



COVID-19 Risk Assessment Record - Head Office & Manufacturing Sites

| Site: Head Office, Brewery & UPC sites | | Date of Assessment: | June 2020 | | | |
|--|--|---|--|---|----------------|--|
| Area: site wide | | Task: | FRL employees and site visitors – Covid 19 assessment | | | |
| What are the Hazards? | Who might be harmed and how? | Controls in place – What are you already doing? | What further action is needed? | Who and when by? | Completed date | |
| Transfer of Covid-19 Either Directly or indirectly between employees, visitors and friends / family of both. Two levels required; 1. General entry, exit and passage around the site 2. Task specific requirements | All Colleagues, visitors, contractors, and people they then go on to interact with both on site and off site | Stop non-essential visits. | | Individual responsibility HR | Ongoing | |
| | | Return to work forms changed, created to include Covid 19 questions, if any symptoms of COVID-19 confirmed, they will be told not to attend FRL sites. | New, updated return to work forms to be sent to all managers / departments. | | 8/6/20 | |
| | | H & S sites guidelines forms specific Covid 19 questions added, these can be sent prior to arrival on the site. | E mail sent to all departments and added to the Company intranet. | D. Collins (DC) | 03/06/2020 | |
| | | Covid 19 specific signage displayed. | Additional signage required UB - head office UPC – Warehouse, Cask and Keg | DC – 22/06/20 M. Heath R. Fisher | 12/06/20 | |
| | | Company have provided cleaning and hand sanitising products are available are all site entrances for staff and visitors. | Staff also be provided with individual sanitisers if required | Managers to arrange | | |
| Travelling to and from work | Employees, contractors, visitors to site | If possible, employees will travel to work alone using their own vehicle, or if employees do share the same vehicle then the same employees will share all the time – Return to work from furlough form asks how personnel travel to work | Personnel to be briefed to consider how they travel to work prior to return to work and how the Company can maybe help i.e. working arrangements, start and finish times, can they be altered? | HR - As staff return to work via return to work documentation | Ongoing | |
| | | Avoid public transport if possible, use alternative methods i.e. cycling, walking, regular car sharing with colleagues | Car sharing should only be a maximum of two people per car | | | |

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| Access and Egress | Employees, contractors, visitors to site | <p>Covid-19 Information posters are placed in designated locations entry, exit and within the workplace (toilets, notice boards etc). this will state that symptomatic individuals will not be allowed entry.</p> <p>Where possible 1-way systems have been introduced i.e. UPC canteen etc. Where a clocking on / off procedure is used, can this be stopped or minimised, if not can start / finish times staggered, and social distancing applied.</p> | <p>Audit of entry, exit and site, any additional signage, information displayed where required.</p> <p>Departments to review and brief staff of procedure.</p> | <p>DC – 22/06/20</p> <p>ACR - UB Brewery UPC production UPC Logistics – M. Heath – 15/06/20</p> | <p>12/06/20</p> <p>23/03/20 15/05/20 12/06/20</p> |
| People showing Symptoms (including those considered at increased risk), either at home or when in work | Employees, contractors, visitors to site | <p>Employees, contractors, visitors to FRL sites are asked to confirm with HR, their Manager, supervisor or FRL site contact if they have or are showing any Covid 19 symptoms: -</p> <p>High temperature, new or persistent cough or loss of taste or smell.</p> <p>you must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>Reviewed return to work forms for absence, contractors and visitors to site and a new return to work following furlough to be used.</p> | <p>HR to brief new procedures to Department Managers, staff etc.</p> <p>Investigate if infrared thermometer “guns” should be used on arrival at sites. Guns not to be used number of asymptomatic cases show no symptoms</p> <p>DC - Reviewed Contractor, visitor to site guidelines to be issued to relevant Departments, Managers</p> | <p>HR – 15/06/20</p> <p>DC / HR – 22/06/20</p> <p>DC – 03/06/20</p> | <p>12/06/20</p> <p>17/06/20</p> <p>03/06/20</p> |
| | People classed as clinically extremely vulnerable, self-isolating | Have been advised not to return work. HR in contact and reviewing regularly with relevant personnel and their Managers | HR and departmental managers to continually review and advise personnel. | | Ongoing |
| Confirmed Covid 19 case | Employees, contractors, visitors to site | <p>If there is a confirmed case of Covid 19 in the workplace, HR will follow the up to date Government guidelines and consider the following:</p> <p>Use of Track and trace</p> <p>Cleaning the area were the individual has worked</p> <p>Inform Personnel who have been in close contact with the individual.</p> | <p>HR to brief new procedures to Department Managers, relevant staff etc.</p> <p>Staff will be offered support and guidance</p> | HR | 19/06/20 |
| | | If reportable (RIDDOR) requirements will be reviewed and applied as required | DC to report any RIDDOR's to the HSE | DC as required | |

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| At work, this includes if working from home | Employees, contractors, visitors to site | Signage, sanitisers, welfare facilities in place Government guidelines briefed and being followed i.e. social distancing, washing hands, sanitising etc. | Additional signage at both sites | DC relevant Manager – 22/06/20 | 12/06/20 |
| | | Home assessment guidance procedure reviewed | Procedure to be sent to relevant personnel | HR – 15/06/20 | 12/06/20 |
| | | Manufacturing staff surveyed on Company response to Covid 19 | Discuss if survey of returning staff is required? Staff returning answer questions on return to work form | HR/DC – 06/07/20 | 17/06/20 |
| | | Workplace, workstations, canteens, toilets have been modified as per government guidelines i.e. social distancing, barriers, working back to back or side to side | Departmental Managers, properties to review their / relevant areas prior to return to work of personnel | Departmental Managers prior to return to work. | ongoing |
| | | Risk assessments, work procedures have /are being reviewed and written reference Covid 19 | Departmental Managers to continually review or write as departments return to work, they should brief, display, add to web site | HR, DC added to noticeboards 09/06/20 Departmental Managers | |
| | | Regular communications with personnel working or on furlough this includes following government guidelines any changes instigated due to Covid 19 | HR to send regular updates to all staff | HR | Ongoing |
| | | Enhanced cleaning procedures have been put in place across the premises, including: Taps, washing facilities, door handles, push plates, handrails on staircases and corridors. | HR / Departmental managers to review personnel return to work as numbers increase and change if necessary. Z71 treatment of sites toilets, canteens & UPC labs planned | HR / Departmental managers UB – 17/06/20 UPC – 27/06/20 | 27/06/20 |
| | | First aid -review how first aiders deal with accidents reference government guidelines | Review how first aiders respond i.e. limit contact, time with injured person, PPE etc. e mail sent and displayed | DC / First aiders 22/06/20 | 12/06/20 |
| | | Meetings – Microsoft Teams, Zoom etc. to be used but any meetings on FRL sites will be restricted to essential persons only and will adhere to social distancing requirements, not sharing pens etc. | HR to build advice into return to work documents and manager guidance | HR – 22/06/20 | 19/06/20 |
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| At work, this includes if working from home - Personal Protective Equipment (PPE) | Employees, contractors, visitors to site – incorrect PPE or use of PPE | PPE presently supplied to the relevant standard, guidelines Masks issued if requested although not mandatory | Review of PPE, cleaning and disposal in all areas. HSE update on KN95 masks issued to relevant Managers 12/06/20 | Departmental managers / DC 22/06/20 | 19/06/20 |
| Induction / safety briefings | Employees, contractors, visitors to site | Employees updated of specific Covid 19 or other relevant changes as they happen if at work or briefed by HR, Managers prior to return to work. | HR to contact personnel returning to work providing return to work guidance. Managers to cover department specific issues upon return | HR and line managers | Ongoing |
| | | Reviewed return to work forms for absence, contractors and visitors to site and a new return to work following furlough to be used | DC - Reviewed Contractor, visitor to site guidelines issued. HR/Departments, Managers to complete return to work forms | DC = 03/06/20 HR/Managers on return to work | 03/06/20 12/06/20 |
| | | H & S induction form to be reviewed including numbers at induction | DC to review | DC to review | |
| Deliveries to sites and homes | Employees, contractors, visitors to site | Entry to site's restricted – UPC - One entrance, exit, 24/7 security. UB – gates closed; intercom used to contact relevant department. Pick up and drop off collection points. Minimise unnecessary contact with delivery driver where possible e.g. not signing for packages | | | |
| Working from home | Employees and possibly third parties in the same household | Enhanced working from home guidance to be provided. Employees to complete a home working risk assessment and FRL to supply additional necessary support as identified to ensure safe working is a practical option | HR to produce and update employee guidance. Employee to complete the assessment. Line manager to support with adjustment equipment as necessary | HR, employees, DC and line managers. Home work assessment form in use from 08/06/20 | Ongoing |
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On completion: Report any incidents, persons, this includes employees, contractors and visitors to FRL sites that aren't adhering to government and or site Covid 19 guidelines to your Manager, FRL contact, HR or the Health and Safety Advisor.