



# COVID-19 Risk Assessment Record - Head Office & Manufacturing Sites

Site: Head Office, Brewery & UPC sites		Date of Assessment:	June 2020 – Review date 23/10/20		
Area: site wide		Task:	FRL employees and site visitors – Covid 19 assessment		
What are the Hazards?	Who might be harmed and how?	Controls in place – What are you already doing?	What further action is needed?	Who and when by?	Completed date
Transfer of Covid-19 Either Directly or indirectly between employees, visitors and friends / family of both. Two levels required; 1. General entry, exit and passage around the site 2. Task specific requirements	All Colleagues, visitors, contractors, and people they then go on to interact with both on site and off site	<p>Stop non-essential visits.</p> <p>Return to work forms changed, created to include Covid 19 questions, if any symptoms of COVID-19 confirmed, they will be told not to attend FRL sites.</p> <p>H &amp; S sites guidelines forms specific Covid 19 questions added, these can be sent prior to arrival on the site.</p> <p>Covid 19 specific signage displayed.</p> <p>Company have provided cleaning and hand sanitising products are available are all site entrances for staff and visitors.</p>	<p>New, updated return to work forms to be sent to all managers / departments.</p> <p>E mail sent to all departments and added to the Company intranet.</p> <p>Additional signage required UB - head office UPC – Warehouse, Cask and Keg</p> <p>Staff also be provided with individual sanitisers if required <b>Sanitisers, gloves, hand towels available by vending m/cs, copiers</b></p>	<p>Individual responsibility HR</p> <p>D. Collins (DC)</p> <p>DC – 22/06/20 M. Heath R. Fisher</p> <p>Managers to arrange <b>DC / RF</b></p>	<p>8/6/20</p> <p>03/06/2020</p> <p>12/06/20 <b>12/06/20</b> <b>12/06/20</b></p> <p><b>25/09/20</b></p>
Travelling to and from work	Employees, contractors, visitors to site	If possible, employees will travel to work alone using their own vehicle, or if employees do share the same vehicle then the same employees will share all the time – Return to work from furlough form asks how personnel travel to work	Personnel to be briefed to consider how they travel to work prior to return to work and how the Company can maybe help i.e. working arrangements, start and finish times, can they be altered?	HR - As staff return to work via return to work documentation	Ongoing
		Avoid public transport if possible, use alternative methods i.e. cycling, walking, regular car sharing with colleagues	Car sharing should only be a maximum of two people per car	<b>HR email confirmation</b>	<b>25/09/20</b>

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Access and Egress	Employees, contractors, visitors to site	Covid-19 Information posters are placed in designated locations entry, exit and within the workplace (toilets, notice boards etc). this will state that symptomatic individuals will not be allowed entry. Where possible 1-way systems have been introduced i.e. UPC canteen etc. Where a clocking on / off procedure is used, can this be stopped or minimised, if not can start / finish times staggered, and social distancing applied.	Audit of entry, exit and site, any additional signage, information displayed where required.  Departments to review and brief staff of procedure.	DC – 22/06/20  ACR - UB Brewery UPC production UPC Logistics – M. Heath	12/06/20  23/03/20 15/05/20 15/06/20
People showing Symptoms (including those considered at increased risk), either at home or when in work	Employees, contractors, visitors to site	Employees, contractors, visitors to FRL sites are asked to confirm with HR, their Manager, supervisor or FRL site contact if they have or are showing any Covid 19 symptoms: - High temperature, new or persistent cough or loss of taste or smell. you must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.  Reviewed return to work forms for absence, contractors and visitors to site and a new return to work following furlough to be used.	HR to brief new procedures to Department Managers, staff etc.  Investigate if infrared thermometer “guns” should be used on arrival at sites. Guns not to be used number of asymptomatic cases show no symptoms  DC - Reviewed Contractor, visitor to site guidelines to be issued to relevant Departments, Managers	HR – 15/06/20  DC / HR – 22/06/20  DC – 03/06/20	12/06/20  17/06/20  03/06/20
	People classed as clinically extremely vulnerable, self-isolating	Have been advised not to return work. HR in contact and reviewing regularly with relevant personnel and their Managers	HR and departmental managers to continually review and advise personnel.		Ongoing
Confirmed Covid 19 case	Employees, contractors, visitors to site	If there is a confirmed case of Covid 19 in the workplace, HR will follow the up to date Government guidelines and consider the following: Use of Track and trace Cleaning the area were the individual has worked Inform Personnel who have been in close contact with the individual.	HR to brief new procedures to Department Managers, relevant staff etc. Staff will be offered support and guidance <b>Government early outbreak management plan sent to department heads</b>	HR  DC	19/06/20  <b>08/10/20</b>
		If reportable (RIDDOR) requirements will be reviewed and applied as required	DC to report any RIDDOR's to the HSE	DC as required	

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At work, this includes if working from home	Employees, contractors, visitors to site	Signage, sanitisers, welfare facilities in place Government guidelines briefed and being followed i.e. social distancing, washing hands, sanitising etc.	Additional signage at both sites Sanitisers, gloves, hand towels available by vending m/cs, copiers	DC relevant Manager  DC/RF	12/06/20  25/09/20
		Home assessment guidance procedure reviewed	Procedure to be sent to relevant personnel	HR – 15/06/20	12/06/20
		Manufacturing staff surveyed on Company response to Covid 19 HSE unannounced visit to UB & UPC sites No concerns raised	Discuss if survey of returning staff is required? Staff returning answer questions on return to work form	HR/DC – 06/07/20	17/06/20  23/09/20
		Workplace, workstations, canteens, toilets have been modified as per government guidelines i.e. social distancing, barriers, working back to back or side to side	Departmental Managers, properties to review their / relevant areas prior to return to work of personnel	Departmental Managers prior to return to work.	ongoing
		Risk assessments, work procedures have /are being reviewed and written reference Covid 19 Assessment reviewed 23/10	Departmental Managers to continually review or write as departments return to work, they should brief, display, add to web site	HR, DC added to noticeboards  DC	09/06/20  23/10/20
		Regular communications with personnel working or on furlough this includes following government guidelines any changes instigated due to Covid 19	HR to send regular updates to all staff	HR	Ongoing
		Enhanced cleaning procedures have been put in place across the premises, including: Taps, washing facilities, door handles, push plates, handrails on staircases and corridors.	HR / Departmental managers to review personnel return to work as numbers increase and change if necessary. Z71 treatment of sites toilets, canteens & UPC labs complete	HR / Departmental managers  UB – 17/06/20 UPC – 27/06/20	27/06/20
		First aid -review how first aiders deal with accidents reference government guidelines. First aid courses re-started Sept 20	Review how first aiders respond i.e. limit contact, time with injured person, PPE etc. e mail sent and displayed. Courses now being booked	DC / First aiders 22/06/20  August 20	12/06/20  Ongoing
		Meetings – Microsoft Teams, Zoom etc. to be used but any meetings on FRL sites will be restricted to essential persons only and will adhere to social distancing requirements, not sharing pens etc.	HR to build advice into return to work documents and manager guidance	HR – 22/06/20	19/06/20

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At work, this includes if working from home - Personal Protective Equipment (PPE)	Employees, contractors, visitors to site – incorrect PPE or use of PPE	PPE presently supplied to the relevant standard, guidelines Masks issued if requested although not mandatory	Review of PPE, cleaning and disposal in all areas. HSE update on KN95 masks issued to relevant Managers 12/06/20	Departmental managers / DC 22/06/20	19/06/20
Induction / safety briefings	Employees, contractors, visitors to site	Employees updated of specific Covid 19 or other relevant changes as they happen if at work or briefed by HR, Managers prior to return to work. <b>QR codes registered for both sites</b>	HR to contact personnel returning to work providing return to work guidance. Managers to cover department specific issues upon return	HR and line managers. <b>SF / DC</b>	Ongoing <b>23/09/20</b>
		Reviewed return to work forms for absence, contractors and visitors to site and a new return to work following furlough to be used	DC - Reviewed Contractor, visitor to site guidelines issued. HR/Departments, Managers to complete return to work forms	DC = 03/06/20 HR/Managers on return to work	03/06/20 12/06/20
		H & S induction form to be reviewed including numbers at induction	<b>Induction updated to include Covid, government guidance</b>	DC	<b>September 20</b>
Deliveries to sites and homes	Employees, contractors, visitors to site	Entry to site's restricted – UPC - One entrance, exit, 24/7 security. UB – gates closed; intercom used to contact relevant department.  Pick up and drop off collection points. Minimise unnecessary contact with delivery driver where possible e.g. not signing for packages			
Working from home	Employees and possibly third parties in the same household	Enhanced working from home guidance to be provided. Employees to complete a home working risk assessment and FRL to supply additional necessary support as identified to ensure safe working is a practical option	HR to produce and update employee guidance. Employee to complete the assessment. Line manager to support with adjustment equipment as necessary	HR, employees, DC and line managers. Home work assessment form in use from 08/06/20	Ongoing

**On completion:** Report any incidents, persons, this includes employees, contractors and visitors to FRL sites that aren't adhering to government and or site Covid 19 guidelines to your Manager, FRL contact, HR or the Health and Safety Advisor.

Version 1: Prepared by: Des Collins (H & S Advisor) Date:05/06/2020. Accepted by: Steve Rowlands (HR Director) Date:05/06/2020  
**Reviewed by: Des Collins (H & S Advisor) Date:23/10/2020. Accepted by: Steve Rowlands (HR Director) Date:30/10/2020**