

THE REAL WRAP CO. COVID-19 RISK ASSESSMENT

The COVID-19 (Coronavirus) Risk Assessment must be reviewed monthly as a minimum and upon any new relevant government and/or scientific information being made available. The Real Wrap Co. senior management is responsible for issuing and implementing the COVID-19 Risk Assessment and all staff are responsible for maintaining the control measures to ensure the safety of employees as well as the company processes as defined in the HACCP Plan.

LAST REVIEW DATE	27/04/21	REVIEWED BY	MARK ROBERTS	ROSS JONES
		APPROVED BY	PHILLIPPE GILL	JASON HOWELL

Sources of existing information must be reviewed weekly, and records kept – see end.

SCORING FOR SIGNIFICANCE

LIKELIHOOD OR RISK	SEVERITY OR IMPACT ON HEALTH
1 = UNLIKELY TO HAPPEN	1 = NO INJURY / HARM
2 = COULD HAPPEN	2 = MINOR INJURY / HARM
3 = HAS HAPPENED / LIKELY TO HAPPEN	3 = SERIOUS INJURY / POTENTIALLY FATAL

SCORING FOR SIGNIFICANCE

		SEVERITY OR IMPACT ON HEALTH		
		1	2	3
LIKELIHOOD / RISK	1	1	2	3
	2	2	4	6
	3	3	6	9

PROCESS /LOCATION /ACTIVITY	HAZARD	LIKELIHOOD	SEVERITY	SIGNIFICANCE	CONTROL MEASURES	RESPONSIBILITY
PRODUCTION IN HIGH CARE AND LOW RISK AREAS	TRANSMISSION OF COVID-19 BETWEEN EMPLOYEES	2	2	4	SOCIAL DISTANCING 2M DISTANCE WHERE POSSIBLE. WHERE NOT POSSIBLE DUE TO PRODUCTION LINE SET UP AND REQUIRED POSITIONS/MACHINERY STAFF ARE ENCOURAGED TO WASH HANDS FREQUENTLY AND MAINTAIN GOOD HYGIENE PRACTISE. FOLLOWING A TRIAL, FACE VISORS ARE NOW AVAILABLE ON A MANDATORY BASIS FOR HIGH-RISK STAFF WHO MUST WORK IN A CLOSE PROXIMITY, FACE-TO-FACE FOR PROLONGED PERIODS, AND ON AN OPTIONAL BASIS FOR ALL OTHER STAFF. RELEVANT PROCEDURE (SOP0099) AND CONTROL DOCUMENT (PCSO099) IN PLACE.	ALL STAFF
STAFF WORKING IN STORAGE AREAS	TRANSMISSION OF COVID-19 BETWEEN EMPLOYEES	1	2	2	SOCIAL DISTANCING MUST BE MAINTAINED. CURRENTLY FEASIBLE DUE TO REDUCED STAFF NUMBERS IN STORAGE AND PICKING AREAS. TO BE REVIEWED FREQUENTLY AND UPON INCREASE IN STAFF NUMBERS TO THESE AREAS. HAND WASHING ENCOURAGED AND SIGNAGE PLACED THROUGHOUT UNIT 13 AND UNIT 2. DOOR HANDLES AND OTHER COMMON AREAS MUST BE SANITISED AND WIPED THROUGHOUT THE DAY.	ALL STAFF

PROCESS /LOCATION /ACTIVITY	HAZARD	LIKELIHOOD	SEVERITY	SIGNIFICANCE	CONTROL MEASURES	RESPONSIBILITY
OFFICE AREAS AND MEETINGS	TRANSMISSION OF COVID-19 BETWEEN EMPLOYEES IN CONFINED AREAS	2	2	4	ADMINISTRATIVE AND OFFICE-BASED STAFF ARE TO WORK FROM HOME WHERE POSSIBLE. STAFF WORKING ON SITE IN OFFICE AREAS MUST OBSERVE SOCIAL DISTANCING I.E., INTERMITTENT DESK SPACING AND STAGGERED BREAK TIMES.WORKSTATIONS SHOULD BE ORGANISED TO SUPPORT SOCIAL DISTANCING.MEETINGS SHOULD BE HELD REMOTELY OR OUTDOORS WHERE SOCIAL DISTANCING IS NOT FEASIBLE. WHERE MEETINGS MUST BE HELD IN PERSON AND INDOORS, A SUITABLE LOCATION MUST BE USED TO ALLOW DISTANCING BETWEEN STAFF MEMBERS AND IDEALLY WINDOWS OPEN TO ENCOURAGE AIR VENTILATION. HANDS SHOULD BE WASHED PRIOR TO AND AFTER MEETINGS. AND EQUIPMENT I.E., LAPTOPS OR NOTES MUST NOT BE SHARED BETWEEN STAFF.	OFFICE-BASED STAFF AND MANAGEMENT
STAFF WORKING IN STORAGE AREAS	TRANSMISSION OF COVID-19 BETWEEN EMPLOYEES	2	2	4	BREAK TIMES ARE STAGGERED WHERE POSSIBLE TO REDUCE PERSONNEL CONGREGATING. AREAS HAVE BEEN MADE AVAILABLE OUTSIDE THE BUILDING TO ENCOURAGE STAFF TO SPEND BREAKS OUTDOORS WHERE RISK OF TRANSMISSION IS LOWER. FREQUENT SANITISING OF COMMON SURFACES INCLUDING CANTEEN APPLIANCES, DOOR HANDLES ETC.	ALL STAFF

PROCESS /LOCATION /ACTIVITY	HAZARD	LIKELIHOOD	SEVERITY	SIGNIFICANCE	CONTROL MEASURES	RESPONSIBILITY
COMMUTING	INFECTION OF EMPLOYEES DURING COMMUTING TO AND FROM WORK	2	2	4	ALL STAFF CURRENTLY ON SITE DO NOT TRAVEL BY PUBLIC TRANSPORT. STAFF WHO DO NOT HAVE THEIR OWN METHOD OF TRANSPORT ARE TO BE COLLECTED BY CAR BY OTHER STAFF IN THEIR DEPARTMENT.	ALL STAFF
STAFF SHOWING SYMPTOMS WHILST ON SITE	TRANSMISSION OF COVID-19 FROM AFFECTED PERSON(S) TO SURROUNDING STAFF AND ENVIRONMENT	1	3	3	STAFF HAVE BEEN BRIEFED NOT TO COME INTO WORK IF THEY HAVE ANY RELEVANT SYMPTOMS BEFORE ARRIVING AT THE SITE, AS PER INTERNAL POLICY. HOWEVER, IF STAFF SHOW SYMPTOMS WHILST ON SITE, THEY SHOULD IMMEDIATELY LEAVE THE SITE AND NOTIFY A MEMBER OF MANAGEMENT. THE TECHNICAL MANAGER AND OPERATIONS DIRECTOR MUST IMMEDIATELY BE INFORMED AND ASSESS ANY POTENTIALLY CONTAMINATED STAFF AND AREAS FOR ISOLATION AND CLEANING.	ALL STAFF
NEW EMPLOYEES AND EMPLOYEES RETURNING TO THE SITE AFTER TIME OFF	INTRODUCTION OF COVID-19 TO THE EXISTING WORKFORCE	1	2	2	RETURN TO WORK QUESTIONNAIRE TO BE COMPLETED FOR RETURNING STAFF AND HEALTH QUESTIONNAIRE TO BE COMPLETED FOR NEW STAFF. ADDITIONALLY, A DEDICATED COVID-19 QUESTIONNAIRE MUST BE COMPLETED BEFORE ENTERING THE SITE. ALL QUESTIONNAIRES TO BE REVIEWED AND ASSESSED BY SENIOR MANAGEMENT TO APPROVE OR DENY ACCESS WHERE APPLICATION BASED ON THE INFORMATION PROVIDED. STAFF ENTERING THE UK FROM ABROAD MUST SELF-ISOLATE FOR 14 DAYS (EXCLUDES IRELAND).	MANAGEMENT

PROCESS /LOCATION /ACTIVITY	HAZARD	LIKELIHOOD	SEVERITY	SIGNIFICANCE	CONTROL MEASURES	RESPONSIBILITY
CONTRACTORS AND VISITORS TO THE SITE	INTRODUCTION OF COVID-19 TO THE EXISTING WORKFORCE	1	2	2	VISITOR AND CONTRACTOR QUESTIONNAIRE TO BE COMPLETED AND ASSESSED BY SENIOR MANAGEMENT BEFORE ENTRY TO THE SITE. ADDITIONALLY, A DEDICATED COVID-19 QUESTIONNAIRE FOR VISITORS AND CONTRACTORS MUST BE COMPLETED BEFORE ENTERING THE SITE. VISITORS TO THE SITE ARE DISCOURAGED WHERE POSSIBLE. INTERVIEWS AND MEETINGS SHOULD BE CONDUCTED REMOTELY WHERE FEASIBLE, AND APPROVAL MUST BE GIVEN BY THE TECHNICAL MANAGER, OPERATIONS DIRECTOR OR SALES DIRECTOR PRIOR TO NON-COMPANY STAFF BEING ALLOWED ON SITE.	ALL STAFF, MONITORED BY SENIOR MANAGEMENT HOSTING THE VISITORS OR CONTRACTORS
ALL PERSONS ON SITE	TRANSMISSION OF COVID-19 DUE TO POOR PERSONAL HYGIENE	2	2	4	IN ADDITION TO EXISTING PERSONAL HYGIENE MEASURES, ALL STAFF AND VISITORS ARE BRIEFED ON THE REQUIREMENT FOR EXTRA HANDWASHING TO BE CONDUCTED THROUGHOUT THE DAY. SIGNS SPECIFIC TO COVID-19 HAVE BEEN PLACED AROUND BOTH UNIT 2 AND UNIT 13 TO RAISE AWARENESS AND ENCOURAGE GOOD PERSONAL HYGIENE. HAND SANITISER DISPENSERS ARE IN PLACE AT ENTRANCE DOORS TO BOTH UNITS AND THROUGHOUT BOTH UNITS. FACE VISORS AVAILABLE TO ALL STAFF ON AN OPTIONAL BASIS, AND MANDATORY FOR THOSE WORKING FACE TO FACE IN A CLOSE PROXIMITY FOR PROLONGED PERIODS OF TIME.	ALL STAFF

PROCESS /LOCATION /ACTIVITY	HAZARD	LIKELIHOOD	SEVERITY	SIGNIFICANCE	CONTROL MEASURES	RESPONSIBILITY
CLEANING	EXPOSURE OF CLEANING STAFF TO COVID-19 DURING CLEANING ACTIVITIES, PARTICULARLY WHERE COVID-19 MAY BE PRESENT.	1	2	2	SUFFICIENT CLEANING RESOURCES ARE TO BE MONITORED WEEKLY BY GOODS IN STAFF AND THE TECHNICAL MANAGER. ALL CLEANING CHEMICALS MUST BE APPROPRIATE AND USED IN LINE WITH COSHH ASSESSMENT. WHERE HIGH RISK AREAS HAVE BEEN IDENTIFIED, CLEANERS ARE TO BE SUPPLIED WITH ADDITIONAL PPE.	CLEANING TEAM, TECHNICAL MANAGER AND GOODS IN MANAGER
INCOMING DELIVERIES	TRANSMISSION OF COVID-19 FROM DELIVERY STAFF TO EMPLOYEES	1	2	2	SOCIAL DISTANCING TO BE OBSERVED DURING ALL DELIVERIES TO THE SITE OF RAW MATERIALS OR ANY OTHER GOODS.	GOODS IN STAFF
COMPANY DELIVERIES	TRANSMISSION OF COVID-19 FROM DELIVERY STAFF TO EMPLOYEES	2	2	2	DRIVERS MUST OBSERVE SOCIAL DISTANCING WHEN DELIVERING PRODUCTS TO CUSTOMERS AND PRESENT IN CUSTOMER DESTINATIONS. NO PHYSICAL CONTACT INCLUDING HAND SHAKING IS ALLOWED. ALL DRIVERS HAVE BEEN BRIEFED AND MUST ALWAYS CARRY HAND SANITISER IN THEIR VEHICLES DURING SHIFT. IF THERE IS NEED TO ENTER TO USE ANY FACILITIES AT THE CUSTOMER SITE (I.E., USE OF TOILET) THE DRIVER MUST FOLLOW DISTANCING MEASURES WHERE POSSIBLE. WASH HANDS AFTER TOUCHING ANY EQUIPMENT OR SURFACES OR USE HAND SANITISER IF NOT POSSIBLE ONCE EXITING THE CUSTOMER SITE AND BEFORE ENTERING THE VEHICLE. DRIVERS ARE NOW PROVIDED WITH FACE MASKS TO WEAR AT THEIR DISCRETION AND ARE ENCOURAGED TO DO SO IF THEY NEED TO ENTER A CUSTOMER SITE OR USE THEIR FACILITIES.	DISPATCH STAFF AND COMPANY DRIVERS
FOOD HANDLING	TRANSMISSION OF COVID-19 FROM FOOD HANDLERS TO CUSTOMERS THROUGH FOOD PRODUCTS	1	1	1	RETURN TO WORK QUESTIONNAIRE TO BE COMPLETED FOR RETURNING STAFF AND HEALTH QUESTIONNAIRE TO BE COMPLETED FOR NEW STAFF. ADDITIONALLY, A DEDICATED COVID-19 QUESTIONNAIRE MUST BE COMPLETED BEFORE ENTERING THE SITE. ALL QUESTIONNAIRES TO BE REVIEWED AND ASSESSED BY SENIOR MANAGEMENT TO APPROVE OR DENY ACCESS WHERE APPLICATION BASED ON THE INFORMATION PROVIDED. STAFF ENTERING THE UK FROM ABROAD MUST SELF-ISOLATE FOR 14 DAYS (EXCLUDES IRELAND).	PRODUCTION STAFF IN HIGH CARE, BREAD ROOM AND TECHNICAL STAFF

PROCESS /LOCATION /ACTIVITY	HAZARD	LIKELIHOOD	SEVERITY	SIGNIFICANCE	CONTROL MEASURES	RESPONSIBILITY
RAW MATERIAL CONTAMINATION	CONTAMINATION OF PHYSICAL/ALLERGENIC/ BIOLOGICAL/CHEMICAL /SPECIES OR ANY OTHER CONTAMINANTS DUE TO CHANGES IN THE SUPPLY CHAIN CAUSED BY THE PANDEMIC	2	1	2	ANY CHANGE IN INGREDIENTS OR SUPPLIERS MUST BE IN LINE WITH THE HACCP PLAN AND ALL RAW MATERIALS AND SUPPLIERS MUST BE APPROVED BY THE TECHNICAL MANAGER. REVIEWS OF ANY CHANGES IN HACCP AND TACCP MEETINGS.	SENIOR MANAGEMENT
HUMAN RESOURCES	INSUFFICIENT STAFF TO MAINTAIN KEY OPERATIONS DUE TO UNAVAILABILITY OF STAFF MEMBERS CAUSED BY DIRECT ISOLATION OF STAFF OR FINANCE-RELATED DISRUPTION OF STAFFING RESOURCING	1	2	2	CONTINGENCY PLANNING IN PLACE TO IDENTIFY RISK OF ABSENTEEISM, THE LEVEL IN WHICH OPERATIONS WILL BE AFFECTED, AND ACTIONS TO BE IMPLEMENTED TO ENSURE OPERATIONS CAN RESUME SAFELY AND WITHIN EXISTING PROCEDURES. ACTIONS INCLUDING UTILISATION OF FURLOUGHED STAFF AND APPROPRIATE TRAINING OF STAFF IN OTHER DEPARTMENTS TO ADEQUATELY COVER ROLES IF NECESSARY.	SENIOR MANAGEMENT

SOURCE

FOOD STANDARDS AGENCY - ADAPTING FOOD MANUFACTURING OPERATIONS DURING COVID-19

GOV.UK - WORKING SAFELY DURING COVID-19

WORLD HEALTH ORGANISATION - GETTING YOUR WORKPLACE READY FOR COVID-19

WORLD HEALTH ORGANISATION - CORONAVIRUS DISEASE (COVID-19) - SITUATION REPORT

HEALTH AND SAFETY EXECUTIVE - CORONAVIRUS (COVID-19): LATEST INFORMATION AND ADVICE

FOOD STANDARDS AGENCY - QUALITATIVE RISK ASSESSMENT ON THE RISK OF FOOD OR FOOD CONTACT MATERIALS AS A TRANSMISSION ROUTE FOR

UK GOVERNMENT 5 STEPS TO WORKING SAFELY

UK BORDER CONTROL

BRCGS GUIDANCE DOCUMENT ON MANAGING FOOD SAFETY DURING COVID-19

LINK

[HTTPS://WWW.FOOD.GOV.UK/BUSINESS-GUIDANCE/ADAPTING-FOOD-MANUFACTURING-OPERATIONS-DURING-COVID-19](https://www.food.gov.uk/business-guidance/adapting-food-manufacturing-operations-during-covid-19)

[HTTPS://WWW.GOV.UK/GUIDANCE/WORKING-SAFELY-DURING-CORONAVIRUS-COVID-19/FACTORIES-PLANTS-AND-WAREHOUSES](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses)

[HTTPS://WWW.WHO.INT/DOCS/DEFAULT-SOURCE/CORONAVIRUSE/ADVICE-FOR-WORKPLACE-CLEAN-19-03-2020.PDF](https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf)

[HTTPS://WWW.WHO.INT/DOCS/DEFAULT-SOURCE/CORONAVIRUSE/SITUATION-REPORTS/20200806-COVID-19-SITREP-199.PDF?SFVRSN=6B9D262D_](https://www.who.int/docs/default-source/coronaviruse/situation-reports/20200806-covid-19-sitrep-199.pdf?sfvrsn=6b9d262d_)

[HTTPS://WWW.HSE.GOV.UK/NEWS/CORONAVIRUS.HTM](https://www.hse.gov.uk/news/coronavirus.htm)

[HTTPS://WWW.FOOD.GOV.UK/RESEARCH/RESEARCH-PROJECTS/QUALITATIVE-RISK-ASSESSMENT-ON-THE-RISK-OF-FOOD-OR-FOOD-CONTACT-MATERIALS-AS-A-TRANSMISSION-ROUTE-FOR-SARS-COV-2](https://www.food.gov.uk/research/research-projects/qualitative-risk-assessment-on-the-risk-of-food-or-food-contact-materials-as-a-transmission-route-for-sars-cov-2)

[HTTPS://WWW.GOV.UK/GUIDANCE/WORKING-SAFELY-DURING-CORONAVIRUS-COVID-19/5-STEPS-TO-WORKING-SAFELY](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely)

[HTTPS://WWW.GOV.UK/UK-BORDER-CONTROL](https://www.gov.uk/uk-border-control)

[HTTPS://BRCGSPARTICIPATE.COM/?ID=-100163340&FROM-SEARCH=TRUE#IOSFIRSTHIGHLIGHT](https://brcgsparticipate.com/?id=-100163340&from-search=true#iosfirsthighlight)