

## RISK ASSESSMENT – COVID -19

### JAMES BURDEN LTD SMITHFIELD

| Risk assessment - topic/area covered |  |
|--------------------------------------|--|
| Location(s):                         | James Burden Ltd, Shops, 18, 24, 29, 40, 41 & 219, Smithfield, London. |
| Department/staff:                    | Shops, Offices and Delivery Service                                    |
| Tasks/activities:                    | Working during the coronavirus pandemic                                |
| Other information:                   |  |

| REF/AREA  | HAZARD(S)                            | PERSONS AT RISK   | SAFETY CONTROL MEASURE(S)  | FURTHER ACTIONS REQUIRED   |
|---|--------------------------------------|---|--|--|
| <b>CV1</b><br>Working Environment & Common Areas – <b>All Shops</b> | Spread of Corona Virus via customers | All staff & customers may become infected via infected customers. | <ul style="list-style-type: none"> <li>• Information notices advising of distancing, limiting factors displayed.</li> <li>• Customers are asked to wait outside the shop to be served or their order taken out to them.</li> <li>• All touch points are cleaned regularly, using the sanitising wipes. Eg pump truck handles</li> <li>• Staff are trained in the procedures.</li> <li>• Cash desk has a Perspex screen fitted to the front to limit droplet spread from customers</li> <li>• Periodically sanitise the PDQ machines using the sanitising wipes.</li> <li>• Alcohol gel sanitisers are available in the cash desk and shop area.</li> </ul> | Staff briefing to be issued.<br>Distancing signage to be put up. |
| <b>CV2</b><br>Working Environment & Common Areas – <b>Shop 18</b>   | Spread of Corona Virus via customers | All staff & customers may become infected via infected customers. | <ul style="list-style-type: none"> <li>• CV1 plus;</li> <li>• Customers are asked to wait outside the shop to be served or their order taken out to them.</li> <li>• Customers are asked not to walk through the shop</li> </ul>   | Staff briefing to be issued.                                     |
| <b>CV3</b><br>Working Environment & Common Areas – <b>Shop 24</b>   | Spread of Corona Virus via customers | All staff & customers may become infected via infected customers. | <ul style="list-style-type: none"> <li>• CV1 plus;</li> <li>• Only one customer at a time is permitted in the cutting hall area.</li> <li>• Customers are asked not to walk through the shop.</li> </ul>   | Staff briefing to be issued.                                     |

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| REF/AREA  | HAZARD(S)   | PERSONS AT RISK   | SAFETY CONTROL MEASURE(S)   | FURTHER ACTIONS REQUIRED     |
|---|---|---|---|------------------------------|
| <b>CV4</b><br>Working Environment & Common Areas – <b>Shop 29</b>   | Spread of Corona Virus via customers                  | All staff & customers may become infected via infected customers.     | <ul style="list-style-type: none"> <li>• CV1 plus;</li> <li>• No customers are allowed to enter the front counter area.</li> <li>• Customers are asked to wait outside the back door for their order to be taken out to them.</li> <li>• Staff should wash their hands for 20 seconds after handling cash</li> <li>• If access to the hand washing facilities is restricted then alcohol hand gel can be used to clean hands.</li> </ul>  | Staff briefing to be issued. |
| <b>CV5</b><br>Working Environment & Common Areas – <b>Shop 40</b>   | Spread of Corona Virus via customers                  | All staff & customers may become infected via infected customers.     | <ul style="list-style-type: none"> <li>• CV1 Plus;</li> <li>• Customers are asked to wait outside the shop to be served or their order taken out to them.</li> <li>• Customers are asked not to walk through the shop</li> </ul>  | Staff briefing to be issued. |
| <b>CV6</b><br>Working Environment & Common Areas – <b>Shop 41</b>   | Spread of Corona Virus via customers                  | All staff & customers may become infected via infected customers.     | <ul style="list-style-type: none"> <li>• CV1 plus;</li> <li>• Only two customers are allowed in the front shop area at any one time.</li> <li>• Customers are asked to wait outside the shop to be served or their order taken out to them.</li> <li>• Customers are asked not to walk through the shop.</li> </ul>   | Staff briefing to be issued. |
| <b>CV7</b><br>Working Environment & Common Areas – <b>Shop 219</b>  | Spread of Corona Virus via customers                  | All staff & customers may become infected via infected customers.     | <ul style="list-style-type: none"> <li>• CV1 plus;</li> <li>• Customers are not allowed in the back of the shop.</li> <li>• Customers have to walk round from the back to pay at the cash desk at the front of the shop.</li> </ul>   | Staff briefing to be issued. |
| <b>CV8</b><br>Working Environment & Common Areas – <b>All Shops</b> | <b>Spread of Corona Virus via other staff members</b> | Staff and other customers may become infected via infected employees. | <ul style="list-style-type: none"> <li>• All staff will be required to read the staff briefing clearly stating that they should not attend work if they or a household member suffers any symptoms.</li> <li>• Staff briefing explains the importance of hand washing and good hygiene standards regarding coughing and sneezing.</li> <li>• Staff work in small teams with the same people all the time as they have to work together in the same area.</li> <li>• Staff are to maintain a 1-2m distance whenever possible.</li> <li>• Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to</li> </ul> | Staff briefing to be issued. |

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### JAMES BURDEN LTD SMITHFIELD

| REF/AREA  | HAZARD(S)  | PERSONS AT RISK  | SAFETY CONTROL MEASURE(S)  | FURTHER ACTIONS REQUIRED     |
|---|--|--|--|------------------------------|
|   |  |  | <p>this distance is less than 15 mins per instance.</p> <ul style="list-style-type: none"> <li>• Masks and gloves are available for staff if required.</li> <li>• Staff briefing explains the correct method for putting masks on and taking off.</li> <li>• Staff trained to work back to back or side by side if working in the same area.</li> <li>• All touch points are regularly sanitised.</li> </ul>   |                              |
| <b>CV9</b><br>Working Environment & Common Areas – <b>Admin Staff</b> | <b>Spread of Corona Virus via other staff members</b>                    | Staff and other customers may become infected via infected employees.        | <ul style="list-style-type: none"> <li>• CV8 plus;</li> <li>• Additional cleaning of desks, keyboards, mice and phones.</li> <li>• Desks used by more than one person shall be identified and signage posted on them stating that they must be cleaned prior to use.</li> <li>• Staff split into small teams and distributed between offices in Shop 40, 24 and 41, to maintain social distancing.</li> <li>• Only 1 person from each department to go into Shop 40 office at a time.</li> </ul> | Staff briefing to be issued. |
| <b>CV10</b><br>Working Environment & Common Areas - <b>Drivers</b>    | <b>Spread of Corona Virus via other staff members and customer sites</b> | Staff and other customers may become infected via infected employees         | <ul style="list-style-type: none"> <li>• CV8 plus;</li> <li>• Alcohol hand gel issued to all drivers.</li> <li>• Cleaning wipes to use in their cabs</li> <li>• Only enter customer's premises if the 2m social distancing can be maintained.</li> <li>• Clean hands before you enter and after you leave a customer's premises.</li> <li>•</li> </ul>   | Staff briefing to be issued. |
| <b>CV11</b><br>Working Environment & Common Areas                     | <b>Spread of Corona Virus via delivery drivers.</b>                      | Staff and other customers may become infected via infected delivery drivers. | <ul style="list-style-type: none"> <li>• Drivers are not encouraged to enter the staff only area.</li> <li>• Should drivers enter the shop, all touch points should be sanitised immediately</li> </ul>  | Staff briefing to be issued. |

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JAMES BURDEN LTD SMITHFIELD

| REF/AREA                                   | HAZARD(S)                | PERSONS AT RISK  | SAFETY CONTROL MEASURE(S)   | FURTHER ACTIONS REQUIRED |
|--|--------------------------|--|---|--------------------------|
| CV12<br>Working Environment & Common Areas | Vulnerable staff members | Individual staff members may be more vulnerable to the effects of the virus. | <ul style="list-style-type: none"><li>Staff have been identified and actions have been taken.</li></ul> | Actions recorded.        |

## Risk assessment sign off

|                  |  |       |            |
|------------------|--|-------|------------|
| Prepared by:     | Linda Gower  | Date: | 21/05/2020 |
| Reviewed by:     | Mark Baker   | Date: | 21/05/2020 |
| Date for review: | This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. |       |            |

## RISK ASSESSMENT – COVID -19

### JAMES BURDEN LTD NEWCASTLE

| Risk assessment - topic/area covered |  |
|--------------------------------------|--|
| Location(s):                         | James Burden Ltd, Collingwood, Prestwick Park, Prestwick, Newcastle-upon-Tyne, NE20 9SJ. |
| Department/staff:                    | Office   |
| Tasks/activities:                    | Working during the coronavirus pandemic  |
| Other information:                   |  |

| REF/AREA   | HAZARD(S)  | PERSONS AT RISK   | SAFETY CONTROL MEASURE(S)   | FURTHER ACTIONS REQUIRED     |
|--|--|---|---|------------------------------|
| <b>CV1</b><br>Working Environment & Common Areas | <b>Spread of Corona Virus via visitors or delivery drivers</b> | All staff & customers may become infected via infected customers.     | <ul style="list-style-type: none"> <li>• Information notices advising of distancing, limiting factors displayed.</li> <li>• Visitors should not come to the office. Meetings/contact with suppliers and customers should be done over the phone or by video call.</li> <li>• Staff are trained in the procedures.</li> <li>• Alcohol gel hand sanitisers are available in the office.</li> <li>• Drivers should not enter the office, deliveries should be left on the doorstep</li> <li>• Should a driver enter the office, all touch points should be sanitised immediately they have left.</li> </ul>  | Staff briefing to be issued. |
| <b>CV2</b><br>Working Environment & Common Areas | <b>Spread of Corona Virus via other staff members</b>          | Staff and other customers may become infected via infected employees. | <ul style="list-style-type: none"> <li>• All staff will be required to read the staff briefing clearly stating that they should not attend work if they or a household member suffers any symptoms.</li> <li>• Staff briefing explains the importance of hand washing and good hygiene standards regarding coughing and sneezing.</li> <li>• Staff work in small teams with the same people all the time as they have to work together in the same area.</li> <li>• Staff are to maintain a 1-2m distance whenever possible.</li> <li>• Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins per instance.</li> <li>• Masks and gloves are available for staff if required.</li> </ul> | Staff briefing to be issued. |

## RISK ASSESSMENT – COVID -19

JAMES BURDEN LTD NEWCASTLE

| REF/AREA   | HAZARD(S)                       | PERSONS AT RISK  | SAFETY CONTROL MEASURE(S)  | FURTHER ACTIONS REQUIRED |
|--|---------------------------------|--|--|--------------------------|
|  |                                 |  | <ul style="list-style-type: none"> <li>• Staff briefing explains the correct method for putting masks on and taking off.</li> <li>• Staff trained to work back to back or side by side if working in the same area.</li> <li>• All touch points are regularly sanitised.</li> <li>• Additional cleaning of desks, keyboards, mice and phones.</li> <li>• No hot desking permitted</li> </ul> |                          |
| <b>CV3</b><br>Working Environment & Common Areas | <b>Vulnerable staff members</b> | Individual staff members may be more vulnerable to the effects of the virus. | <ul style="list-style-type: none"> <li>• Staff have been identified and actions have been taken.</li> </ul>  | Actions recorded.        |

### Risk assessment sign off

|                  |  |       |            |
|------------------|--|-------|------------|
| Prepared by:     | Linda Gower  | Date: | 21/05/2020 |
| Reviewed by:     | Tony Mullarkey   | Date: | 21/05/2020 |
| Date for review: | This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. |       |            |

## RISK ASSESSMENT – COVID - 19

### JAMES BURDEN LTD – FIVE OAK GREEN

| Risk assessment - topic/area covered |   |
|--------------------------------------|---|
| Location(s):                         | James Burden Ltd, Moat Farm Oast, Whetsted Road, Five Oak Green, Tonbridge, Kent, TN12 6RR. |
| Department/staff:                    | Office  |
| Tasks/activities:                    | Working during the coronavirus pandemic   |
| Other information:                   |   |

| REF/AREA   | HAZARD(S)  | PERSONS AT RISK   | SAFETY CONTROL MEASURE(S)   | FURTHER ACTIONS REQUIRED     |
|--|--|---|---|------------------------------|
| <b>CV1</b><br>Working Environment & Common Areas | <b>Spread of Corona Virus via visitors or delivery drivers</b> | All staff & customers may become infected via infected customers.     | <ul style="list-style-type: none"> <li>• Information notices advising of distancing, limiting factors displayed.</li> <li>• Visitors should not come to the office. Meetings/contact with suppliers and customers should be done over the phone or by video call.</li> <li>• Staff are trained in the procedures.</li> <li>• Alcohol gel hand sanitisers are available in the office.</li> <li>• Drivers should not enter the office, deliveries should be left on the doorstep</li> <li>• Should a driver enter the office, all touch points should be sanitised immediately they have left.</li> </ul>  | Staff briefing to be issued. |
| <b>CV2</b><br>Working Environment & Common Areas | <b>Spread of Corona Virus via other staff members</b>          | Staff and other customers may become infected via infected employees. | <ul style="list-style-type: none"> <li>• All staff will be required to read the staff briefing clearly stating that they should not attend work if they or a household member suffers any symptoms.</li> <li>• Staff briefing explains the importance of hand washing and good hygiene standards regarding coughing and sneezing.</li> <li>• Staff work in small teams with the same people all the time as they have to work together in the same area.</li> <li>• Staff are to maintain a 1-2m distance whenever possible.</li> <li>• Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins per instance.</li> <li>• Masks and gloves are available for staff if required.</li> </ul> | Staff briefing to be issued. |

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JAMES BURDEN LTD – FIVE OAK GREEN

| REF/AREA   | HAZARD(S)                       | PERSONS AT RISK  | SAFETY CONTROL MEASURE(S)  | FURTHER ACTIONS REQUIRED |
|--|---------------------------------|--|--|--------------------------|
|  |                                 |  | <ul style="list-style-type: none"> <li>• Staff briefing explains the correct method for putting masks on and taking off.</li> <li>• Staff trained to work back to back or side by side if working in the same area.</li> <li>• All touch points are regularly sanitised.</li> <li>• Additional cleaning of desks, keyboards, mice and phones.</li> <li>• No hot desking permitted</li> </ul> |                          |
| <b>CV3</b><br>Working Environment & Common Areas | <b>Vulnerable staff members</b> | Individual staff members may be more vulnerable to the effects of the virus. | <ul style="list-style-type: none"> <li>• Staff have been identified and actions have been taken.</li> </ul>  | Actions recorded.        |

### Risk assessment sign off

|                  |  |       |            |
|------------------|--|-------|------------|
| Prepared by:     | Linda Gower  | Date: | 21/05/2020 |
| Reviewed by:     | Lee Bennett  | Date: | 21/05/2020 |
| Date for review: | This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. |       |            |