

**2 Agriculture
COVID19 Workplace Risk Assessment (Website Version)**

2 Agriculture sits within the heart of the nation’s food chain infrastructure, providing quality feed to poultry farmers across the United Kingdom. Despite the threat posed by COVID 19, 2 Agriculture understands its responsibility to the nation to continue producing quality feed products now, more than ever. 2 Agriculture must ensure that the organisation is able to do this while balancing the safety and wellbeing of our employees, customers, visitors, contractors, and their families. To do this, the company has taken steps to follow the Government’s guidance.

Administration			
Location	All 2 Agriculture sites		
Task Assessed:	Business Continuation During COVID 19 Pandemic		
Version:	1		
Date Assessed:	26-May-2020	Review Date:	May-2022 as necessary
Assessed By			
Job Title	Print Name		Date
Health and Safety Coordinator	Mark King		21/05/2020
Approved By			
Job Title	Print Name		Date
National SHEQ Manager	David Melladay		21/05/2020
Operations Director	Lee Kilburn		21/05/2020
Areas			
Working from Home	Social Distancing	Vulnerable Personnel	Transmission Risk
Protected Characteristics	Contractors/ Visitors	Cleaning	On Site Movements
Break Facilities	Transport	Shared Equipment	First Aid
Personal Hygiene	Meetings / Offices	Control rooms	Maintenance Activities
Shift Patterns	Shift Handover	Movement between sites	Communication & Engagement
Employees	General Public	Contractors	Visitors

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Who might be at risk and how?	Current control measures in place	Further control measures	Responsibility	When does the action need to be complete by	Status
Home working – Risk = cross infection of COVID 19					
Employees	<ul style="list-style-type: none"> Ensure all staff that can work from home either full time or part time, are doing so We provide employees with the right equipment available for them to do so If some on-site attendance is necessary, they are limiting their site attendance to the bare minimum 	<ul style="list-style-type: none"> Conduct regular contact with those working from home to check on welfare and provide support 	<ul style="list-style-type: none"> Line management HR Department 	In place	Complete
Social distancing – Risk = cross infection of COVID 19					
Employees, Contractors, and visitors to site	<ul style="list-style-type: none"> We ensure employees always adhere to social distancing 2m rule We have Increased hand washing across our sites Increased surface cleaning We employ side to side vs face to face seating arrangements 	<ul style="list-style-type: none"> Issue of face coverings Monitor behaviour 	<ul style="list-style-type: none"> Site management Supervisory staff H&S Department 	In place	Complete
Vulnerable people – Risk = cross infection of COVID 19					
Vulnerable employees, contractors, and visitors	<ul style="list-style-type: none"> We have ensured all those people identified are given the opportunity to isolate at home Ensure those who are living with extremely vulnerable people are assessed accordingly and if required, work from home or given lower risk tasks at work We have ensured social distancing measures being followed in full 	<ul style="list-style-type: none"> Review Government advice and guidance Implement as necessary 	<ul style="list-style-type: none"> Site and Regional management Health and Safety HR Department 	In place	Complete

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Transmission Risk – Risk = cross infection of COVID 19					
Employees, contractors, and visitors who start to show signs and symptoms	<ul style="list-style-type: none"> Everyone understands that they must immediately report any of the defined Covid-19 symptoms or if they have a positive test result Individuals understand the need to stay home until clear of symptoms for seven days Make sure their return to work is controlled establishing it is safe to do so If they need to self-isolate is it possible or appropriate for them to work from home? 	<ul style="list-style-type: none"> Continuous monitoring and review 	<ul style="list-style-type: none"> Regional management Site Management Supervisory staff HR Department 	29th May 2020	Complete
Contractors and Visitors – Risk = cross infection of COVID 19					
Contractors / Visitors	<ul style="list-style-type: none"> We limit the number of contractors on site to the bare minimum necessary Avoid non-essential visits We provide clear guidance on social distancing and hygiene Delivery / collection drivers encouraged to stay in their cabs as much as possible Clear site reporting rules on arrival to minimise the interaction with site personnel 	<ul style="list-style-type: none"> Continuous monitoring and review 	<ul style="list-style-type: none"> Site management and supervisory staff 	In Place	Complete
Cleaning – Risk = cross infection of COVID 19					
Employees, Contractors, and visitors	<ul style="list-style-type: none"> Clear guidelines are set out in our COVID 19 Decontamination and cleaning Risk Assessment Ensure we have the right PPE and equipment / materials Access to certain areas is being controlled and minimised to reduce risk Demarcation is required to control distancing when moving around areas 	<ul style="list-style-type: none"> Continuous monitoring and review 	<ul style="list-style-type: none"> Site management and supervisory staff H&S Department 	In Place	Complete

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On site movement– Risk = cross infection of COVID 19					
Employees, Contractors, and visitors	<ul style="list-style-type: none"> • Access to certain areas is being controlled and minimised to reduce risk and restricted to only essential trips within the building • Demarcation is in place to control distancing when moving around areas 	<ul style="list-style-type: none"> • Continuous monitoring and review 	<ul style="list-style-type: none"> • Site management and supervisory staff • H&S Department 	In Place	Complete
Break Facilities– Risk = cross infection of COVID 19					
Employees, Contractors, and visitors	<ul style="list-style-type: none"> • Congestion is avoided by staggered start and finish times • Where shower and changing facilities are required, we have we set clear use and cleaning guidance for showers, lockers and changing rooms so that they are kept clean and clear of personal items • There are notices stipulating number of people allowed within facilities at any one time • Seating arrangement are conducive to distancing rule • Facilities are cleaned regularly 	<ul style="list-style-type: none"> • Ensure guidance rules are being followed • Monitor and review 	<ul style="list-style-type: none"> • Site management and supervisory staff • H&S Department 	In Place	Complete
Transport – Risk = cross infection of COVID 19					
Employees, Contractors, and visitors	<ul style="list-style-type: none"> • Passengers must always be kept to an absolute minimum – using separate vehicles • Vehicles are routinely cleaned as stated in the COVID 19 Decontamination Risk Assessment before the start of each shift • limit to critical activities only • Drivers abide by the on-farm biosecurity rules. 	<ul style="list-style-type: none"> • Continuous monitoring and review 	<ul style="list-style-type: none"> • Site management and supervisory staff • Transport Manager 	In Place	Complete

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Shared Equipment – Risk = cross infection of COVID 19					
Employees and contractors	<ul style="list-style-type: none"> • Common work surfaces such as lift controls, doors are cleaned and sanitised routinely • Hand sanitiser available near lifts and doors 	<ul style="list-style-type: none"> • Ensure guidance rules are being followed • Monitor and review 	<ul style="list-style-type: none"> • Site management and supervisory staff 	In Place	Complete
First Aid – Risk = cross infection of COVID 19					
Employees, Contractors, and visitors	<ul style="list-style-type: none"> • If first aid assistance is required, First Aiders understand the need to sanitise immediately • Masks / face covering are available for first aiders 	<ul style="list-style-type: none"> • Ensure guidance rules are being followed • Monitor and review 	<ul style="list-style-type: none"> • Site management and supervisory staff • H&S Department 	In Place	Complete
Meetings / Offices – Risk = cross infection of COVID 19					
Employees, Contractors, and visitors	<ul style="list-style-type: none"> • Face to face meetings are kept to an absolute minimum. We use teams or phone where possible, Where this is not possible: • Staff are aware not to share equipment in meetings • We ensure they are >2m apart • The room is well ventilated • Works stations are arranged so staff are not facing each other and >2m apart • We ensure all workstations are cleaned regularly 	<ul style="list-style-type: none"> • Ensure guidance rules are being followed • Monitor and review 	<ul style="list-style-type: none"> • Site management and supervisory staff • Front line managers 	In Place	Complete

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Maintenance Activities – Risk = cross infection of COVID 19					
Employees and Contractors	<ul style="list-style-type: none"> If close contact with another operative is unavoidable due to the task, we ensure that both operatives are wearing RPE. this includes dust mask and gloves. Teams practice side to side working as opposed to face to face wherever possible Individuals are paired to minimise risk i.e. engineer works with the same operator to minimise risk (Buddy system) 	<ul style="list-style-type: none"> Ensure guidance rules are being followed Monitor and review 	<ul style="list-style-type: none"> Site management and supervisory staff Engineering manager 	In Place	Complete
Shift Patterns and shift handover – Risk = cross infection of COVID 19					
Employees and Contractors	<ul style="list-style-type: none"> Shift patterns arranged to minimise crossover between workers If equipment has to be handed over, it is wiped down with disinfectant or anti-bacterial wipes. 	<ul style="list-style-type: none"> Ensure guidance rules are being followed Monitor and review 	<ul style="list-style-type: none"> Site management and supervisory staff Front line managers 	In Place	Complete
Movement between sites – Risk = cross infection of COVID 19					
Employees, Contractors, and visitors	<ul style="list-style-type: none"> We restrict movement between sites to critical activity Travel and overnight stays reduced to critical need only 	<ul style="list-style-type: none"> Ensure guidance rules are being followed Monitor and review 	<ul style="list-style-type: none"> Site management and supervisory staff H&S Department 	In Place	Complete

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Communication and Engagement – Risk = cross infection of COVID 19					
Employees, Contractors, and visitors	<ul style="list-style-type: none"> Risk assessments and policies have been shared with employee reps and staff members Cleaning, handwashing, and hygiene procedures been shared with the employees Employees contributed to the content and sign off on the practices The 5 step notices been put up on each site in appropriate locations 	<ul style="list-style-type: none"> Ensure guidance rules are being followed Monitor and review 	<ul style="list-style-type: none"> HR Department H&S Department 	In Place	Complete