

SIMMONS BAKERS COVID-19 BAKERY RISK ASSESSMENT

The risk assessment has been broken down into the following areas:

1. **Bakery** Completed by: Adam Cann, Gill Ewing Revision No: 21 Last Updated: 02/12/2021
- 1a) Staff fitness to work
 - 1b) Staff entering the bakery, changing and departing the bakery
 - 1c) Staff breaks
 - 1d) Bakery Production
 - 1e) Dispatch of product to shops
 - 1f) Delivery of ingredients and goods to the bakery
 - 1g) Contractors working on site
 - 1h) Staff returning from holiday abroad
2. **Office**
3. **Snack vans**
4. **Home delivery service**
5. **Shops**

Review after changes to Government advice on 30/11/2021

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1a) Staff Fitness to Work Staff Affected: All bakery & shop staff						
No.	Hazard	RISK	Control measures required	Persons responsible	Current Risk H / M / L	Further Action
1	Staff experiencing new symptoms of Covid-19	Exposure of other staff members to Covid-19	<ol style="list-style-type: none"> 1) Do not come to work, contact Manager / Director immediately 2) Arrange a test for Covid-19 immediately and report test results ASAP 3) 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 	Bakery Director Finance Director Bakery Managers	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>
2	Staff having had contact with or come into close contact with a colleague who has received a positive test result or who is showing symptoms of Covid-19	Exposure of other staff members to Covid-19	<ol style="list-style-type: none"> 1) If staff member is over 18 ½ years of age and not fully vaccinated they must self-isolate for 10 days. 2) Advised to obtain a PCR test as soon as possible. 	Bakery Director Finance Director Bakery Managers	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>
3	Staff contacted by NHS Track & Trace	Exposure of other staff members to Covid-19	<ol style="list-style-type: none"> 1) If staff member is over 18 ½ years of age and not fully vaccinated they must self-isolate for 10 days. 2) Advised to obtain a PCR test as soon as possible. 	Bakery Director Finance Director Bakery Managers	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>
4	<p>Staff experiencing new flu, cold or similar symptoms prior to coming to work</p> <p>Staff experiencing new flu, cold or similar symptoms while at work</p>	Potential exposure of other staff members to Covid-19	<ol style="list-style-type: none"> 1) Obtain lateral flow test prior to coming to work 2) Obtain lateral flow test from manager and go home immediately to carry out test 3) Negative result received - contact manager & stay at home until well. Repeat test before returning to work. 4) Positive result received - the following steps should be taken: <ul style="list-style-type: none"> - Do not come to work, self-isolate - Contact manager / director with result - Contact NHS Track & Trace app with test result and follow instructions on seeking a PCR test 5) If positive PCR test result received, staff must self-isolate for 10 days from day of test 6) If negative PCR test result received, staff member can return to work 	Bakery Director Finance Director Bakery Managers	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>

1b) 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"> 1) Start times to be staggered (18.30, 02.00, 05.00, 06.30, 08,00, 11,00). 2) Night shift to finish before day shift starts. 3) Reduced number of staff in the bakery 4) Staff to only use the main staff door and not the stores entrance. 5) Mirror to be installed on the stairs to help prevent staff crossing on the stairs. 6) Staff advised to wear face covering (following Government guidelines) 	Bakery director Cleaning staff and technical manager	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>
2	Multiple staff changing in a small area	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> 1) Start times to be staggered where possible. 2) Reduced number of staff in the bakery. 3) Staff to only use the main staff door and not the stores entrance. 4) Staff advised to wear face covering (following Government guidelines) 5) Windows to remain open 	Bakery director Bakery staff Technical manager	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>
3	Touchpoints act as a carrier for Covid-19.	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> 1) All surfaces sanitized with D-10 at 02.30 06:30, 11:30, 14:00 2) Staff to use hand sanitizer at entrance lobby when entering and leaving building 3) Staff to follow standard handwashing guidelines when entering the bakery 4) External doors to be held open from 6.30am 5) Signage in place instructing staff how and when to wash their hands. 6) Clocking in touch pad replaced with key fob system 	Bakery director Bakery staff Cleaning staff Technical manager to monitor	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>
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"> 1) At 6.30am, main entrance door held open to prevent staff touching door handles with unwashed hands. 2) All doors sanitized with D-10 at 02.30,06:30, 11:30, 14:00 3) Hand sanitiser provided at entrance lobby. 4) Signage in place instructing staff when to sanitize their hands. 	Bakery manager Bakery staff Technical manager to monitor	M	<p>Ongoing Monitoring</p> <p>Weekly review</p>
5	Staff members arriving & leaving building crossing paths	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> 1) Shifts staggered so that start times and finish times do not cross over. 2) Reduced number of staff in the bakery. 3) Staff advised to wear face covering (following Government guidelines) 	Bakery manager	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"> 1) Facial temperature scanner located at clocking in point alerts staff if temperature is 37.8°C or above. 2) Affected staff to wait outside while temperature is double checked by manager. 3) Affected staff to go home and follow government guide lines. 4) Sanitise all touch points affected staff member may have come in contact with. 5) Temperature scanner sends alert message to bakery administrator's email. 	Bakery director Bakery & night managers Senior managers	M	<p>Daily monitoring,</p> <p>Weekly review</p>

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1c) Staff Breaks						
Persons Affected: All bakery staffs						
No.	Hazard	RISK	Control measures required	Persons Responsible	Current Risk H / M / L	Further Action
1	Canteen becoming congested resulting in multiple staff in a small area	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> 1) Reduced numbers of staff in the canteen at one time. 2) Only 10 tables and 16 chairs in place in the canteen. 3) Screens in place across tables. 4) Staff are asked to spray tables with D-10 before and after use. 5) Door handle and hand contact surfaces sprayed with D-10 at 6:30, 11:30, 14:00 6) Hand wash sinks and soap provided for staff to wash hands after break. 7) No shared food or over products to be left in the canteen. 8) Delivery drivers are not permitted to stay in the canteen 	Bakery staff Technical manager Cleaning staff	M	Ongoing Monitoring Weekly review
2	Smoking area could become congested with smokers during peak times	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> 1) Reduced number of staff to use the smoking platform at any time. Signage in place indicating reduced number of staff. 2) Door handles and hand contact surfaces sprayed with D-10 at 6:30, 11:30 & 14:00 3) Hand wash sinks and soap provided for staff to wash hands after break. 4) Delivery drivers are not to use the smoking platform 	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"> 1) Mirror on the bend of stairs so staff can see one another. 2) Staff coming up the stairs have right of way over staff coming down. 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. 	Bakery staff	M	Ongoing Monitoring Weekly review

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1d) 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	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> 1) Reduced staff numbers in bakery. 2) Signage in place reminding staff of 2m rule. 3) Limited production lines being made. 4) Production schedules and start times adjusted to reduce staff on site at any time. 5) Staff working in consistent teams or pairing systems if they have to work closely. 6) Staff working side by side and not face to face if they have to work closely. 7) Screens installed on make up lines where staff cannot be separated. 8) Staff advised to wear face covering (following Government guidelines) 9) Table layouts adjusted to ensure 2m separation is maintained in production areas. 10) Separate entrance and exit points in departments where possible. 11) Screen installed separating staff working at tables located opposite one another 12) Where possible work stations kept 2m apart with metal spacing bars. 13) Portable and static side screens used when staff have to work side by side. 14) All staff have undertaken Covid-19 Safe System of Work training. 15) Doors left open to improve air flow. 	Bakery Director / Manager Technical manager To monitor Bakery staff	M	Ongoing Monitoring Weekly review
2	Staff developing Covid-19 symptoms	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> 1) Staff member to remain at home until the earlier of 10 days or having been tested and received a negative result. 2) Staff must not return to work until they are showing no further symptoms 	Bakery Director	M	Ongoing Monitoring Weekly review
3	A member of staff's household showing symptoms of Covid-19	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> 1) If staff member is over 18 ½ years of age and not fully vaccinated they must self-isolate for 10 days. 2) Advised to obtain a PCR test as soon as possible. 	Bakery Director	M	Ongoing Monitoring Weekly review
4	More than one member of staff reporting symptoms of Covid-19	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> 1) Staff members instructed to go home and follow government guidelines and seek a test for Covid-19. 2) Risk assessment to be carried out 	Bakery Director	M	Ongoing Monitoring Weekly review
5	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"> 1) All common touch points are sanitized with D-10 at 6:30, 11:30, 14:00 2) Staff washing hands frequently during the day in line with standard practises. 3) Rack handles wiped over with D-10 prior to use on the roll plant. 4) Signage in place instructing staff how and when to wash their hands. 5) Hand sanitizing stations located throughout the bakery. 	Technical manager	M	Ongoing Monitoring Weekly review
6	Air-conditioned departments recycling air during the day	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> 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. 	Technical manager	M	Ongoing Monitoring Weekly review

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1e) 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"> Reduced numbers of drivers on site, vans being used should be spaced apart in the yard where possible. Door handles and cabs to be sprayed with D-10 at the end of the shift 	Transport manager Bakery Director Drivers	M	Ongoing Monitoring Weekly review
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"> Hand sanitiser provided and placed in van cab. Drivers to use gloves when loading and unloading. Gloves to be changed daily. 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. Plastic trays washed on return. 	Transport manager Drivers Yard staff		Ongoing Monitoring Weekly review
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"> Main delivery to take place before shop staff come on site. Driver to sanitise hands after every delivery. 	Drivers	M	Ongoing Monitoring Weekly review

1f) 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	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"> Paper work to be signed by driver after delivery has been checked by the storeman. Paper work must be left on the pallet and not handed to the storeman. Storeman is not to use any other pen but his own. 	Storeman	M	Ongoing Monitoring Weekly review

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1g) 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"> • Contractor or member of their household displaying symptoms of Covid-19 • Contractor having underlying health conditions (e.g. shielding) • Contractor has member of household that is at high-risk / shielding • Contractor has not been following government guidance regarding social distancing 	Exposure of bakery staff members to Covid-19 Exposure of contractor and their household to Covid-19	<ol style="list-style-type: none"> 1) 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. 2) 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. 3) Contractors required to wear a facemask at all times while on site. 4) 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. 	Bakery Director	M	Ongoing Monitoring Weekly review

1h) 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"> 1. Follow Government guidelines regarding countries travelling to https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel 2. 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 	Bakery Director	M	Ongoing Monitoring Weekly review

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2) 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	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> Staff member to remain at home until the earlier of 10 days or having been tested and received a negative result. Staff must not return to work until they are showing no further symptoms 	Finance Director	M	Ongoing Monitoring Weekly review
2	A member of staff's household showing symptoms of Covid-19	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> If staff member is over 18 ½ years of age and not fully vaccinated they must self-isolate for 10 days. Advised to obtain a PCR test as soon as possible 	Finance Director	M	Ongoing Monitoring Weekly review
3	Failure to maintain social distancing in the office	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> Staff members removed to alternative locations within the office Desks re-arranged to maintain 2 metre distance Availability of disposable face covering for staff who choose to wear them Doors & windows opened to increase air flow 	Finance Director	M	Ongoing monitoring Weekly review
4	Touchpoints act as carrier for Covid-19	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> All staff issued with hand sanitizer. Hand sanitizer dispenser pumps situated at entrance lobby for use when entering and leaving office All internal office doors to be left open Signage in place instructing staff on how and when to wash their hands All office floors washed daily 	Finance Director	M	Ongoing monitoring Weekly review
5	Postal and courier Deliveries	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> All delivery drivers instructed to leave packages in downstairs lobby Staff instructed not to sign for packages Staff instructed to sanitise hands after handling packages and post 	Finance Director	M	Ongoing monitoring Weekly review
6	Visitors to the office	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> Any visitors are met in downstairs lobby at a 2-metre distance Bakery and shop staff visiting office kept to a minimum 	Finance Director	M	Ongoing monitoring Weekly review
7	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"> Facial temp. scanner located inside front door alerts staff if temperature is 37.8'c or above. Affected staff to wait outside while temperature is double checked by manager. Affected staff to go home and follow government guidelines. Sanitise all touch points affected staff member may have come in contact with. Temperature scanner sends alert message to bakery administrator's email. 	Finance Director	M	Daily monitoring, Weekly review

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3) 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"> 1) One van driver per van. 2) Customers to wait behind potable barrier positioned 2m away from van. 3) Driver has PPE (Disposable face mask, shield and disposable gloves) available. 4) Customer stays 2m away from van while driver puts together customer order. 5) Driver leaves order on van serving ledge along with contactless card payment reader. 6) Driver moves back to the other end of the van 2m away. 7) Customer moves forward, collects order and pays for goods then moves away. 8) Card payment preferred to decrease cash handling 	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"> 1) All contact surfaces sprayed with D-10 sanitiser throughout the day. 2) Hand sanitizer kept in the cab for driver to use. 3) Regular handwashing using soap and water or throughout the day in line with standard strict policies and procedures. 4) Gloves or tongs used to handle all products. 5) Touch points in the cab cleaned with D-10 sanitiser at the end of the shift. 	Bakery Director Operations Manager Van driver	M	Ongoing monitoring Weekly review

4) 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"> 1) Driver to knock at customers door place the goods on the doorstep and stand 2m back. 2) Driver must not go into customers house. 3) When delivering to flats, driver to ring flat number and leave the goods inside the ground floor door. 	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"> 1) Driver must wash his hands with sanitiser after every drop. 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. 	Bakery Director Van driver	M	Ongoing monitoring Weekly review

5) 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"> Number of staff in each shop to be kept to a minimum Shops to have consistent teams, with minimal floating staff Staff to work side by side and trained to minimise any time spent face to face. Staff encouraged to take up Covid-19 vaccination to reduce risk of infection & transmission 	Retail director Shop staff	M	Ongoing monitoring Weekly review
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"> All contact surfaces sprayed with diluted D-10 sanitiser throughout day Regular handwashing with soap & warm water throughout day in line with policies & procedures. Gloves or tongs used to handle all products. Card & cash payments accepted. Gloves must be used to handle cash. Shop doors left open where possible to reduce contact with push plates / handles etc. and to maintain good ventilation 	Retail director Shop Staff	M	Ongoing monitoring Weekly review
3	Shared staff toilet facilities becoming contaminated with Covid-19	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> Use of sanitiser and wipes on all contact surfaces i.e. taps, flush and door handles before and after use 	Shop staff	M	Ongoing monitoring Weekly review
4	User of inside & outside seating areas and inside café areas being used by multiple customers	Increased risk of spreading Covid-19	<ol style="list-style-type: none"> Tables and chairs cleaned & sanitised after each use with D-10 antiviral Sanitiser Use single use condiment sachets i.e. salt, pepper sauces All crockery and cutlery cleaned/sanitised in dishwasher Track & Trace scan code available for customers to complete if they wish 	Shop staff	M	Ongoing monitoring Weekly review
5	User of customer toilet by multiple customers	Increased risk of spreading Covid 19	<ol style="list-style-type: none"> Customer toilets cleaned regularly using D-10 antiviral Sanitiser 	Shop staff	M	Ongoing monitoring Regular review
6	Shop staff coming into contact with customers who may be infected with Covid 19	Risk of catching and spreading Covid-19	<ol style="list-style-type: none"> Plastic screens to provide a barrier between top of counters and ceiling. As of 30th November 2021 face masks are to be worn by staff and customers (unless exempt) 	Retail Director Shop maintenance	M	Ongoing monitoring Weekly review
7	Travelling abroad	Risk of catching and spreading Covid-19	<ol style="list-style-type: none"> Follow government advice https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel 	Food Safety Manager Retail Director	M	Ongoing monitoring Weekly review
8	Government advice changing	Out of date advice	<ol style="list-style-type: none"> Follow government advice and communicate to staff – risk assessment reviewed weekly 	Retail Director Food Safety Manager	M	Ongoing monitoring Weekly review