

Agri - COVID-19 Secure Workplace Risk Assessment

Worker Group / Area / Activity	Hazards Identified	Initial Risk Rating	Control Measures	Residual Risk Rating	Further Actions Required	Responsibility	Action Progress
Workers not in Clinically Vulnerable Categories	Risk to worker's health if infected with COVID-19	Medium	Work outside the home only permitted when not operationally possible to work from home. Offices only re-opened where essential business need to do so. Planning to re-open offices following change to Gov. advice re. working from home. Earliest date 01/09/2021 and depending on risk. Teams being consulted on arrangements and hybrid working trial. All 'key workers' who are working outside of their home have been given extra guidance, regular reminders, advice and provided with PPE. They have been consulted on the arrangements in place in the workplace to minimise virus transmission.	Low	Risk assessments and MD authorisation required prior to anyone working from home returning to office environment.	HR H & S	Completed
		High	All workers in Extremely Clinically Vulnerable group (identified by receipt of NHS letters) work from home where possible to do so. Individual risk assessments completed for those who return to work place & regular reviews. Occupational health referral completed where necessary. Continue to follow Government and Medical guidance on necessary controls dependant national and local risk levels. If safety cannot be assured or risks mitigated, then they are not permitted to come into workplace. Individual risk assessments reviewed once ECV individuals have received the vaccination prior to return to workplace. Controls in place for individuals following Gov. advice.	Low	Keep under review as risk changes and keep in regular contact with high risk individuals.	HR H & S	In Progress
		High	All workers over 70 years of age or pregnant work from home where possible to do so. Reviews and individual risk assessments being completed prior to any individual in this category returning to the works. Occupational health referral completed where necessary. If safety cannot be assured or risks mitigated, then they are not permitted to come into workplace. Individual risk assessments reviewed once individuals have received the vaccination prior to return to workplace. Controls in place for individuals following Gov. advice.	Low	Keep under review as risk changes and keep in regular contact with high risk individuals.	HR H & S	In Progress
Workers in Clinically Vulnerable / Extremely Vulnerable medical category	Serious risk to worker's health if infected with COVID-19	High	All other 'key workers' who are classified as 'Clinically Vulnerable' (not covered by the above categories) then an individual risk assessment is completed for each person to ensure they work safely with additional control measures in place where necessary. Occupational health referral completed where necessary.	Low	Keep under review as risk changes and keep in regular contact with high risk individuals.	HR H & S	Completed
		High	Self-isolation procedures in place if worker, or member of their household displays symptoms, or if contacted by Track & Trace system. In accordance with Government guidance. Workers encouraged to go for testing where applicable. Site based measures in place should anyone fall ill when in the workplace.	Low		HR H & S Site Responsible	Completed
		High	Site COVID-19 risk assessments completed by Site Manager / Responsible Person in consultation with employees directly and via employee representative. Control measures implemented to ensure risk from transmission is minimised as per the relevant Government industry guidance. Sites have their COVID arrangements audited by Senior Managers / H&S and monthly internal audits completed by on-site team.	Low	Prior to any office areas re-opening, site COVID risk assessments updated and all arrangements in place to ensure risks controlled. Training / information provided to any individual returning to office workplace to ensure they understand the control measures. Site risk assessments regularly reviewed following any change in risk and in line with Government guidance on control measures.	HR H & S Site Responsible	In Progress
Working in / out of Depots and sites (Depot staff, drivers, plant operators, ground contracting, admin roles, etc.)	Transmission risk between workers / site visitors	High	Where social distancing measures cannot be maintained and task are deemed essential, then alternative controls are implemented, e.g. fixed teams/partners, minimising time in close proximity, use of barriers etc. Face coverings available to all and mandatory where identified in local risk assessment or in accordance with any Regulations, e.g. mandatory in workplaces in Scotland from 15/10/21. Each site has been provided with thermometer's to implement temperature checks (optional). LFD test kits provided to all staff on sites and encouraged to self-test twice weekly.	Medium	Continue to monitor arrangements on site to ensure transmission risks are minimised. Implement additional measures if required, or as these become available.	H & S Site Responsible	In Progress
		Medium	Completed site risk assessments available to all employees locally and on intranet. COVID Secure Poster displayed at all sites. Information signs displayed at each site to provide information regarding compliance with local control measures. Guidance documents and FAQs available to all employees locally and via intranet. Regular updates communicated to all staff. Regular direct communication with workers at each site to ensure awareness, compliance and to provide opportunity to raise any concerns.	Low			
		Medium	Guidance provided on mental health & wellbeing. On intranet and posters displayed locally at each site. AgriCulture (newsletter) publication sent to home addresses to outline support available to employees. Regular contact with managers and teams - briefings, outside meetings etc. Employee assistance programme (EAP) in place and employees reminded of how to access. Poster displayed and regular communications to remind staff of the resource & app.	Low	Continue to remind managers to ensure regular contact with teams and individuals.	HR	In Progress
Mobile Workers, e.g. agronomists	Transmission risk from customers, use of public facilities, petrol stations etc.	Medium	Control measures in place to ensure all work can be carried out following social distancing measures. Hand sanitiser, gloves etc. provided for use where hand washing facilities not immediately available. Face coverings provided and worn in accordance with requirements, e.g. in retail public areas etc.	Low			
		Medium	Guidance and FAQs made available to all workers. Regular central updates communicated to all via email. Regular communication from managers to remind workers to comply with social distancing measures.	Low			
		Medium	Guidance provided on mental health & wellbeing. On intranet. AgriCulture publication sent to home addresses. Regular contact with managers and teams - virtual team meetings. Employee assistance programme (EAP) in place and employees reminded of how to access and availability of app.	Low	Continue to remind managers to ensure regular contact with teams and individuals.	HR	In Progress
Working at Home	Ergonomic risk from temporary workstations	Medium	Guidance provided on how to set up home work station ergonomically. Formal risk assessment and workstation assessment programme (self-assessment) sent to all staff working at home via line managers. Additional equipment provided (purchased, or taken home from office) to allow for ergonomic set up, e.g. office chairs, keyboards, monitors, mouse etc.	Low		H & S	Completed
		Low	Workers made aware of need to manage risks to other household members from their work arrangements.	Low			
		Medium	Guidance provided on mental health & wellbeing. Regular contact with managers and teams - meetings, coffee mornings, socials etc. via Microsoft Teams. Employee assistance programme (EAP) in place and employees reminded of how to access and availability of app.	Low	Continue to remind managers to ensure regular contact with teams and individuals.	HR	In Progress

Review Record		
Date Reviewed	Version No.	Reason for Review
20/07/2020	2	Updated controls & changes to Government guidance, e.g. on Clinically Vulnerable groups, and working from home.
19/10/2020	3	Updated controls & changes to Government guidance, e.g. local variations on risk categories & Wales /Scotland restrictions.
14/01/2021	4	Review & minor updates to reflect changes in risk (National Lockdown) and associated controls.
20/07/2021	5	Review following relaxation of Gov. Restrictions and changes to controls