant staff in their third Trimester are requested to stay at home and where possible, work from home if conditions allow. Selection of staff for the governments furlough scheme includes those with social needs (child care support etc) as part of the criteria. Shifting start and finish times in line with personal needs on a group or one by one basis. The provision and promotion of mental health support via EAP or staff representatives. Management listening tours and maintaining open door policy.	Low 3
5	Failing to meet Social distancing requirements. The government has implemented a maintaining 2 metre social distancing (wherever possible) measure to protect people from the potential of infection from close contact. It is applicable across UK society including all workplaces.	Passing the virus due to close sustained contact. Staff becoming infected and ill, passing the virus to others.	All staff and visitors	High 20	Wilkin and Sons has undertaken a series of social distancing measures. This includes: Asking and supporting staff to work from home where ever possible, reviewing all operational activities and implementing revised working methods such as greater spacing between staff, side by side working with staggered distancing , back to back protocols when working in areas that may need staff to pass occasionally within two metres, closing staff canteens for prepared foods, greater spacing between lunch room tables, measuring and signing seating that allows two meters to be identified to assist staff on breaks, staggering start and finish times to allow for less crowding and improve flow of staff, production of signage reminding staff of the 2 metres rule (in English and other languages), use of screens in our pack houses to ensure staff are separated, provision of PPE for our engineering teams (full face shields) to be worn when working in closer contact that 2 metres for a prolonged period of time, keeping teams together in cells where possible. Shielding / barriers established in pack houses. Reduction of occupancy of vehicles used to transport staff to work sites. Doors wedged open where possible.	Moderate 10
6	Insufficient Personal Hygiene Practices- Persons travelling / being in close proximity to each other. Poor personal hygiene resulting in transmission of the virus by contact, droplet or aerosol.	Transmission by droplets, contact or aerosol of Covid-19. Serious illness including fatality.	All Staff and visitors	High 20	Work place environments are not at high risk of aerosol transmission due to layout and ventilation in most areas. As a premium food manufacturer, good hygiene practices are a key way of working. GMP audits are undertaken and recorded including hand swabs and area testing. There are hand sanitisers when entering the workplaces and hand wash stations in changing and communal areas. Additional bottles of hand sanitisers have been provided across the businesses including sterile wipes and cleaning schedules. Additional measures include individual sanitiser supplies for vehicle operators. Clocking in machines have been suspended (as they require thumb prints) and start and	Moderate 10

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					finish times have been staggered to avoid crowding.	
					Air hand driers have been decommissioned and rest areas,toilets etc, have a supply of disposable paper towels for drying hands.	
					Signage is applied to all common areas with advice on how to practice good hygiene to reduce the potential for spread of Covid-19.	
					Asking and supporting staff to work from home where ever possible.	
7	Staff working less than 2 metres at workstations or at meetings Not maintaining social distancing requirements	Spread of Covid-19 due to regular close proximity. Staff contracting Covid-19 and becoming ill.	All staff	High 20	Work layouts have been revised and measures implemented to keep people at 2 meters distance where possible as standard. Production schedules amended to allow more time to get products completed. Screens applied in our sorting and pack house areas. Workstations in offices measured and distances increased. Staff to work from home where able.	Moderate 10
					Face to face meetings have been limited to essential meetings only and social distancing is applied. Regular program of meetings has been suspended and remote on line platforms are used when needed.	
8	Visitors to work areas. Persons coming on to site and being infected with Covid-19.	Transmission of Virus. Passing the virus on to others .	Reception and Maintenance staff.	High 20	Visitor protocols include adhering to social distancing rules when attending work places. When entering our premises, all visitors are to complete a written health declaration and wear PPE as required. Maintenance by contractors is undertaken outside of work hours and in accordance with our social distancing rules. Entry into premises is strictly controlled.	Low 8
9	Closed business locations - not being cleaned correctly before reopening. In line with government guidance, all Tea Rooms and retail outlets were closed until further notice.	Illness Staff and visitors to tea rooms becoming ill due to bio-hazards.	Staff and customers	Moderate 9	Plans are developed for the reopening of Tea Rooms and retail units and will include the latest government guidance on cleaning ad disinfecting. As we have been operating Tea Rooms and retail outlets successfully for many years, our very high standards of sanitation and cleanliness will continue to be applied with any practicable additional requirements as per HM Government advice.	Low 3
10	Door step delivery. Entering commercial and domestic boundaries to deliver goods to customers.	Exposure to premises with unknown hygiene practices. Contracting the virus.	Deliver drivers Delivery Teams	High 20	All delivery drivers drop off parcels, and retreat 2 metres from the door way once the bell has been rung or knocking at the door. All drivers wear disposable gloves and sanitise each time once removal of protective hand wear has been undertaken. Drivers do not enter persons houses or offices.	Moderate 10
11	Temporary staff. Seasonal workers travelling in to the UK from Eastern Europe.	Potential for persons carrying the virus and transmitting to others. Transmission to others - serious illness	Farm workers / Factory Staff	High 20	All seasonal workers complete a health declaration when arriving on worksites. Temperature checks are undertaken for a period of 5 days. Induction undertaken regarding our requirements for	Moderate 10

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					Covid-19 management is undertaken. Overseas workers are classed as a fixed team and work group and do not generally work outside of the farm areas. Most work is undertaken outside or in large poly tunnels where social distancing rules apply. Any person exhibiting symptoms is to self isolate along with any person in shared accommodation. Additional adherence to any government requirements for quarantine will be undertaken.	