

## SIMMONS BAKERS COVID-19 RISK ASSESSMENT

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Revision No: 18

Risk assessment has been broken down into the following areas:

- 1) Company
  - a. Staff returning to work
  
- 2) Bakery
  - a. Staff entering the bakery, changing and departing the bakery
  - b. Staff Breaks
  - c. Bakery Production
  - d. Dispatch of product to shops
  - e. Delivery of ingredients and goods to the bakery
  - f. Contractors working on site
  - g. Staff returning from holiday abroad
  
- 3) Shops
  - a. Operation of shops
  
- 4) Office
- 5) Delivery
  - a. Snack vans
  - b. Home delivery service

# SIMMONS

BAKING SINCE 1838

1a) Staff Returning to Work						
Staff Affected: All bakery and shop staff						
No.	Hazard	RISK	Control measures required	Persons responsible	Current Risk H / M / L	Further Action
1	<p>Staff are unfit to be back at work.</p> <p>For Example</p> <ul style="list-style-type: none"> <li>Staff or member of their household displaying symptoms of Covid-19</li> <li>Staff member having underlying health conditions i.e., shielding</li> <li>Staff member has member of household who is high-risk / shielding</li> <li>Staff have not been following government guidance regarding social distancing</li> <li>Seasonal staff returning from university during holiday periods</li> </ul>	<p>Exposure of other staff members to Covid-19</p> <p>Exposure of staff member and their household to Covid-19</p> <p>Exposure of customers to Covid-19</p>	<ol style="list-style-type: none"> <li>Questionnaire to be completed by all staff returning to work and reviewed by Bakery/Retail director. Based on the information provided, decision made on whether the staff member will be allowed to return to work.</li> <li>Staff that have been shielding and seasonal staff returning from university to complete separate questionnaire</li> <li>All staff to alert managers to any change in their health conditions. If there is a display of Covid-19 symptoms they are not to come to work. They will then self-isolate at home until the earlier of either 14 days or in receipt of a negative Covid-19 test result.</li> <li>Reduced number of customers allowed in the shop</li> <li>Plastic screens to provide a barrier between the top of the counters and the ceiling.</li> <li>Where it is not possible to work at a safe distance (&lt;2 metres) staff must wear a facemask / shield.</li> <li>PPE (disposable gloves and facemasks / shields) provided to shop staff</li> </ol>	<p>Bakery Director</p> <p>Retail Director</p> <p>Finance Director</p> <p>Bakery Managers</p> <p>Area Managers</p> <p>Shop Managers</p>	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>
2	<ul style="list-style-type: none"> <li>Staff experiencing new symptoms of Covid-19</li> <li>Staff who may have come into contact with a colleague who has received a positive test result or who is showing symptoms of Covid-19</li> </ul>	<p>Exposure of other staff members to Covid-19</p> <p>Exposure of customers to Covid-19</p>	<ol style="list-style-type: none"> <li>Do not come to work, alert Food Safety Manager, Area Manager / Director immediately</li> <li>Arrange a test for Covid-19 immediately and report test results as soon as possible</li> <li>Positive Covid-19 test result received – staff member must self-isolate for 10 days from day of test Negative Covid-19 test result received – staff member can return to work</li> </ol>	<p>Bakery Director</p> <p>Retail Director</p> <p>Finance Director</p> <p>Bakery Managers</p> <p>Area Managers</p> <p>Shop Managers</p>	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>

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2a) Bakery Staff entering, changing and departing the bakery						
Persons Affected: All bakery staff						
No.	Hazard	RISK	Control measures required	Persons Responsible	Current Risk H / M / L	Further Action
1	Multiple staff entering the building at once causing a failure in social distancing	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Start times to be staggered (18.30, 02.00, 05.00, 06.30, 08.00, 11.00).</li> <li>2) Night shift to finish before day shift starts.</li> <li>3) Reduced number of staff in the bakery</li> <li>4) Staff to only use the main staff door and not the stores entrance.</li> <li>5) Mirror to be installed on the stairs to help prevent staff crossing on the stairs.</li> <li>6) Facemask/visor to be worn at all times</li> </ol>	Bakery director Cleaning staff and technical manager	M	Ongoing Monitoring  Weekly review
2	Multiple staff getting changed at once causing a failure in social distancing	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Start times to be staggered where possible.</li> <li>2) Reduced number of staff in the bakery.</li> <li>3) Staff to only use the main staff door and not the stores entrance.</li> <li>4) Lockers sprayed daily with D-10 sanitiser at 6.30am.</li> <li>5) Signage on the changing room doors instructing staff not to use the changing room if social distancing cannot be maintained.</li> <li>6) Facemask/visor to be worn at all times</li> </ol>	Bakery director Bakery staff Technical manager	M	Ongoing Monitoring  Weekly review
3	Touchpoints act as a carrier for Covid-19.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) All surfaces sanitized with D-10 at 02.30 06:30, 11:30, 14:00</li> <li>2) Staff to use hand sanitizer at entrance lobby when entering and leaving building</li> <li>3) Staff to follow standard handwashing guidelines when entering the bakery</li> <li>4) External doors to be held open from 6.30am</li> <li>5) Signage in place instructing staff how and when to wash their hands.</li> <li>6) Clocking in touch pad replaced with key fob system</li> </ol>	Bakery director Bakery staff Cleaning staff Technical manager to monitor	M	Ongoing Monitoring  Weekly review
4	External door handles being touched by staff with unwashed hands when entering the building.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) At 6.30am, main entrance door held open to prevent staff touching door handles with unwashed hands.</li> <li>2) All doors sanitized with D-10 at 02.30,06:30, 11:30, 14:00</li> <li>3) Hand sanitiser provided at entrance lobby.</li> <li>4) Signage in place instructing staff when to sanitize their hands.</li> </ol>	Bakery manager Bakery staff Technical manager to monitor	M	Ongoing Monitoring  Weekly review
5	Staff members arriving into the building cross paths with staff members leaving.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Shifts staggered so that start times and finish times do not cross over.</li> <li>2) Reduced number of staff in the bakery.</li> <li>3) Facemask/visor to be worn upon entry to building (facemask dispenser installed at entrance to bakery)</li> </ol>	Bakery manager	M	Ongoing Monitoring Weekly review
6	Staff entering premises with high temperature, above 37.8'c - symptom of covid-19	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Facial temperature scanner located at clocking in point alerts staff if temperature is 37.8'c or above.</li> <li>2) Affected staff to wait outside while temperature is double checked by manager.</li> <li>3) Affected staff to go home and follow government guide lines.</li> <li>4) Sanitise all touch points affected staff member may have come in contact with.</li> <li>5) Temperature scanner sends alert message to bakery administrator's email.</li> </ol>	Bakery director Bakery & night managers Senior managers	M	Daily monitoring, Weekly review

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2b) Staff Breaks						
Persons Affected: All bakery staffs						
No.	Hazard	RISK	Control measures required	Persons Responsible	Current Risk H / M / L	Further Action
1	Canteen could become congested resulting in a failure in social distancing.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Reduced numbers of staff in the canteen at one time.</li> <li>2) Only 10 tables and 16 chairs in place in the canteen.</li> <li>3) Screens in place across tables.</li> <li>4) Signage displayed on canteen entrance door with instruction to keep facemask on until seated.</li> <li>5) Staff are asked to spray tables with D-10 before and after use.</li> <li>6) Door handle and hand contact surfaces sprayed with D-10 at 6:30, 11:30, 14:00</li> <li>7) Hand wash sinks and soap provided for staff to wash hands after break.</li> <li>8) No shared food or over products to be left in the canteen.</li> <li>9) Staff keep facemasks on until seated</li> <li>10) Delivery drivers are not permitted to stay in the canteen</li> </ol>	Bakery staff Technical manager Cleaning staff	M	Ongoing Monitoring  Weekly review
2	Smoking area could become congested with smokers during peak times resulting in a failure in social distancing	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Only 2 members of staff to use the smoking platform at any time.</li> <li>2) Signage in place instructing staff that only 2 members of staff are permitted on the smoking platform at once.</li> <li>3) Door handles and hand contact surfaces are sprayed with D-10 at 6:30, 11:30 &amp; 14:00</li> <li>4) Hand wash sinks and soap provided for staff to wash hands after break.</li> <li>5) Delivery drivers are not to use the smoking platform</li> </ol>	Bakery staff Monitored by Technical manager and Bakery director	M	Ongoing Monitoring  Weekly review
3	Staff crossing paths when using the stairs going to the canteen and smoking area.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Mirror on the bend of stairs so staff can see one another.</li> <li>2) Staff coming up the stairs have right of way over staff coming down.</li> <li>3) Signage instructing staff to give way to members of staff coming up the stairs and to use the mirror to see if its clear to go up the stairs.</li> </ol>	Bakery staff	M	Ongoing Monitoring  Weekly review

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2c) General bakery production Persons Affected: Bakery staffs						
No.	Hazard	RISK	Control measures required	Persons Responsible	Current Risk H / M / L	Further Actions
1	Production areas becoming overcrowded at busy times, resulting in a failure in social distancing	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Reduced staff numbers in bakery.</li> <li>2) Signage in place reminding staff of 2m rule.</li> <li>3) Limited production lines being made.</li> <li>4) Production schedules and start times adjusted to reduce amount of staff on site at any one time.</li> <li>5) Staff working in consistent teams or pairing systems if they have to work closely.</li> <li>6) Staff working side by side and not face to face if they have to work closely.</li> <li>7) Screens installed on make up lines where staff cannot be separated.</li> <li>8) All staff wearing protective disposable face masks.</li> <li>9) Tables layouts adjusted to ensure 2m separation is maintained in production areas.</li> <li>10) Separate entrance and exit points in departments where possible.</li> <li>11) Screen installed separating staff working at tables located opposite one another</li> <li>12) Where possible work stations kept 2m apart with metal spacing bars.</li> <li>13) Portable and static side screens used when staff have to work side by side.</li> <li>14) All staff have undertaken Covid-19 Safe System of Work training.</li> </ol>	Bakery Director / Manager Technical manager To monitor Bakery staff	M	Ongoing Monitoring  Weekly review
2	Staff developing Covid-19 symptoms or a member of the household showing symptoms	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Staff members instructed not to come into work should they or any member of their shared household show any signs of Covid-19. Should they start to feel unwell at work they should let their manager know and then go home at once following government guidelines and seek a test for Covid-19</li> <li>2) Staff not to return to work until the earlier of 10 days or having been tested and received a negative result.</li> <li>3) Staff must not return to work until they are showing no further symptoms</li> </ol>	Bakery Director	M	Ongoing Monitoring  Weekly review
3	More than one member of staff reporting symptoms of Covid-19	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Staff members instructed to go home and follow government guidelines and seek a test for Covid-19.</li> <li>2) Contact local PHE health protection team to report a suspected outbreak.</li> <li>3) Risk assessment to be carried out</li> </ol>	Bakery Director	M	Ongoing Monitoring Weekly review
4	Common touch points such as door handles key boards, stair rails etc. being touched by staff during the day.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) All common touch points are sanitized with D-10 at 6:30, 11:30, 14:00</li> <li>2) Staff washing hands frequently during the day in line with standard practises.</li> <li>3) Rack handles wiped over with D-10 prior to use on the roll plant.</li> <li>4) Signage in place instructing staff how and when to wash their hands.</li> <li>5) Hand sanitizing stations located throughout the bakery.</li> </ol>	Technical manager	M	Ongoing Monitoring  Weekly review
5	Air-conditioned departments recycling air during the day	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) At end of production air-conditioned departments turn off air conditioning units and doors left open to allow fresh air to circulate through room.</li> </ol>	Technical manager	M	Ongoing Monitoring Weekly review

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2d) Dispatch of product to shops Staff Affected: Bakery Staff/Drivers						
No.	Hazard	RISK	Control measures required	Persons Responsible	Current Risk H / M / L	Further Action
1	Dispatch and yard areas becoming overcrowded with drivers and production staff.	Increased risk of spreading Covid-19.	<ol style="list-style-type: none"> <li>1) Reduced numbers of drivers on site, vans being used should be spaced apart in the yard where possible.</li> <li>2) Despatch racks used should not be next to each other.</li> <li>3) Door handles and cabs to be sprayed with D-10 at the end of the shift.</li> <li>4) Drivers to keep face mask on at all times when on site.</li> </ol>	Transport manager Bakery Director Drivers	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>
2	Drivers touching items such as wires and plastic trays that have been off site	Increased risk of spreading Covid-19.	<ol style="list-style-type: none"> <li>1) Hand sanitiser provided and placed in van cab.</li> <li>2) Drivers to use gloves when loading and unloading.</li> <li>3) Gloves to be changed daily.</li> <li>4) Touch points in the cab such as gear stick, steering wheel and hand break are sprayed with D-10 sanitiser at the end of the shift.</li> <li>5) Plastic trays washed on return.</li> <li>6) Wires sprayed with D-10 on return.</li> </ol>	Transport manager Drivers Yard staff		<p>Ongoing Monitoring</p> <p>Weekly review</p>
3	Drivers delivering to shops that may be congested, leading to social distancing issues.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Main delivery to take place before shop staff come on site.</li> <li>2) Empty wires and trays to be left outside by shop for collection to prevent driver entering the shop.</li> <li>3) Driver to sanitise hands after every delivery.</li> <li>4) Should the driver have to enter the shop, PPE including disposable face mask and gloves to be worn.</li> </ol>	Drivers	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>

2e) Delivery of ingredients and goods to the bakery Persons Affected: Storeman and bakery staff						
No.	Hazard	RISK	Control measures required	Persons Responsible	Current Risk H / M / L	Further action
1	Delivery driver not maintaining correct social distancing.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Delivery drivers to keep 2m away form storeman at all times.</li> <li>2) Signage instructing delivery drivers maintain 2m social distancing.</li> <li>3) Paper work to be left on top of the pallet and not handed to the storeman.</li> </ol>	Storeman	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>
2	Storeman handling items such as pens & paper work that have been handled by driver	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Paper work to be signed by driver after delivery has been checked by the storeman.</li> <li>2) Paper work must be left on the pallet and not handed to the storeman.</li> <li>3) Storeman is not to use any other pen but his own.</li> </ol>	Storeman	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>

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2f) Contractors coming on site Persons Affected: Bakery staff						
No.	Hazard	RISK	Control measures required	Persons Responsible	Current Risk H / M / L	Further action
1	Contractors are unfit to come on site.  For Example <ul style="list-style-type: none"> <li>Contractor or member of their household displaying symptoms of Covid-19</li> <li>Contractor having underlying health conditions (e.g. shielding)</li> <li>Contractor has member of household that is at high-risk / shielding</li> <li>Contractor has not been following government guidance regarding social distancing</li> </ul>	Exposure of bakery staff members to Covid-19  Exposure of contractor and their household to Covid-19	<ol style="list-style-type: none"> <li>Questionnaire to be completed by all contractors before working on site and reviewed by Bakery. Based on the information provided, decision made on whether the contractor will be allowed to return to work.</li> <li>All contractors to alert Bakery Director to any change in their health conditions. If there is a display of Covid-19 symptoms they are not to come to site. They will then remain at home until the earlier of either 10 days or the receipt of a negative Covid-19 test.</li> <li>Contractors required to wear a facemask at all times while on site.</li> <li>Contractors required to use temperature scanner (located inside front door of office). If temperature is recorded at 37.8°C or above they are not permitted on site.</li> </ol>	Bakery Director	M	Ongoing Monitoring  Weekly review

2g) Staff returning from holiday abroad Persons Affected: Bakery staff						
No.	Hazard	RISK	Control measures required	Persons Responsible	Current Risk H / M / L	Further action
1	Travelling abroad	Risk of catching and spreading Covid-19	<ol style="list-style-type: none"> <li>Need to isolate for 10 days and follow government advice regarding countries that are exempt <a href="https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel">https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel</a></li> <li>Follow government advice regarding the use of face coverings when travelling Staff to have return to work interview with Bakery Director / Bakery Manager / Technical Manager / Operations Manager / Departmental Manager</li> </ol>	Bakery Director	M	Ongoing Monitoring  Weekly review

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3a) General operation of shops Persons Affected: All shop staff / customers						
No.	Hazard	Risk	Control measures in place	Persons Responsible	Current Risk H / M / L	Further action
1	Small service & prep areas make maintaining social distancing between staff members difficult.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>Number of staff in each shop to be kept to a minimum</li> <li>Shops to have consistent teams, with no / minimal floating staff</li> <li>Staff to work side by side and to be trained to minimise any time spent face to face.</li> <li>Facemasks must be worn at all times. Staff who are exempt from wearing a facemask must wear a visor.</li> <li>Use of return-to-work questionnaire to ensure no high-risk staff are working in the shop</li> </ol>	Retail director Shop staff	M	<p>Ongoing monitoring</p> <p>Weekly review</p>
2	Contact surfaces become contaminated with Covid-19 (for example, shop surfaces, doors, handles, cash machine touch pads etc)	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>All contact surfaces sprayed with D-10 sanitiser (30 second contact time) throughout day</li> <li>Regular handwashing using soap and warm water throughout the day in line with standard strict policies and procedures.</li> <li>Gloves or tongs used to handle all products.</li> <li>Card payments accepted and cash payments in exceptional circumstances. Gloves to be used to handle cash in these cases.</li> <li>No longer accept re-useable coffee cups, plastic bags or cloth bags from customers.</li> <li>Shop doors left open where possible to reduce contact with push plates / handles etc. and to maintain good ventilation</li> </ol>	Retail director Shop Staff		<p>Ongoing monitoring</p> <p>Weekly review</p>
3	Shared staff toilet facilities becoming contaminated with Covid-19	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>Use of sanitiser and wipes on all contact surfaces i.e. taps, flush and door handles before and after use</li> </ol>	Shop staff	M	<p>Ongoing monitoring</p> <p>Weekly review</p>
4	Shops becoming crowded with customers resulting in a failure in social distancing.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>Limited number of customers in the shop at any one time (vary between shops due to space limitations)</li> <li>Signage on screens and windows instructing customers to observe 2m social distancing rules and displaying limits on numbers allowed in the shop.</li> <li>Markings on floor of shop showing customers where to stand.</li> <li>Line marking on street outside shop (where possible) to help customers with social distancing when queueing</li> <li>Signage on windows indicating that customers are required to wear a facemask unless they are exempt; staff to serve customer's outside if they refuse to wear a facemask</li> <li>Staff remind customers that a facemask must be worn &amp; offer disposable facemask</li> </ol>	Retail Director Shop maintenance	M	<p>Ongoing monitoring</p> <p>Weekly review</p>
5	User of inside & outside seating areas being used by multiple customers	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>All cafes closed due to national lockdown restrictions</li> <li>All outside seating to be reinstated in line with Government guidelines.</li> <li>Tables to be spaced at least 1 metre apart and cleaned with D-10 sanitiser after every use</li> </ol>	Shop staff	M	<p>Ongoing monitoring</p> <p>Weekly review</p>



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No.	Hazard	Risk	Control measures in place	Persons Responsible	Current Risk H / M / L	Further action
6	User of customer toilet being used by multiple customers	Increased risk of spreading Covid 19	1. Customer toilets closed due to national lockdown restrictions. Except in exceptional circumstances i.e. for young children, the elderly or someone with an underlying health condition, and at the discretion of the manager.	Shop staff	M	On going monitoring Regular review
7	Shop staff coming into contact with delivery drivers from 3 <sup>rd</sup> party suppliers	Increased risk of spreading Covid-19	1. Deliveries from third parties to be limited. 2. 3 <sup>rd</sup> party delivery drivers to minimise any time spent in the shop 3. 3 <sup>rd</sup> party delivery drivers to wear suitable PPE – Facemask and gloves.	Retail Director Bakery Director Shop staff	M	Ongoing monitoring  Weekly review
8	Shop staff coming into contact with other staff members. For example, transport, maintenance or area managers	Increased risk of spreading Covid-19	1) Main shop deliveries to take place before the shop has opened. 2) If trays or wires are to be collected once the shop is open, where possible, they are to be left outside the shop to prevent drivers needing to enter the shop. 3) Drivers to wear PPE (Disposable facemasks or shields & gloves) if they need to enter shop. 4) Area Managers to only visit shops when necessary and wear a facemask 5) Maintenance team to visit the shop out of hours where possible. Where not possible, maintenance team will minimise their time in the shop, adhere to social distancing as far as possible and wear suitable PPE (Disposable facemasks or shields & gloves) 6) Visits from other team members (e.g. Retail Director and Food Safety Manager) will be minimised and any such visitors will wear necessary facemask / visor.	Bakery / Director, Transport Manager Drivers Retail Director Shop Staff	M	Ongoing monitoring  Weekly review
9	Shop staff coming into contact with customers who may be infected with Covid 19	Risk of catching and spreading Covid-19	1) Reduced number of customers allowed in the shop 2) Plastic screens to provide a barrier between the top of the counters and the ceiling. 3) Signage on windows indicating that customers are required to wear a facemask unless they are exempt; staff to serve customers outside if they refuse to wear a facemask 4) Facemasks provided for shop staff to wear at all times when working unless exempt 5) Staff remind customers that a facemask must be worn & offer disposable facemask	Retail Director Shop maintenance	M	Ongoing monitoring  Weekly review
10	Travelling abroad	Risk of catching and spreading Covid-19	1 Isolate for 14 days and follow government advice regarding countries that are exempt <a href="https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel">https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel</a> 2 Follow government advice regarding the use of face coverings when travelling 3 Return to work interview held with Retail Director/Area manager/Food Safety Manager	Food Safety Manager Retail Director	M	Ongoing monitoring  Weekly review
11	Government advice changing	Out of date advice	1. Follow government advice and communicate to staff – risk assessment reviewed weekly 2. Covid-19 monitoring included in food safety visits. 3. Weekly reminders by food safety manager to all staff to adhere to the above measures 4. All shop managers to have a Covid-19 review with food safety manager on up-to-date social distancing rules both at work and outside of work	Retail Director Food Safety Manager	M	Ongoing monitoring Weekly review

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4) Office						
Persons Affected: All office staff						
No.	Hazard	RISK	Control measures required	Person Responsible	Current Risk H / M / L	Further Action
1	Staff developing Covid-19 symptoms or member of their household showing symptoms	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>Staff members instructed not to come to work if they or any member of their household show symptoms of Covid-19</li> <li>If staff member begins to feel unwell while at work; they must alert their manager immediately and go home at once, following government guidelines. Staff to remain at home until the earlier of either 10 days or in receipt of a negative Covid-19 test.</li> <li>Staff returning to work must complete a Covid-19 Health Questionnaire</li> </ol>	Finance Director	M	<p>Ongoing monitoring</p> <p>Weekly review</p>
2	Failure to maintain social distancing in the office	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>Remote working from home where possible</li> <li>Staff members removed to alternative locations within the office</li> <li>Desks re-arranged to maintain 2 metre distance</li> <li>Where social distancing is not possible maintain same small groups</li> <li>Availability of disposable face masks and shields</li> <li>All staff to wear facemask/visor when moving about through office</li> </ol>	Finance Director	M	<p>Ongoing monitoring</p> <p>Weekly review</p>
3	Touchpoints act as carrier for Covid-19	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>All staff issued with hand sanitizer. Hand sanitizer dispenser pumps situated at entrance lobby for use when entering and leaving office</li> <li>All internal office doors to be left open</li> <li>Signage in place instructing staff on how and when to wash their hands</li> <li>All touch points cleaned twice a day with D-10 sanitiser</li> <li>All staff issued with D-10 sanitiser and instructed to clean own work area twice a day</li> <li>All office floors washed daily</li> </ol>	Finance Director	M	<p>Ongoing monitoring</p> <p>Weekly review</p>
4	Postal and courier Deliveries	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>All delivery drivers instructed to leave packages in downstairs lobby</li> <li>Staff instructed not to sign for packages</li> <li>Staff instructed to sanitise hands after handling packages and post</li> </ol>	Finance Director	M	<p>Ongoing monitoring</p> <p>Weekly review</p>
5	Visitors to the office	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>All but essential visitors discouraged from visiting the office</li> <li>Any visitors are met in downstairs lobby at a 2-metre distance</li> <li>Visitors not allowed into the general office</li> <li>Bakery and shop staff are not allowed into the office</li> <li>IT and other support services by remote access only</li> </ol>	Finance Director	M	<p>Ongoing monitoring</p> <p>Weekly review</p>
6	Staff entering premises with high temperature, above 37.8°C; symptom of Covid-19	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>Facial temp. scanner located inside front door alerts staff if temperature is 37.8°C or above.</li> <li>Affected staff to wait outside while temperature is double checked by manager.</li> <li>Affected staff to go home and follow government guidelines.</li> <li>Sanitise all touch points affected staff member may have come in contact with.</li> <li>Temperature scanner sends alert message to bakery administrator's email.</li> </ol>	Finance Director	M	<p>Daily monitoring,</p> <p>Weekly review</p>

# SIMMONS

BAKING SINCE 1838

5a) Snack van Persons Affected: Snack van drivers / Customers						
No.	Hazard	RISK	Control measures required	Person Responsible	Current Risk H / M / L	Further Action
1	Outside service and prep area makes maintaining social distancing staff and customers difficult.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) One van driver per van.</li> <li>2) Driver serves from behind Perspex screen.</li> <li>3) Customers to wait behind potable barrier positioned 2m away from van.</li> <li>4) Driver has PPE (Disposable face mask, shield and disposable gloves) available.</li> <li>5) Customer stays 2m away from van while driver puts together customer order.</li> <li>6) Driver leaves order on van serving ledge along with contactless card payment reader.</li> <li>7) Driver moves back to the other end of the van 2m away.</li> <li>8) Customer moves forward, collects order and pays for goods then moves away.</li> </ol>	Bakery Director  Operations Manager  Van driver	M	Ongoing monitoring  Weekly review
2	Touchpoints act as carrier for Covid-19 i.e. van surfaces, doors, handles, card reader)	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) All contact surfaces sprayed with D-10 sanitiser throughout the day.</li> <li>2) Hand sanitizer kept in the cab for driver to use.</li> <li>3) Regular handwashing using soap and water or throughout the day in line with standard strict policies and procedures.</li> <li>4) Gloves or tongs used to handle all products.</li> <li>5) Only card payments accepted.</li> <li>6) Touch points in the cab cleaned with D-10 sanitiser at the end of the shift.</li> </ol>	Bakery Director  Operations Manager  Van driver	M	Ongoing monitoring  Weekly review

5b) Home delivery service Persons Affected: Delivery driver						
No.	Hazard	RISK	Control measures required	Person Responsible	Current Risk H / M / L	Further Action
1	Delivery service to customers homes could make maintaining social distancing for staff and customers difficult.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Driver to knock at customers door place the goods on the doorstep and stand 2m back.</li> <li>2) Driver must not go into customers house.</li> <li>3) When delivering to flats, driver to ring flat number and leave the goods inside the ground floor door.</li> </ol>	Bakery Director  Van driver	M	Ongoing monitoring  Weekly review
2	Touchpoints act as carrier for Covid-19 such as door bells and front doors	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> <li>1) Driver must wash his hands with sanitiser after every drop.</li> <li>2) Touch points in the cab such as steering wheel and hand break are cleaned with D-10 sanitiser at the end of the shift.</li> </ol>	Bakery Director  Van driver	M	Ongoing monitoring  Weekly review