

## Lyons Seafoods Ltd Risk Assessment Record Sheet

Department/Area/Item:	All areas													Who's at Risk:	All staff and visitors to the sites				
Reason:	Coronavirus Pandemic						Date:	01/06/2020						Review Date:	01/07/2020				
Assessor:	Dave Clark						Assisted by:	Lisa Bower						Doc No's:	RA-42-99-01				
Activity Being Assessed	Hazard/Risk													Risk Rating (P x L)					
	1	2	3	4	5	6	7	8	9	10	11	12	13				Controls in Place	Probability 1-5	Severity 1-5
This Risk Assessment will cover the risks from the Coronavirus Pandemic and the controls implemented by the business	Communal Surfaces	Production/Stores Areas	Changing Areas	Access to areas	Infectious/symptomatic people	First Aid	Occupational Health	Offices	Canteens	Home Working	Business Travel and to/from work	Visitors/Contractors	Meetings	Hazard/Risk					
	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Impact on mental wellbeing i.e. loneliness, isolation Impact on musculoskeletal wellbeing from poor ergonomics	Contracting and spreading coronavirus	Contracting and spreading coronavirus	Contracting and spreading coronavirus	1	See following pages for details	2	5	10
															2	See following pages for details	2	5	10
															3	See following pages for details	2	5	10
															4	See following pages for details	2	5	10
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															10	See following pages for details	2	5	10
															11	See following pages for details	2	5	10
															12	See following pages for details	2	5	10
														13	See following pages for details	2	5	10	
	Probability (P)						Severity of Loss (L)						Action Table			Risk Rating - (P x L)			
5	Very Likely						5	Death						No Action			0		
4	Likely						4	Major Injury						Monitor/Trend			1 - 9		
3	Probable						3	Over 7 day Injury						Review Risk Controls			10- 14		
2	Unlikely						2	Cuts/Sprains						Urgent Action Required			15 - 25		

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1	Remote	1	Minor Injury	Refer to Notes	
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Assessor: <b>Dave Clark</b>		Assisted by: <b>Lisa Bower</b>		Doc No's:	<b>RA-42-99-01</b>
Risk	Control Measures in Place	R R	Additional control measures required	Responsible	
1 Communal Surfaces - doors, clock machines, stairs etc	Increased cleaning and disinfection of all contact surfaces Extra staff allocated to carry out the extra cleaning of canteens, doors etc including FFH	10	Additional sanitising stations have been ordered to be positioned at main entrance points.	FFH (Tech/HR) Factory 1 Extra	
2 Production and Stores Areas	High level of hand washing and the regular use of hand sanitisers Social distancing - 2 meter rule to be observed at all times Floor marking in place to maintain distancing	10	Increased monitoring and enforcement by line managers Spot check audits on social distancing by the Technical Team	Managers	
3 Changing Areas	Shift start and finish times have been staggered to reduce the numbers getting changed at anytime Breaks are also staggered to reduce numbers Increased cleaning and sanitising in the changing areas	10	Increased monitoring and enforcement by line managers	Ongoing Managers	
4 Access to Areas	Entry control panels regularly cleaned and sanitised Increased cleaning and sanitising of main entry points Shift start and finish times have been staggered to reduce the numbers entering/leaving the site at anytime	10	Additional sanitising stations have been ordered to be positioned at main entrance points.	HASAW Officer	

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<p align="center"><b>5</b> Infectious or symptomatic people and Health &amp; Well Being</p>	<p>QA-07-02-10 Corvid-19 Visitors + Health Assessment HR web page - Reporting of Illness HR hot desk set up to manage and report absences, follow up on cases and communicate procedure and guidance HR comms well being page Coronavirus comms channel has all items relating to Corvid-19 2 weekly contact with employees who have been furloughed Regular staff meetings 6 staff at a time Hand sanitisers issued to all staff for personal use Different clocking machines use at start/end of shifts</p>	<p align="center">10</p>	<p align="center">On going management by HR and Senior Management Reporting back to Board and Group Grocery Aid Corvid-19 Fund Info on 10 second briefs and HR comms channel Coaching for Well Being provided by a Buisness Psychologist (Belinda) 9 employees have booked slots so far Mental Health Awareness Week 18 - 22 May further information to follow Weekly treats sent out to staff to say thank you to staff for their support during this coronavirus period i.e hand sanitiser, fruit, soft drinks etc. FAQs regularly updated</p>	<p align="center">HR</p>
Risk	Control Measures in Place	R R	Additional control measures required	Responsible
<p align="center"><b>6</b> First Aid</p>	<p>Extra care to be taken when carrying out First Aid Masks and gloves in First Aid Room/FAKs</p>	<p align="center">10</p>		<p align="center">HASAW Officer</p>
<p align="center"><b>7</b> Occupational Health</p>	<p>All close contact health surveillance and medicals have been suspended Company telephone consultations now the normal access OH advisor used as necessary - 7 cases so far</p>	<p align="center">10</p>		<p align="center">HR</p>
<p align="center"><b>8</b> Offices</p>	<p>All those who can work from home are working from home Remote working guidance provided and healthy remote work info via coronavirus sharepoint channel Increased cleaning and disinfection of all contact surfaces in the offices and shared kitchen areas</p>	<p align="center">10</p>	<p>Screens to be erected between desks in preparation for people returning to work</p>	<p align="center">HR</p>
<p align="center"><b>9</b> Canteens</p>	<p>Tables and chairs removed to increase space between people using the canteens - only a set number permitted in canteens Additional rooms made available to be used as rest rooms Break times staggered to reduce numbers using the canteens/rest rooms Increased cleaning and disinfected of all surfaces and canteen machines</p>	<p align="center">10</p>	<p>Monitoring of breaks to ensure social distancing is being observed Spot check audits on social distancing by the Technical Team</p>	<p align="center">Ongoing Managers</p>

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10 Home Working	Information provided on mental wellbeing such as isolation DSE self assessment information provided for setting up home work stations Mental Health, Domestic Violence information available From the Remote Working Series guidance for managers on managing remote teams	10	Mental Health Awareness Week 18 - 22 May further information to be sent out	HR
11 Business Travel including to/from work	All business travel and visits suspended Use of ICT increased Audits of Lyons now being carried out remotely using Teams and ICT	10		HR
<b>Risk</b>	<b>Control Measures in Place</b>	<b>R R</b>	<b>Additional control measures required</b>	<b>Responsible</b>
12 Visitors and contractors	Only essential visitors and contractors permitted on sites 2 meter rule set up in reception along with hand sanitising QA-07-02-10 sent to contractors and visitors prior to them visiting the site	10		HR
13 Meetings	All meetings have been suspended Meetings are now carried out using Teams Regular coronavirus updates are circulated on emails, coronavirus sharepoint comms channel and displayed on notice boards and on the screens in the canteens	10		HR
14 Emergency Evacuations	Safe and orderly evacuations from buildings and fire evacuation procedure followed	10	With reduced staff on site, social distancing - 2 meters- is achievable at the assembly point.	Incident Controller
15 Training	Normal due care and attention during training activities	10	Training using larger rooms and reducing numbers on training at any one time allows for social distancing - 2 metres.	Steve Wain

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<p>16 Deliveries and visitors</p>	<p>Normal due care and attention and safety proforma completed</p>	<p>10</p>	<p>Hand sanitising in place. Floor markings keeping social distancing in place. Coronavirus poster displayed in reception. Only essential visitors and deliveries accepted on site.</p>	<p>HR</p>
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