



Covid 19 Risk Assessment Actions

This document should be used alongside the government issued advice on making the workplace covid secure. As the checklist is completed record the actions taken in the relevant sections of this assessment, along with the person responsible and the timeline for completing them.

Business Area	Sales and Operations		
Completed by:	Lynsey Johns	Date of assessment:	10 th June 2020,
Position:	Sales and Operations Manager	Review Period:	Every 3 weeks based on government advice

Section 1 – Thinking about & managing risk

Workers have been consulted about the risk that Covid-19 poses in the workplace. They have appointed a nominated representative to speak on their behalf and work with management on the processes that should be put in place. **The nominated person is:**

Additionally, the following preventative measures have already been taken:

- Handwashing & surface cleaning encouraged frequently, but as a minimum every 30 minutes
- Installed hand sanitising stations in high traffic & entrance areas
- Where possible, individuals are working from home as often as possible
- Reducing face to face working (increasing back to back & side to side where possible)
- Introducing fixed teams or partnering so the same people always work together or in the same area
- Identified vulnerable people and worked with them to make suitable arrangements for them

Section 2 – Who should go to work

Actions or Outcome	All team members being contacted by a member of the management team to assess their situation and determine the risk of a return to work. Decision to be made following this.	Person responsible:	Lynsey Johns
		Status & due date:	Started 11/06/20
		Last reviewed:	10/06/20
Action or Outcome	Home working is established and possible for members of the telesales team, although due to the level of administration work required most of the work will need to be conducted in the office. There is ample space in the office for social distancing and sanitising	Person responsible:	Lynsey Johns
		Status:	Under constant review
		Last reviewed:	24/06/20

	PPE is available throughout the workplace. When it is possible, or a case of Covid-19 is recorded by an employee homeworking can be initiated.		
Action or Outcome	Regular calls to be made to team members who are working from home or not yet returned to work to monitor well-being ensuring employees feel connected to their wider team members.	Person responsible:	Lynsey Johns
		Status:	Ongoing
		Last reviewed:	25/06/20
Action or Outcome	Dray drivers to return to work and follow covid-19 guidelines including, but not limited to: Social distancing (2 metres) Cleaning kit in dray (Hand Sanitiser, Antibac surface wipes, face mask, latex gloves) Regular handwashing Clean interior of vehicle at the end of each day.	Person responsible:	Lynsey Johns
		Status:	Ongoing
		Last reviewed:	24/06/20
Action or Outcome	Confirmation required for process of documentation signing – Drivers should not use customer pens.	Person responsible:	Lynsey Johns
		Status:	Ongoing
		Last reviewed:	10/06/20

Section 3 – Social distancing at work

Actions or Outcome	Hand sanitiser provided at entry & exit points with doors kept open where possible. Posters installed advertising 2 metre separation rules Additional hand sanitisers located around building and in meeting rooms.	Person responsible:	Lynsey Johns
		Status:	Complete
		Last reviewed:	24/06/20
Action or Outcome	Hooks to be installed in sales and marketing office lobby. Ensuring outside items are kept away from the main office.	Person responsible:	Lynsey Johns
		Status:	In progress
		Last reviewed:	10/06/20
Action or Outcome	Floor areas to be marked with 2 metre markings. Posters in place advising only 1 person in room at any time. 2 Metre social distancing posters in place and visible to team members	Person responsible:	Lynsey Johns
		Status:	Partially complete – <i>Floor Markers not in place</i>
		Last reviewed:	24/06/20

Action or Outcome	Movement between offices limited by using phone or email as preferred communication method. Notice installed instructing authorised personnel only into brewery.	Person responsible:	Lynsey Johns
		Status:	Ongoing
		Last reviewed:	10/06/20
Action or Outcome	Equipment such as surface wipes and hand sanitiser to be available in each office to ensure regular cleaning of phones, keyboards, mouse, screens and desks. Surface wipes to be kept in printer room in order to clean printer/photocopier and franking machine.	Person responsible:	Lynsey Johns
		Status:	Ongoing
		Last reviewed:	24/06/20
Action or Outcome	Team meetings being held on "teams" or conference call whilst employees are furloughed or remote working.	Person responsible:	Lynsey Johns
		Status:	Ongoing
		Last reviewed:	24/06/20
Action or Outcome	Social distancing must also be adhered to whenever possible when you are not in your vehicle such as break rooms, depots and generally outside the vehicle where people can tend to congregate.	Person responsible:	Lynsey Johns/Neil Bain
		Status:	Ongoing
		Last reviewed:	17/06/20
Action or Outcome	Drivers to open windows and have good ventilation if more than one person in vehicle	Person responsible:	Lynsey Johns/Neil Bain
		Status:	Ongoing
		Last reviewed:	17/06/20

Section 4 – Managing customers, visitors & contractors

Actions or Outcome	Meeting to take place via call or video if not possible all signage on exterior entrance door to be in place advising visitors to sanitise hands and keep 2 metres apart.	Person responsible:	Lynsey Johns
		Status:	Ground floor complete
		Last reviewed:	10/06/20
Action or Outcome	Remove option to sign in unless using own pen to prevent any cross contamination. Ensure if fire alarm goes off all visitors understand where fire exits are exit the building.	Person responsible:	All Employees
		Status:	Ongoing
		Last reviewed:	10/06/20

Section 5 – Cleaning the workplace

Actions or Outcome	Equipment such as surface wipes and hand sanitiser to be available in each office to ensure regular cleaning of phones, keyboards, mouse, screens and desks. Surface wipes to be kept in printer room in order to clean printer/photocopier and franking machine. Drivers to wipe down interior of vehicles at the beginning and end of each shift. Petrol caps to be wiped with sanitising surface cleaner/wipe.	Person responsible:	All employees
		Status:	Completed but ongoing
		Last reviewed:	24/06/20
Action or Outcome	Regular cleaner to attend Woodforde's offices and Brewery to attend to standard cleaning duties.	Person responsible:	Angie Aldous
		Status:	In progress
		Last reviewed:	10/06/20
Action or Outcome	Team members to be advised to anti-bac any desk or PC or vehicle they use prior to use, especially if it isn't their regular equipment.	Person responsible:	All employees
		Status:	On going
		Last reviewed:	10/06/20
Action or Outcome	Team members to be advised to remove any dirty crockery and food items from their desks at the end of shift. Drivers advised to remove all rubbish from company vehicles at the end of each shift.	Person responsible:	All employees
		Status:	Ongoing
		Last reviewed:	10/06/20

Section 6 – PPE & coverings

Actions or Outcome	All staff to be issued with 2 face masks, and a replacement filter and encouraged to wear them whilst at work.	Person responsible:	Line Managers
		Status:	Available
		Last reviewed:	24/06/20
Action or Outcome	Gloves & face mask to be provided to dray crews to ensure sanitary working environment and protection	Person responsible:	Lynsey Johns/Neil Bain
		Status:	Complete
		Last reviewed:	24/06/20

Section 7 – Workforce management & flow

Actions or Outcome	Where possible, shifts or teams will be created to minimise the number of people working close	Person responsible:	Lynsey Johns/Neil Bain
		Status:	Ongoing

	together, including paired drivers for 2-person drops and staggered start times.	Last reviewed:	17/06/20
Action or Outcome	2 Metre floor markers to be installed to guide sensible working and communication distancing.	Person responsible:	Lynsey Johns
		Status:	Ongoing
		Last reviewed:	10/06/20
Action or Outcome	Communication to be made via phone or email in preference to face to face contact	Person responsible:	All employees
		Status:	Ongoing
		Last reviewed:	10/06/20

Section 8 – Inbound & outbound goods

Actions or Outcome	All office incoming goods to be placed in Woodforde's reception and sanitised prior to delivery or collection to individual recipients.	Person responsible:	All employees
		Status:	Ongoing
		Last reviewed:	10/06/20

Specify any further information or steps that are required or part of the safe system of work, and record updates from additional/future reviews.

Adjustments to be made based on government advice and as more people return to work. Additionally synchronicity will be developed between the wider business ensuring that risks are mitigated around the entire brewery site.

Assessment completed by:	Signed by Third Party:	Reviewed by Head of Retail (if not completing):
Signature:	Signature:	Signature:
Name: Lynsey Johns	Name:	Name:
Date: 10th June 2020	Date:	Date:

Review 1:

Review 2:

Review 3:

Review 4: