



# RISK ASSESSMENT

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| Business Unit                | Bairds Malt Limited  |
| Document Reference:          | BML-EHSQ-RA-COVID Secure Risk Assessment   |
| Assessor(s)                  | BML ALL  |
| Description of work activity | COVID-19 Secure arrangements for all Bairds Malt sites and work activities (inc offsite) |

|                   |  |
|-------------------|--|
| Site Location     | UK Operating sites & Offsite activities  |
| Area Location     | All Plant Areas  |
| Date              | March 2020, Reviewed May 2020, Reviewed September 2020   |
| Who may be harmed | Staff, Visitors to your premises, Cleaners Contractors, Drivers<br>Vulnerable groups – Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your business |

| Hazard Category                     | Calculate RAW Risk         |              |                       | Impact        |       |        | Hazard description | Consequence  | Existing Safeguards/Controls   | Current Risk Rating         |            |             | Residual Risk Rating              |                                |            |          |
|-------------------------------------|----------------------------|--------------|-----------------------|---------------|-------|--------|--------------------|--|--|-----------------------------|------------|-------------|-----------------------------------|--------------------------------|------------|----------|
|                                     | Raw likelihood             | Raw Severity | Raw Risk Rating (RRS) | Environmental | Plant | People |                    |  |  | Likelihood                  | Severity   | Risk Rating | As low as reasonably practicable? | Additional Safeguards/Controls | Likelihood | Severity |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk             | Y             | N     | Y      | Y                  | Exposure to COVID from other workers   | <p>Good hand and respiratory hygiene practice essential.</p> <p>No hand shaking</p> <p>Social distancing measures to be followed, 2 metre rule to be adhered to at all times unless Close Proximity Checklist and hierarchy controls followed.</p> <p>Fixed teams where possible.</p> <p>Where close proximity working does need to take place, PPE should be selected, worn and then cleaned thoroughly after use.</p> <p>Adhere to workplace rotational requirements for rest and kitchen break area use</p> <p>Wipe down surfaces before and touching them.</p> <p>Inform manager immediately if feeling symptomatic, arrange for a test and isolate until completed and results back.</p> <p>Partner with the same workers where possible.</p> <p>Staff advised not to come into work if they suspect they have symptoms and to phone Manager immediately.</p>   | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk             | Y             | N     | Y      | Y                  | Direct threat of COVID-19 transmission at work   | <p>Staff advised not to come into work if they suspect they have symptoms and to phone Manager immediately.</p> <p>Social distancing of 2 metres implemented.</p> <p>Those with the ability to work from home transferred to homeworking with rotational site access.</p> <p>Implement job rotation arrangements, stagger start, finish and break times</p> <p>Increase frequency of cleaning and Hygiene measures throughout the day for all contact points (handles, doors, taps, photocopiers, shared plant &amp; equipment etc)</p> <p>Regular staff communications via UK Townhall Video Conferencing</p> <p>Signage and Posters displayed at key areas around the site.</p> <p>EHS Noticeboards maintained with up to date information.</p> <p>Video Conferencing meetings rather than face to face meetings.</p> <p>Symptomatic individuals immediately isolated at home in line with government guidelines.</p> <p>Visitor and Contractor screening and induction protocols in place.</p> <p>Additional cleaning equipment and disinfectant products made available around the site and replenished as required.</p> <p>Handsanitiser and wipes at key areas throughout the site.</p> <p>Meeting rooms - 50% of chairs removed from the rooms and stored elsewhere to ensure that people automatically social distance if meeting in the same room. Rooms to be cleaned after use.</p> <p>Management supervision to ensure the continued implementation of these measures.</p> | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk             |               |       |        |                    | Emergency response - passing on COVID while administering First Aid                              | <p>Site First Aid Needs assessments updated.</p> <p>High Risk Work to be done during the hours when first aid cover is available. Consider potential delays in ambulance response.</p> <p>New CPR measures rolled out - no rescue breaths are to be permitted. Cover the casualties face and continue</p> <p>For administering FA, the First Aider should use nitrile gloves and a face shield.</p> <p>Anyone assisting the primary First Aid care giver must maintain a distance of 2 metres.</p> <p>First aid provider to refrain from placing their face close to that of the casualty.</p> <p><b>NO RESCUE BREATHS TO BE GIVEN.</b></p> <p>A towel or piece of clothing is to be placed across the mouth and nose of the casualty.</p> <p>SSOW advising of alternative CPR guidelines must be followed.</p>  | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk             | Y             | N     | Y      | Y                  | Exposure to a Group 3 biological agent (COVID-19) from people not adhering to COVID requirements | <p>High temperature</p> <p>New Continuous Cough</p> <p>Loss or change to your sense of smell or taste</p> <p>Respiratory effects</p> <p>Higher risk to those with health vulnerabilities</p> <p>In severe cases - fatality</p>   | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |



| Hazard Category                     | Calculate RAW Risk         |              |                       | Impact |                  |                   |            | Hazard description  | Consequence   | Existing Safeguards/Controls   | Current Risk Rating         |            |             |                                   | Residual Risk Rating           |            |          |             |
|-------------------------------------|----------------------------|--------------|-----------------------|--------|------------------|-------------------|------------|---|---|--|-----------------------------|------------|-------------|-----------------------------------|--------------------------------|------------|----------|-------------|
|                                     | Raw Likelihood             | Raw Severity | Raw Risk Rating (RIS) | People | Plant (Innocent) | Plant (Essential) | Reputation |   |   |  | Likelihood                  | Severity   | Risk Rating | As low as reasonably practicable? | Additional Safeguards/Controls | Likelihood | Severity | Risk Rating |
|                                     |                            |              |                       |        |                  |                   |            |   |   |  |                             |            |             |                                   |                                |            |          |             |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk             | Y      | N                | Y                 | Y          | Cross-contamination from samples  | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Deliverer advised to practice good hand and respiratory hygiene measures<br>Weatherproof drop off point for samples<br>Sample collector to wipe down container and good hygiene measures.  | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |             |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk             | Y      | N                | Y                 | Y          | Extremely Clinically Vulnerable Workers exposure to a Group 3 biological agent (COVID-19)                                 | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Company Vulnerable Workers Policy in place.<br>Where required, Occupational Health Clinical Assessment completed in conjunction with individuals GP.<br>Measures will be dependant on vulnerability and individual risk assessments and control measures will be put in place specifically for that individual if they are unable to work from home.<br>Work planned to allow for social distancing, fixed teams and close proximity protocols to be implemented.  | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |             |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk             | Y      | N                | Y                 | Y          | Incoming haulage drivers potentially exposed to COVID-19 and exposing workforce to a Group 3 Biological agent             | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Contractors required to submit all paperwork electronically prior to arrival on site.<br>Contractors and visitors asked to complete pre arrival Covid-19 screening questionnaire.<br>Electronic contractor induction system prior to arrival on site.<br>Contractor signing in points to be reviewed and positioned in areas of low staff footfall.<br>Dedicated contractor and haulier welfare facilities provided onsite.<br>Visitor and Contractors to site limited to critical and essential only.<br>Contractors to only use their own tools. No provision from BML staff.<br>Haulage company COVID briefings via Video Conferencing.   | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |             |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk             | Y      | N                | Y                 | Y          | Inability to social distance fully in common areas such as corridors, access and egress from the building and other areas | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Everyone must play their part in ensuring that social distancing is done. Respect others and social distance<br>Where workers do not feel comfortable that this will be adhered to at all times, a facial covering can be used when using corridors that are not wide enough to allow for adequate >2 metre social distancing rule to be achieved.<br>Thoroughfares changed to one way access only where possible.<br>Site capacity reduced to allow to limit the likelihood of this occurring.  | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |             |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk             | Y      | N                | Y                 | Y          | Eating and drinking in rest areas that may have members of staff facing each other at a distance of <2 metres             | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Reposition furniture to enforce required social distancing.<br>Provide additional welfare areas for staff in order to comply with required social distancing.<br>Staggered break and lunch times in order to not overwhelm the welfare and rest areas.<br>Increased cleaning throughout the site.<br>Good hygiene measures.<br>Increased welfare provision for 3rd parties to ring fence them away from BML staff.<br>Perspex screening to be used as required in order to enforce social distancing measures.   | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |             |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk             | Y      | N                | Y                 | Y          | Cross contamination in shared work vehicles and equipment   | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Avoid the sharing of tools and equipment where possible.<br>Good hand and respiratory hygiene measures to be applied at all times.<br>Disposable cleaning wipes should be available at key points to allow the staff to wipe down the equipment before and after use.<br>No car sharing for offsite travelling.  | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |             |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk             | Y      | N                | Y                 | Y          | Increased risk of transmission from 3rd parties working onsite  | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | All third party service providers will be notified of the new site arrangements for each of the sites.<br>New signage will be displayed at entrance points.<br>Induction training updates.<br>COVID Screening prior to coming onto site.<br>Confirmation of acceptance of the new terms and conditions to maintain COVID-19 secure.<br>Monitoring and supervision of 3rd parties to ensure measures are being adhered to.<br>All 3rd parties reminded upon arrive that they are entering a COVID-19 secure site they must respectfully adhere to these arrangements.<br>All 3rd party contractors to provide updated RAMS to include COVID-19 secure measures.<br>For larger projects, Contractors must implement the latest Construction Industry SOP and include them within their | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |             |



| Hazard Category                     | Calculate RAW Risk         |              |                      | Impact |                  |                   |                      | Hazard description   | Consequence   | Existing Safeguards/Controls  | Current Risk Rating         |            |             |                                   | Residual Risk Rating           |            |          |
|-------------------------------------|----------------------------|--------------|----------------------|--------|------------------|-------------------|----------------------|--|---|---|-----------------------------|------------|-------------|-----------------------------------|--------------------------------|------------|----------|
|                                     | Raw Likelihood             | Raw Severity | Raw Risk Being (RIS) | People | Plant (Innocent) | Plant (Essential) | Plant (Reputational) |  |   |   | Likelihood                  | Severity   | Risk Rating | As low as reasonably practicable? | Additional Safeguards/Controls | Likelihood | Severity |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk            | Y      | N                | Y                 | Y                    | Site access and egress points - passing it on to others.   | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Prior to entering the building, staff should hand sanitise their hands.<br>Good hand and respiratory hygiene measures to be applied at all times.<br>Increase frequency of cleaning at main touch points.<br>Start and finish times staggered.  | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk            | Y      | N                | Y                 | Y                    | Working offsite - visiting farms, external storage   | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Always assume that the destination host may be a vulnerable person. Immediately apply social distancing, no hand shaking. Collection of samples or conducting business, 2 metres must be applied. Hand sanitiser provided, nitrile gloves, and face covering/Mask   | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk            | Y      | N                | Y                 | Y                    | Welfare areas - passing it on to others  | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Good hygiene measures to be applied.<br>Increase cleaning of welfare areas<br>Staff to wipe surfaces before and after use<br>Rotational use of canteen areas<br>Increased Portacabin welfare provision to completely separate 3rd parties from site Production staff  | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk            | Y      | N                | Y                 | Y                    | Working in offices where desks are near to a thoroughfare or face directly onto each other at a distance <2 metres | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Reposition furniture to allow for back to back or side on working rather than face to face.<br>Desks reconfigured where possible.<br>Desks and main thoroughfare areas screened off using perspex.<br>Empty office availability onsite provides enough additional for good work are social distancing.<br>For some work activities with close proximity working. PPE will be provided to those working in that plant area.  | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |
| Hazardous Agent/Biological Pathogen | Good chance it could occur | Disastrous   | High Risk            | Y      | N                | Y                 | Y                    | Visiting 3rd party premises - Sales, Farm Trading  | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Consider video conferencing or teleconferencing as the first option.<br>Pre-visit screening checklist in place.<br>SSoW in place.<br>Assume everyone may be vulnerable.<br>Adhere to government social distancing requirements in full.<br>Apply good hand and respiratory hygiene at all times.<br>Vehicles to carry hand sanitiser, PPE, tissues and cleaning products to use as required while offsite.<br>Facility to dispose of waste items also.  | Extremely unlikely to occur | Disastrous | Medium Risk | Y                                 |                                |            |          |
| Psychological impact                | Good chance it could occur | Disastrous   | High Risk            | Y      | N                | Y                 | Y                    | Anxious workers  | High temperature<br>New Continuous Cough<br>Loss or change to your sense of smell or taste<br>Respiratory effects<br>Higher risk to those with health vulnerabilities<br>In severe cases - fatality | Ensure workforce participate and agree to measures being implemented.<br>A good level of communication and consultation is required to provide information on arrangements to keep them safe and level of risk posed to them.<br>Ensure workers are fully versed in the company arrangements and know how to apply them or ask for help.<br>Ensure workers know when and where to ask for help. Employee Assistance Programme updates, Regular 1:1 meetings with manager. Managers to discuss and alleviate concerns as they arise. If required, individuals or Managers can seek assistance from HR or EHS team. | Extremely unlikely to occur | Serious    | Medium Risk | Y                                 |                                |            |          |