

Statfold Seed Oils Ltd

The Grain Store, Statfold Barn Farm, Ashby Road, Tamworth, B79 0BU

Location: Seed Oil Site

Title : Covid-19 Statfold Seed Oil	Date of Assessment : 18/05/2020	Risk Assessor : Leanne Barker
Risk Assessment Reference : Seed Oil	People involved in making this assessment : Leanne Barker	
Task/ Process : Covid-19	People at Risk : Employees, Contractors, Visitors	

Hazard : Work enviroment Controlling the spread of COVID-19/ Coronavirus
Control Measures:
1. Hand sanitiser stations available all around the site
2. Drying of hands with disposable hand towels and disposed of in bins provided
3. Frequently cleaning and disinfecting objects and surfaces that are touched regularly such as door handles, light switches, printers and hand sanitizer stations.
4. Social distancing rule of 2 meters to be adhered in all areas of Seed Oil. Signs have been purchased as a polite reminder to all staff and contractors
5. Reviewed work schedules to minimize the number of people in any work area at the same time.
6. Regular memo's have been sent out to all members of staff providing updates on COVID-19 and precautions to be taken during work, home or travelling. Also any information regarding any changes made to procedures related to Statfold Seed Oil.
7. Divided screens are in place in all office areas, production areas and any other areas required to help adhere the 2 meter rule
8. Statfold Seed Oil have stopped all visitors on site unless completely necessary. We have set new rules for their arrival. These Rules are as followed: Provide there our Hi-Viz, Wash hands before they entre on site and a PPE face mask to be worn at all times which we shall provide.
9. All post and deliveries are to be left outside the building and not to be signed for.
10. Staff where possible are now working from home, with regular contact and updates
11. Reminder social distancing lines have been place on the production floor area to help with the 2 meter rule
12. All staff have been asked to provided there own drinking cup and cutlery to prevent spreading covid-19.
13. Toilets are being regularly cleaned and only to use facilities one person at a time.
14. Notices have been placed in both canteen areas asking to wipe down all surfaces they have touched each time it has been used
15. PPE has been provided for all members of staff: gloves, Face shields, Masks.
16. We have asked all staff to only car share when necessary and have provided face shields for the occasion
17. All staff have been given the option to self isolate at anytime when they feel its necessary. Sick pay shall be paid by Seed oil in this event
18. We have asked all office staff to not turn on any fans until further notice
19. Posters are in place around the site reminding staff and contractors to wash there hands.
20. New procedure in place for any first aid required. Both parties need to wear PPE at all times.

21. New procedure is now in place for back to work after isolation. A meeting shall be held with a Director and a covid-19 health questionnaire to be completed by employer. Also a temperature check shall be required before allowed back on site

Further Control Measures Required:	Added Documents	Assignee	Due Date	Status
1. Follow any further government advise provided during Covid-19		Leanne Barker	30/09/2020	Action Due
2. Covid-19 Risk assessment to be reviewed as new information regarding the virus is made available from the government.		Leanne Barker	26/06/2020	Action Due
3. All staff have been asked to self Monitor for any symptoms of Covid-19 or to report to Directors if feel a member of staff is showing symptoms.		Leanne Barker	26/06/2020	Action Due
4. All employers ensure they adhere to the Track and track government guidelines		Leanne Barker	26/06/2020	Action Due

Documents Associated with this Risk Assessment:	
Review Date : 18/05/2021	Reviewer : Leanne Barker