

Details	
Group	Planet Organic Ltd.
Site	Planet Organic - Head Office
Title	COVID-19 risk assessments
Assessed By	Mike Williams

Task	Completed date of assessment
COVID-19 Risk Assessment 5 - Employee safety	23-09-2020

COVID-19 Risk Assessment 5 - Employee safety
Hazards?
Infection spread by staff with symptoms of COVID-19
Infection spread by customers with COVID-19
Infection spread from surfaces and equipment infected with COVID-19
Who might be harmed and how?
Staff
Guests
Suppliers
Customers
Visitors
Controls in place
Advice will be provided to employees on measures to adopt when travelling to and from work including the wearing of masks if using public transport and cleaning hands on arrival at work and back home
Training will be provided for all employees on new provisions to combat the spread of COVID-19. Staff will apply the controls in place to prevent the risks of infection to each other and our customers
Shaking of hands will be discouraged - we encourage the use of other verbal greetings and smiling as non-contact methods of greeting
Staff will be trained and regularly reminded of the need to avoid touching eyes, nose, and mouth. Where they do touch their face etc. they will be required to wash their hands immediately
Hand washing regimes will be in place: using soap and hot water for at least 20 seconds. Hand sanitizer with at least 60% alcohol will be used if soap and hot water are not available.
Health screening questionnaires will be completed daily on arrival at work. Where employees indicate they are at risk of infection they will be excluded from work and asked to remain away from the workplace for 14 days
Training and guidance will be provided to staff on how to communicate our controls to customers/guests and on how to deal with any person/s who fail to adhere to the controls in-place
Touch points such as door handles, tills, card machines, keyboards, touch-screens, telephones and handrails will be cleaned and sanitized every 30 minutes
The use of PPE will be carefully assessed. In line with government guidelines of mandatory face covering, staff are required to wear masks, when working on shop floor, if they are not working behind a sneeze screen or behind Food to go.
As far as reasonably possible, physical distancing to current recommended gaps will be maintained between employees at work
Staff will be encouraged to avoid the use of public transport to get to work. Where they do have to use public transport face masks are mandatory to be in line with government guide lines.
Rota planning will take into account arrival at work time with times staggered to avoid large groups arriving at any one time
Surfaces will be sanitised regularly in line with the touch point cleaning schedules.
Staff uniform requirements will be reviewed, especially the use of hats in areas where the risk of food contamination is low to assist with the reduction of hand to face contact
Staff will be encouraged to bring their uniform to work in a bag and change into their uniform upon arrival. Changing areas will be regularly cleaned and disinfected

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	23-09-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	
23-06-2020	Borbala Albert	Monthly review	
24-06-2020	Borbala Albert	Monthly Review	
05-08-2020	Borbala Albert	Monthly review/update	

Trained employees	Training date	Signature