



COVID-19 Risk Assessment

This risk assessment covers the controls for the Manufacturing facility at Derby Street, Burton on Trent, and for visitors to this facility. This was reviewed and updated following government advice issued on the 11th May 2020.

Location: Briggs of Burton PLC
Address: Derby Street, Burton on Trent
Area: Manufacturing
Assessors:

- John Blundell - H&S Manager
- Steve Vickers - General Manager Manufacturing.
- John Machin and Dave Spence - Representatives of Employee Safety

Hazard: Out of date or "fake" news advice and guidance

Risk to: Employees and visitors by adhering to out of date or "fake" advice, which therefore increases risk of contamination or spread of the virus.

Control measures: Coronavirus committee established, represented at Director level, Group Health & Safety Manager, Human Resources, Legal Manager. Committee team skype meet on a weekly basis minimum and communicate regularly. Committee tasked with keeping up to date with Govt advice. Accomplished through the PM daily briefs; updates on www.gov.uk site (subscribed); H&S Manager tracking latest HSE advice; membership and updates from Make UK.

Action required: None

Completed: 13-March



Hazard: Employees not receiving Company advice

Risk to: Employees not adhering to advice and controls, increasing the risk of contamination, or spread of the virus.

Control measures: Management to hold return to work discussions with employees before they return, to include site procedures and controls. Site supervision in place for reference. A Director to hold red area talks on a regular basis. Emails to be forwarded onto all employees by Manufacturing General Manager. Intranet updated with advice. Site specific procedures written to address hazards from risk assessment. COVID-19 notice board established near the entrance

Action required: None

Completed: 14-May

Hazard: Visitors not receiving Company site rules

Risk to: Visitors not adhering to advice and controls, increasing the risk of contamination, or spread of the virus.

Control measures: Briggs employees require Director permission before inviting visitors to site. Specific visitor risk assessment to be written with Health & Safety Manager, to ensure suitable controls in place and communicated to visitors before invite. These to be signed and returned by visitors before day of visit.

Action required: None

Completed: 14-May

Hazard: Briggs non-manufacturing staff visiting site

Risk to: Employees not adhering to advice and controls, increasing risk of contamination, or spread of the virus.

Control measures: Director permission required before visiting site. Site rules written for such visits. No entry to Manufacturing areas permitted. Briggs employees to ensure site supervisor aware of entry to and exit from site.



Action required: None
Completed: 25-Mar

Hazard: Psychological / Staff Wellbeing

Risk to: Employee poor mental wellbeing.

Control measures: Site supervision in place. Helpline numbers made available. Management to discuss any concerns with employees involved.

Action required: None
Completed: 13-May

Hazard: Changes in Emergency provision in Workplaces - Fire safety

Risk to: Employee and visitor confusion in roll call/muster points.

Control measures: Overall, the procedure has not changed and therefore all employees to evacuate building as the norm. Site supervisor on each shift to ensure all employees are accounted for. Muster points and controls have not been amended. Shift size small and individuals able to help in ensuring all accounted for. Any Briggs visitors to site must inform site supervisor on entry and exit. Visitors informed of emergency evacuation procedures in advance and sign off acceptance.

Action required: None
Completed: 13-May

Hazard: Infected touch points

Risk to: Employees or visitors transmitting virus from infecting touch points, which are then touched by another person.

Control measures: Enhanced cleaning regime in place which includes cleaning of touch points. Hand sanitiser made available for general use around the factory, with instruction to use for certain tasks. Additional cleaning products in and around the facility with instruction to use before and



after certain tasks. Instruction given on hygiene standards in the canteen. Site procedures in place to minimise the number of people using certain facilities at any one time, to assist in self hygiene and cleaning. No requirement for clocking in or out. NOBO boards employee specific. Shared tools minimal, and to be cleaned thoroughly with all shared touch points at end of shift period. Use of gloves compulsory. Instruction on cleaning canteen/toilet areas when used. Hand washing facilities available and instructions to use on entrance to shop floor. Gloves worn during work practices. Gloves issued to visitors. Cups and utensils washed daily. Only the user places items in and out of dishwasher, one employee controls dishwasher. Individual drinking containers issued. Full cleaning of HAV stations, monitors and NOBO boards to be completed at end of each shift.

Action required: None

Completed: 15-May

Hazard: Not keeping the social distance of 2 metres

Risk to: Virus transmission for staff/visitors in the workplace, or through work activities.

Control measures: Employee representatives and cell leaders consulted before returning to work on layout of shop floor and work practices to enable social distancing where practical. Manufacturing employees split into an A and B Shift, in order to increase ease of social distancing by reducing numbers on the shop floor at any one time. Shift patterns changed to reflect the split shifts. Break times staggered to reduce numbers using canteen facilities at any one time. Instruction on use of changing facility, entry and general social distancing given. Parking facilities available eliminating reliance on public transport, bike rack available. Procedures in place for deliveries and collections to ensure 2 metre distancing, and avoidance of shared touch points with drivers. Separate area to be offered for clinically vulnerable individuals (Clean shop) when applicable. Additional portable welding screens purchased to assist in demarcation areas for individuals. Work practices amended to reduce requirement for close working. Double doors from factory to mess room allowed to be left open, with proviso that dust levels in mess room are monitored; this allows clearer and less congested access. Individual water bottles issued.



Action required: None
Completed: 13-Mar

Hazard: Work practices that are impossible to undertake without breaking the 2 metres social distance

Risk to: Virus transmission for employees in the workplace, or through work activities.

Control measures: Specific work tasks where impossible to keep 2 metres social distance identified. Two people required within the 2 metres distance in these tasks are to wear air fed welding or grinding masks throughout the process.

Action required: None
Completed: 13-Mar

Hazard: Employee or visitors not adhering to social distancing rules

Risk to: Virus transmission for employees or visitors in the workplace or through work activities

Control measures: All systems and controls for social distancing in place. Signage and notice board in place. Supervision to enforce. Peer pressure to enforce. Cameras on shop floor for observation. Disciplinary process for non-adherence to be implemented. Visitors to be removed from site where caught not complying.

Action required: None
Completed: 13-Mar



Hazard: Lack of tracking information on social distancing

Risk to: Employees not knowing occasions when they break social distancing rules. Virus transmission for employees in the workplace or through work activities

Control measures: To be implemented

Action required: Adoption of Reactec social distancing banding to be introduced when made available.

Completed: Steve Vickers by 01-Jun

Hazard: Reluctance to deliver first aid

Risk to: Injured party not receiving immediate first aid.

Control measures: Govt advice followed: employees directed not to attend work if they show coronavirus symptoms and to return home immediately if showing symptoms. All manufacturing employees are first aid trained and therefore not reliant on certain individuals. Hospital 3 minutes away by vehicle. Govt advice to be sent to manufacturing employees' email. One copy on the COVID-19 board.

Action required: None

Completed: 14-May

Hazard: Vulnerable employees

Risk to: Vulnerable employees due to higher risk of severe illness if contracting the virus.

Control measures: Employees who are clinically extremely vulnerable are not to return to work whilst in the advised shielded timeframe. Clinically vulnerable employees to be offered a specific work area to distance themselves from general shop floor. Other specific controls to be offered include: break times taken away from those in the main work shop; access to work shop via fire escape; specific drink station set up to reduce trips to the canteen.



Action required: Discussions to be held before request given to return.

Completed: As required by Steve Vickers

Hazard: Van Driving

Risk to: Employee at risk from share touch points and contact with public.

Control measures: Only one person from each shift using company van. Driver to ensure social distancing is maintained when not on company premises. Each shift to clean the vans down at end of each shift period. Individuals to wipe down touch points before and after use. Cleaning procedure to be placed inside the van. Instruction to be given to van drivers.

Action required: None

Completed: 14-May

For any further details or clarification on the risks identified above or our general response to COVID-19 with respect to working at or visiting site, then please contact:

John Blundell

Group Health, Safety and QA Manager
Briggs of Burton Plc