

## COVID 19 RISK ASSESSMENT

Hazard Identified	Who is Affected?	Risk Rating	Area	Controls in Place	Further Actions	Responsible	Completion Date	Formal Review 14/04/21 with N Upson, S Rodgers, D May & NFU
Social distancing measures - 2m distance	All Employees	High	Factory Packing room, cone room	Man maps established to determine high risk areas. Additional tables added in cone room to ensure distancing measures.  Screens in place on cone line as protective barrier. Screens in place in packing room in paperwork area. Packing ways of working reviewed to reduce number of employees in area.	Monitoring of social distancing measures by Supervisors and Managers.  Self monitoring of measures by all employees. CCTV monitoring by senior Managers. CIC in place for screens.  Visors to be compulsory to act as an additional barrier	SMT / Factory Management	Ongoing	Good and in place
Social distancing measures - 2m distance	All Employees	High	Factory EV Line	Man maps established to determine high risk areas. Line is not heavily labour intensive, line does not require individuals to stand closely together.	Monitoring of access and egress into area by Supervisors.  Management of pinch points (trussing, tree fill and movement) to minimise close contact by Supervisors and Managers.  Visors to be compulsory to act as an additional barrier.	Factory Management	Ongoing	Good and in place
Social distancing measures - 2m distance	All Employees	High	Factory Slaughter line, hanging	Man maps established to determine high risk areas. Standard PPE in area - masks, gloves, overalls. Work flows reviewed but unable to change due to set up of automated line and need to maintain welfare standards.	Manage mask availability for regular replacement. Move to 4 day kill will allow reduction on line of 1 person. Installation of gas stunning equipment to further reduce employee numbers in area.  Move to 4 day kill brought forward to 06/07/20. 4 day kill to begin 20/7/20 due to FSA restrictions. Gas stun commissioned week ending 09/10/20, reduced people numbers in area.  Visors to be compulsory to act as an additional barrier	SMT / Factory Management	Ongoing	Good and in place

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Social distancing measures - 2m distance	All Employees	High	Factory Communal Areas	Break times staggered to lessen numbers in communal areas. Layout at catering trailer changed - benches removed and set seating implemented to ensure safe distancing. Layout of canteen changed - seating removed and allocated seating implemented. Layout of changing area reviewed to allow more space. Smoking area closed as no social distancing. Employees now authorised to smoke in car park which can be policed by managers. Start times staggered per department to avoid congestion at entrance areas. Signage in all areas to remind employees of social distancing.	Continuous monitoring of areas by Managers and Supervisors to remind employees of social distancing measures. Additional canteens and toilets purchased for Christmas staff. Portakabins purchased and in place and in use by staff.	Factory Management	Ongoing	Good and in place
		High		Staff to be briefed that cigarette sharing poses a covid transfer risk.	Brief staff.	SMT	End April	Good and in place
Social distancing measures - 2m distance	All Employees	High	Factory Night Shift	A night shift team has been created to defer working hours from the day shift and create a small team to work separately, minimising contact and enabling further social distancing.	Shift is working well to date and no issues reported. Employees and Supervisor aware of COVID19 symptoms and guidelines. Visors to be compulsory to act as an additional barrier.	Factory Management	5/19/2020	Good and in place
Social distancing measures - 2m distance	All Employees	High	Office Layout and desk space	Where feasible, office staff working from home. 8 employees in total. Desk space reallocated. One employee per desk, large desks with adequate space in all areas.	Continuous monitoring by department managers. Some employees returned to work in June at own request, no social distancing issues in office. Review of office space in preparation for others to return in future, open plan office layout under review with screens. Visors to be compulsory to act as an additional barrier and worn when not seated at desk. Masks also in use.	General Manager	8/31/2020	Good and in place
		High		All equipment used while working from home should be PAT tested.	Advise home workers.	SMT	End April	NEW

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Social distancing measures - 2m distance	All Employees	High	Office Meetings	Meetings held only if discussing business critical matters. Essential attendees only to meetings. Where possible employees encouraged to hold remote meetings via Teams / Zoom. Where meetings are held they must be held in locations where social distancing is possible. E.g. Factory Supervisor meetings held on loading bay. Other meetings held in cottage meeting room. Restriction of business critical visitors to site only, all customer and other meetings held remotely.	Continue to encourage remote meetings. Restriction of visitors to site to remain in place for foreseeable future. Review arrangements for training with external providers arranged prior to COVID19 crisis to ensure social distancing measures can be met whilst enabling employee development - all on site training postponed until January 2021. Visors to be worn at all meetings. <a href="#">Training Suite created and in use in a dedicated Portakabin.</a>	SMT	Ongoing	Good and in place
Social distancing measures - 2m distance	All Employees	High	Farm Transport to fields	3 x 16 seater minibuses purchased to ensure reduced numbers of employees in bus at one time (maximum 8 including driver). Reduce journeys to fields where possible. If within reasonable distance staff encouraged to walk. Seating in minibus allocated to ensure maximum distancing. Minibus windows to be opened to ensure better ventilation.	Continue to monitor access and egress from bus. Implementation of new sheds to reduce numbers of employees requiring transport to fields. Mobile canteens to be purchased to fully departmentalise farm teams and reduce contact with COPL main site. Canteens and facilities to be set up in East Horse Park and St Botolphs for chicken and turkey teams to minimise contact with main site. Transport will no longer be required, staff will start work directly from these sites. Reduction of 32 people from COPL main site.	Agriculture Management	Ongoing	Good and in place

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Social distancing measures - 2m distance	All Employees	Low	Farm Poultry Sheds	Individual working as standard. Colleagues in same field but work in own sheds. No issues with social distancing.	Continue to remind employees of social distancing when using transport. Canteens to be purchased to fully departmentalise farm teams and reduce contact with COPL main site. Employees will use own transport to get to site and be based from there instead of COPL, minimise the need for group transport. Masks issued to all team members and must be worn when using minibus to travel between sites.	Agriculture Management	Ongoing	Good and in place
Social distancing measures - 2m distance	All Employees	High	Farm Catching	Standard PPE for catching includes masks, gloves and overalls. Difficult to maintain social distancing whilst catching. Catching team departmentalised to minimise contact with other employees. All poultry operatives trained in catching as a contingency.	Move to 4 day a week kill to reduce number of birds to be caught and minimise numbers in catching team. Move to 4 day kill brought forward to 06/07/20 - rejected by FSA. Change from 20/07/20. All poultry team members to wear masks whilst on minibus and whenever social distancing is not possible.	Agriculture Management	7/20/2020	Good and in place
Social distancing measures - 2m distance	All Employees	High	Farm Communal Areas	Break times staggered to lessen numbers in communal areas. Layout at catering trailer changed - benches removed and set seating implemented to ensure safe distancing. Layout of canteen changed - seating removed and allocated seating implemented. Layout of changing area reviewed to allow more space. Smoking area closed as no social distancing. Employees now authorised to smoke in car park which can be policed by managers. Signage in all areas to remind employees of social distancing.	Continuous monitoring of areas by Managers and Supervisors to remind employees of social distancing measures. 03/09/20 - canteens and facilities to be set up in East Horse Park and St Botolphs for chicken and turkey teams to minimise contact with main site. Transport will no longer be required, staff will start work directly from these sites. Reduction of 32 people from COPL main site. Masks issued to all agri employees, must be worn where social distancing not feasible.	Agriculture Management	Ongoing	Good and in place

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Social distancing measures - 2m distance	All Employees	High	All Areas	Signage in place across site to remind employees about social distancing and other COVID19 guidance.	Update signage in line with guidance updates from Government. 15/10/20 - new site 10 point plan issued, signage updated.	HR	Ongoing	Good and in place
Social distancing measures - 2m distance	Contractors - FSA	Medium	Factory Lairage	Manage distance to others through self monitoring. FSA has procedures in place to ensure safe working.	Continue to monitor and review guidance. 15/10/20 - FSA issued with site new 10 point plan	FSA / SMT	Ongoing	Good and in place
		Medium			Covid features on our Daily Ops Meeting agenda.	Management	On-going	Good and in place
Social distancing measures - 2m distance	Contractors - FSA	High	Factory EV Line	Manage distance to others through self monitoring. FSA has procedures in place to ensure safe working.	Adopt factory movement patterns. Continue to monitor and review guidance. Capestone has trained PIA operatives, FSA meat inspector on site for Christmas production only. 15/10/20 - FSA issued with site new 10 point plan	FSA / SMT	Ongoing	Good and in place
Social distancing measures - 2m distance	Contractors - FSA	Low	All Areas	FSA procedures reviewed by Head of Technical. Communications ongoing to address issues or concerns as they arise. FSA have confirmed contingency plans should any of their staff be unable to attend work. Production may be delayed for replacement OV to arrive on site but OV will be provided. COPL internal training of PIA in place to obtain certification for internal poultry inspectors.	Continue PIA practical training under FSA guidance. 2 operatives now accredited, FSA meat inspector on site Christmas production only. Continue to monitor and review guidance. Continue to communicate with FSA. 15/10/20 - FSA issued with site new 10 point plan.	FSA / SMT	Ongoing	Good and in place

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Employee Welfare - Susceptible employees with known medical conditions that could make them more susceptible to affects of COVID19 as per Government guidance	Employees with known medical conditions	High	All Areas	Staff advised to contact their GP / NHS111 for medical advice. Those advised to shield in line with Government advice / medical advice have done so. Where possible and appropriate, shielding office staff working from home. SSP paid to all employees shielding under COVID19 advice. Employees being assisted where possible if requested to use up holidays instead of SSP. Decision made not to furlough any staff as business remains fully operational.	Continue to monitor employees and communicate with those shielding. Testing centre opened in Haverfordwest 05 May 2020. Letters sent by PHW June 2020 to advise shielding until 16 August 2020. 2 pregnant employees in factory, both offered to shield, both refused. Ongoing monitoring and request for them to discuss and take advice from midwives. One employee mat leave from 18/06/20. Shielding in Wales extended to 16/08/20. 30/08/20 - all shielding employees have now returned	HR	Ongoing	Good and in place
				The most vulnerable of our staff should be risk assessed formally.	Identify those with pre-conditions or over 60 years of age. Meet, discuss and document.	TBC	By end May22	New
Employee Welfare - Symptom Reporting	All Employees	High	All Areas	Standard sickness absence reporting route maintained and reinforced. Employees actively encouraged not to attend work and to self isolate if showing any COVID19 symptoms. Return to work documentation specifically references COVID19. Temperature checking in place on site - thermal imaging camera in place in factory, hand held thermometers for farm and office staff. Awareness of symptoms shared via briefings, documentation and posters. All employees self isolating with COVID19 symptoms will be paid SSP as a minimum.	Continue to monitor and remind employees of potential symptoms to look for. Maintain awareness of any evolving symptoms through WHO and PHW. Continue to support employees to ensure they do not attend work for financial reasons with symptoms. Refer all employees reporting potential symptoms to the local testing centre opened 05 May 2020. Employees advised to inform COPL if contacted through track and trace scheme and to self isolate. COPL to identify anyone else at risk.	SMT	Ongoing	Good and in place

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Employee Welfare - Contact with Persons Tested Positive for COVID19	All Employees	High	All Areas	<p>Employees aware through briefings, posters and documentation that if in contact with someone who shows symptoms of COVID19 they can not attend work and must self isolate for 14 days minimum.</p> <p>Disinfectant and decontamination procedure ready for such cases.</p> <p>Track and Trace process launched in Wales June 2020.</p> <p>Employees aware to make contact and inform HR if contacted through track and trace.</p> <p>All employees self isolating with COVID19 symptoms will be paid SSP.</p>	<p>Guidance sourced through Welsh Assembly contacts for further information on Track and Trace process. Confirmed that screens class as a protective measure for those working within 2m.</p> <p>Monitor updates on process, ensure any employee contacted through Track and Trace self isolates in line with Government guidelines. Monitor COVID19 figures for Pembrokeshire and surrounding areas daily.</p>	HR	Ongoing	Good and in place
Employee Welfare - Emergency Removal from Site	All Employees	High	All Areas	<p>Designated area allocated (former HR Office and current first aid room) for employee to wait for assistance if COVID19 symptoms displayed during working day.</p> <p>Telephone installed to communicate without face to face contact, but space for social distancing.</p> <p>Disinfection procedure to take place on leaving site.</p> <p>Tracing of employees in contact with employee with symptoms to be undertaken immediately for self isolation if necessary. All employees encouraged to download NHS track and trace app and symptoms.</p> <p>Employee with symptoms to be advised to refer themselves for COVID19 testing, drive in testing in Haverfordwest.</p> <p>All employees self isolating with COVID19 symptoms will be paid SSP.</p>	<p>Managers to monitor employee wellness.</p> <p>Temperature checking carried out on arrival to site and through out day where necessary. To be continued.</p> <p>Employees to be regularly reminded to remain at home if showing any symptoms.</p>	SMT	Ongoing	Good and in place
Contractor Welfare - Symptom Reporting	FSA Staff	High	Factory Lairage / EV Line	<p>FSA staff to report to line manager any potential symptoms.</p> <p>Line Manager to contact COPL directly through Technical team. FSA procedure in place to provide staff cover in the event of staff self isolating with COVID19 symptoms.</p>	Regular communication and updates with FSA team.	FSA / SMT	Ongoing	Good and in place

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Health Monitoring - Employees	All Employees	High	All Areas	<p>Hand held thermometers used to carry out temperature checks on employees on arrival to site. Thermal imaging camera installed at factory entrance to monitor temperatures for all factory employees entering building.</p> <p>Procedure in place to monitor, detect and address issues of high temperature.</p> <p>Return to work documentation specifically references COVID19 and symptom checker.</p> <p>COVID19 testing centre opened in Haverfordwest 05 May 2020. Refer all employees with potential symptoms for key worker testing.</p> <p>June 2020 - antibody tests purchased from occupational health provider. Clinics to be undertaken to test all staff for antibodies. Those with antibodies to be identified as key personnel and trained in a number of critical areas to ensure contingency of operations where possible.</p>	<p>Continue to monitor employee welfare.</p> <p>Continue to reinforce message of self isolating if showing any symptoms.</p> <p>Continue to advise employees with potential symptoms to have COVID19 tests at testing centre / home testing.</p> <p>Begin antibody testing through occupational health provider.</p>	SMT	Ongoing	Good and in place
Health Monitoring - Annual Leave	All Employees	High	All Areas	<p>Self isolation required for any employee travelling abroad on their return to the UK for 14 days as per Government guidelines (travel corridor exceptions apply).</p> <p>Employees must ensure the 14 day self isolation period is incorporated into their annual leave request for any leave where they travel abroad. Company reserves the right to decline requests for employees who do not have enough annual leave to cover this period to safeguard other employees.</p> <p>All employees returning from annual leave to complete return to work documentation, including COVID19 specific documents.</p> <p>Employees will be encouraged to use annual leave but can carry over unused days due to the current travel restrictions.</p>	<p>Continue to monitor leave requests and communicate with employees to ensure travel abroad is disclosed.</p>	Departmental Managers	Ongoing	Good and in place

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Hand Washing Control - Employees	All Employees	High	Factory All Areas	<p>Handwashing to be in compliance with food safety regulations and staff hygiene policy throughout factory.</p> <p>Handwashing for a minimum of 45 seconds on entry to and exit from factory.</p> <p>Handwashing monitored by SMT CCTV checks.</p> <p>Hand swabbing undertaken by technical team to ensure hand washing technique thorough.</p> <p>Additional hand wash stations and sanitisers installed throughout factory.</p> <p>Hand soap and sanitiser confirmed as satisfactory by chemical supplier - Holchem.</p>	<p>Continue to reinforce importance of hand washing through briefings and communications.</p> <p>Continue to monitor through CCTV checks and hand swabbing.</p> <p>Alcohol based sanitiser to be purchased as Halal no longer processed on site.</p>	SMT	Ongoing	Good and in place
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Hand Washing Control - Employees	All Employees	High	Farm	<p>Additional hand wash stations installed in fields and canteen areas.</p> <p>Sanitiser provided and installed in various locations.</p> <p>Handwashing to comply with staff hygiene policy already in place.</p> <p>Farm staff wear gloves for livestock handling, ensure continuing PPE supply.</p>	Continue to reinforce importance of hand washing through briefings and communications.	Agriculture Management	Ongoing	Good and in place
Mental Health - Employees	All Employees	High	All Areas	<p>Employees to be provided with additional support in regards to their fears or concerns regarding COVID19.</p> <p>Employee Well-Being hub in place with access to 24/7 helpline, telephone counselling service and a range of online help and support, including COVID19 toolkit providing help and advice.</p> <p>All employees registered with Well Being hub.</p> <p>Information from daily COVID19 response team meetings to be cascaded to teams to ensure factual information is available to employees based on Government guidance and PHW.</p> <p>Regular social media updates provided to signpost employees to information and advice.</p> <p>Occupational Health Advisor available for telephone based appointments, also a trained counsellor and able to provide informed support to employees.</p>	<p>Continue to communicate with employees and monitor general feedback and morale.</p> <p>Ensure employees are signposted to Well Being hub for help and advice. Continue to encourage employees to talk to Managers.</p>	SMT	Ongoing	Good and in place

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Training - Employees	All Employees	Medium	All Areas	<p>Training from external providers on hold until restrictions are eased.</p> <p>Training carried out remotely only by external providers (PIA training amongst others).</p> <p>Induction of new starters carried out in small numbers only with social distancing measures in place.</p> <p>Food Safety training undertaken on an individual basis online, with support from Training Coordinator maintaining social distancing.</p> <p>Continue upskilling employees in a range of areas, ensuring social distancing maintained, to ensure critical areas can be covered by a range of people.</p>	<p>Continue to monitor restriction guidelines from Welsh Assembly.</p> <p>Review remote training potential with providers.</p> <p>10 point plan - all new starters issued with mandatory visor on arrival for induction.</p>	HR	Ongoing	Good and in place
Recruitment	New Employees	Medium	All Areas	<p>All new employees must carry out health screening, including COVID19 specific documentation.</p> <p>Temperature checking for new employees on arrival.</p>	<p>Recruitment to increase for seasonal poultry staff.</p> <p>Agency staff arriving for Christmas agency staff arriving from Romania to quarantine in accommodation for <b>10 days</b>, OH advisor to undertake antibody testing, catering to be provided so no one leaves accommodation.</p>	HR	Ongoing	Good and in place

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Hygiene Practices	All Employees	Medium	Factory All Areas	<p>Hygiene team shift patterns amended to minimise contact with other departments.</p> <p>Hygiene team allocated individual areas in order to maintain social distancing.</p>	Continuous monitoring of areas by Managers and Supervisors to remind employees of social distancing measures.	Factory Management	Ongoing	Good and in place
Hygiene Practices	All Employees	High	Factory Communal Areas	<p>Facilities team increased cleaning routine and introduced additional checks.</p> <p>Cleaning procedures, equipment and chemicals reviewed in line with COVID19 guidance. Supported by Hygiene Manager and chemical supplier.</p>	Ongoing monitoring of communal areas and checks. <b>Formalised audits and associated scoring system.</b>	Factory Management	Ongoing	Good and in place
Hygiene Practices	All Employees	High	Factory All Areas	<p>CIC's updated and reviewed in line with guidance on hygiene practices relating to COVID19. Advice sourced from chemical supplier.</p> <p>Continual monitoring of chemical stocks and liaison with chemical supplier to ensure no shortage of stock.</p> <p>Daily cleaning including final stage sanitation confirmed to remove virus.</p>	Ongoing monitoring and review of advice from Government, Food Safety legislation and chemical supplier.	Factory Management	Ongoing	Good and in place
Shared Equipment	All Employees	High	All Areas	Antibacterial wipes available and to be used by any employee before and after using shared equipment.	Control noted in 10 point plan.	SMT	Ongoing	Good and in place

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Contingency Planning	All Employees	Medium	All Areas	COVID19 Response team created 13 March 2020 to ensure policies and procedures in place for COVID19 related issues and to make business wide decisions based on up to date information. Daily meetings held with full team.	Daily meetings continue to be held. Accurate information sourced to monitor local and national statistics.	SMT Management	Ongoing	Good and in place
Contingency Planning	All Employees	High	Factory All Areas	Beginning of lockdown, product ranges removed from production to reduce working hours and ensure social distancing measures could be met whilst protective measures established (e.g. screens implemented). Product ranges reintroduced. Should COVID19 impact COPL and cause significant absence levels, product range to be reduced immediately and communicated to customers. Labour intensive products requiring de-boning removed. Automated machinery being purchased and installed to reduce labour intensive work - bone popper and skinning machine to date. Other automation being trialled. Gas stunning to be implemented by August 2020 - significantly reducing labour intensive work of hanging team. Night shift established May 2020 to reduce workload of day shift and minimise contact between teams.	Continue to review automation to reduce labour intensive work and ensure social distancing measures can remain. Daily review of staff absences to ensure work force can manage work load. Communication with customers and stakeholders regularly to ensure information is up to date. Contingency meeting held 22/06/20 - agreed to bring forward 4 day kill to 06/07/20. Ability to fully departmentalise teams with new work flows.	SMT	Ongoing	Good and in place

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Contingency Planning	All Employees	High	Farm	Daily review of staff absence levels to ensure team remain fully operational. Animal welfare a business critical priority. Should farm employees become significantly affected by COVID19 and high levels of absence seen, employees to transfer from factory and other areas to ensure livestock welfare is maintained. Contingency plans in place with guidance from FSA. Contingency in place with feed suppliers. Diet review carried out should factory operations stop and birds remain in fields.	Monitor staff levels of absence and COVID19 cases in Pembrokeshire and surrounding areas.	SMT	Ongoing	Good and in place
Contingency Planning	All Employees	High	All Areas	Introduction of track and trace system review. COPL must ensure staff are departmentalised and social distancing enforcement as a business critical contingency plan. Ensure staff across business trained in multiple areas for succession planning should large numbers have to self isolate.	18/06/20 - food manufacturing sites significantly affected / shut down in north Wales. COVID19 contingency meeting 22/06/20 to ensure departmentalisation / succession planning is up to date and identify further actions to protect employees. 19/06/20 - Welsh Assembly announcement to begin lifting restrictions. Risk in increase to COVID19 cases in Pembrokeshire when 5 mile limit on travel lifted from 06/07/20. 4 day kill to be brought forward to 06/07/20 in order to fully departmentalise teams. Succession plan in place for key areas.	SMT	6/22/2020	Good and in place
Contingency Planning	All Employees	High	All Areas	Staff at Dowtys to remain as an isolated team. Should Capestone main site be affected by high levels of absence due to COVID19, Dowtys team to step in to cover.	Continue to monitor team in same way as main site. Ensure Dowty team skills remain up to date in the case of covering at Capestone main site.	Factory Management	Ongoing	Good and in place
Contingency Planning	Supply Chain	Medium	All Areas	Communications held regularly with suppliers to ensure no issue with stock replenishment. Back up suppliers identified if issues arise. Stocks increased to ensure sufficient levels. Lead times of products monitored to ensure continuous supply. Packaging suppliers confirmed no issues and no changes to processes.	Continual monitoring and communication. If new supplier approached supplier approval system to be implemented and approved suppliers only to be used.	SMT	Ongoing	Good and in place

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Site Visitors	Visitors	High	All Areas	Company restricted all non-business critical visitors to site from 11 March 2020. Restrictions remain in place. All visitors accompanied by COPL employee and must complete health screening and adhere to site rules regarding hand washing and social distancing measures. Telephone installed in reception area for business critical visitors to announce arrival to site.	Continue to monitor Government restriction guidelines. Continue to restrict visitor access to site to business critical only. All site visitors to follow site 10 point plan. MD to authorise all site visits in advance, critical visitors only, all other contact to be held remotely.	SMT	Ongoing	Good and in place
		High		Contractors' arrangements	Ensure that contractors covid arrangements don't clash with Soanes requirements.	Management	New and Ongoing	Good and in place
Visitor Welfare - Symptom Reporting	Visitors	High	All Areas	Site locked down to all non-business critical visitors from March 2020. Visitor health screening includes specific reference to COVID19 and symptom reporting. Must be signed off by COPL Manager prior to arrival on site. Visitor contacts persons visiting by telephone installed in reception to minimise face to face contact. Social distancing to be maintained during visit and sign off of health questionnaire. Hand sanitiser available on reception entry. Disinfection procedure should any visitor declare symptoms. Reception area disinfected regularly.	Monitor all visitor health questionnaires. Health questionnaires sent in advance and signed on arrival to site. All visitors accompanied by COPL employee at all times. Business critical visitors only, mainly maintenance or new equipment installation related.	SMT	Ongoing	Good and in place
Health Monitoring - Visitors	Visitors	Medium	All Areas	Company locked down to non-business critical visitors March 2020. Visitors to site minimal. Health screening questionnaires completed by any visitors to site, including COVID19 specific documents. Must be signed off to enter site by COPL manager. Hand held thermometer to be used to check temperatures.	Ongoing monitoring and management of visitors. Visitors to site to remain minimal and business critical only for foreseeable future.	SMT	Ongoing	Good and in place
Hand Washing Control - Visitors	Visitors	High	All Areas	Hand sanitisers strategically placed around site including all entry and exit areas. Visitors to be accompanied by COPL employee to ensure regular hand washing for duration of visit. All visitors must comply with hand wash policy in factory to comply with food safety regulations.	Continue to monitor and reinforce importance of hand washing message.	SMT	Ongoing	Good and in place

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Deliveries	Delivery Drivers	Medium	All Areas	Company has restricted access to all delivery drivers from 11 March 2020. Gate installed as barrier to site for deliveries and unannounced visitors. All deliveries made directly to middle yard, no requirement to enter site or access reception. Hand sanitiser in place on middle yard shed.	Continue to monitor Government restriction guidelines. Continue to restrict delivery access.	SMT	Ongoing	Good and in place
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Hazard Identified	Who is Affected?	Risk Rating	Area	Controls in Place	Further Actions	Responsible	Completion Date	Formal Review 14/04/21 with N Upson, S Rodgers, D May & NFU
Transport and Logistics	Despatch Team Hauliers	Medium	Factory Despatch	Procedures in place with transport companies for safe collection of products for onwards transport to customers. PO's, delivery notes, despatch paperwork and booking details being sent electronically. Where not possible gloves being used. Intercom system implemented to avoid face to face contact with drivers.	Continue to monitor and communicate with transport companies to ensure safe handling of products and safety of all persons involved.	Factory Management	Ongoing	Good and in place
Transport and Logistics	Farm Team Hauliers	High	Farm	Receipt of day old chicks transported by hauliers. Procedures in place to maintain social distancing on delivery to site. Transport companies deliver directly to brooding sheds at Solbury. Handling of paperwork undertaken using gloves and social distancing measures.	Continue to monitor and establish electronic paperwork methods.	Agriculture Management	Ongoing	Good and in place
Micro Testing	Customers	Low	Factory All Areas	Laboratory has confirmed no issue for future testing. Lab carries out micro testing only so is highly unlikely to be requisitioned by Government for COVID19 testing.	Continue to monitor.	Technical Management	3/30/2020	Good and in place
Livestock Contact	Farm Employees	Low	Farm	Small number of cases reported that animals may carry COVID19. No Government support for this status, unlikely to cause concern.	Monitor Government guidance.	Agriculture Management	Ongoing	Good and in place

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PPE - Laundry of Coats / Overalls	Factory Employees	Medium	Factory	Laundry provider has confirmed based on research by the Textiles Services Association: Industrial laundries not only achieve the temperature (60 degrees), they also wash harder mechanically. We believe that, just as with bacteria, an industrial laundry is likely to be at least 1000 times more effective at killing the SARS-CoV-2 virus than a domestic washing machine.	None	Factory Management	6/17/2020	N/a	
PPE - Face Masks	All Employees	Low	Factory Hanging Hygiene	Face masks worn as standard PPE in some areas . Visors to be compulsory as part of 10 point plan. Face masks can be worn in addition by any employee who wishes to wear one. Disposable face masks available at all times.	Visors to be worn from arrival at site to departure, can be removed in line with exceptions documented in 10 point plan (must be worn at all times during production).	SMT	Ongoing	Good and in place	
<b>Hazard Identified</b>	<b>Who is Affected?</b>	<b>Risk Rating</b>	<b>Area</b>	<b>Controls in Place</b>		<b>Further Actions</b>	<b>Responsible</b>	<b>Completion Date</b>	
				Fire Alarm test an assembly – is there enough room to socially distance while evacuated?		Carry out test.	TBrooks	End April	New
				Website		Put this reviewed RA onto the website	BLee	End April	New
Points of Reference	<p>WHO: <a href="http://www.who.int">www.who.int</a></p> <p>HSE: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> SOFHT weekly call</p> <p>UK Government: <a href="http://www.gov.uk">www.gov.uk</a> Welsh Assembly: <a href="http://www.gov.wales">www.gov.wales</a> Public Health Wales: <a href="http://www.phw.nhs.wales">www.phw.nhs.wales</a></p> <p>XpertHR: <a href="http://www.xperthr.co.uk">www.xperthr.co.uk</a> Campden: <a href="http://www.campdenbri.co.uk">www.campdenbri.co.uk</a> British Poultry: <a href="http://www.britishpoultry.org.uk">www.britishpoultry.org.uk</a></p> <p>AIMS: <a href="http://www.aims2001.co.uk">www.aims2001.co.uk</a> Food Standards Agency: <a href="http://www.food.gov.uk">www.food.gov.uk</a> Meat Promotion: <a href="http://www.meatpromotion.wales">www.meatpromotion.wales</a> Techni-K: <a href="http://www.techni-k.co.uk">www.techni-k.co.uk</a></p> <p>Government daily briefings Welsh Assembly daily briefings NFU</p>								

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