



Reviewed: 08/04/2021

Müller UK & Ireland Group Coronavirus (COVID-19) risk assessment

- This risk assessment identifies how Müller will limit the transmission of COVID-19 within the workplace to as low as reasonably practicable.
- It has been developed and is based on UK Government guidance and current state of knowledge as of 18/05/2020.
- This risk assessment should be read alongside the Müller UK & Ireland Group COVID-19 policy statement
- The Müller UK & Ireland Group Coronavirus (COVID-19) risk assessment may be supplemented with business unit and site level risk assessments
- This risk assessment is subject to ongoing change and revision due to the nature of coronavirus and developments in UK Government guidance

Key		
		
High Risk	Medium Risk	Low Risk



Müller UK and Ireland Group have identified the potential for transmission of COVID-19 virus in the following circumstances and will minimise the risk of transmission through the control measures outlined below.

Hazard	Risk	Control measures	Residual Risk
<p>1) Exposure or potential exposure to COVID-19</p> <ul style="list-style-type: none"> - Worker confirmed with COVID-19 - Symptomatic worker - Living with someone with a confirmed case of COVID-19 - Come into close contact (<i>within 2 meters for 15 minutes of more</i>) with a confirmed case of COVID-19 - symptomatic household member - Workers returning from infected area / country - Household member returning from infected area / country 		<p>Follow NHS guidelines for any confirmed or potential cases of COVID-19. Exclude from sites any persons whom are diagnosed as positive, symptomatic or living with persons confirmed with or potential COVID-19 for the appropriate length of time.</p> <p>Recommend testing for all workers and their households exhibiting COVID-19 symptoms.</p> <p>Initiate contact tracing for all confirmed cases of COVID-19 to identify and exclude any workers whom have come into close contact (i.e. <i>within 2 meters for 15 minutes of more</i>) with a confirmed case of COVID-19 for an appropriate length of time.</p> <p>Follow current UK Government guidance for any worker or a household member returning from a high risk area or country.</p> <p>Ensure the mandatory corona prevention rules for entire UTM (Our 4 Basic Rules) are enforced throughout all sites and operations.</p> <p>Consider mandating the use of face coverings in office and operational areas where required. Upgrade face coverings to FFP2 masks for those that have multiple and frequent contact or anybody that is unable to maintain 2 metre distancing.</p> <p>Consider installing air sterilisation systems in areas that cannot be adequately ventilated.</p> <p>Encourage the use of lateral flow testing for those required to move from site to site for business critical reasons.</p> <p>Implement a programme of COVID-19 workplace inspections and audits on a periodic basis.</p> <p>Implement a programme of independent audits across the main operational sites.</p>	

2) External persons entering a site

- Visitors to site
- Contractor activities
- External deliveries



Prohibit external visitors and contractors to site unless business critical or a statutory requirement.



Ensure completion and screening of visitor health questionnaire for all business critical visitors and contractors prior to entry. Large production sites commence temperature monitoring of external visitors and contractors.

Limit length of time on site, areas visited and potential contacts for all business critical visitors and contractors, ensure they adopt robust social distancing.

Limit external deliveries to critical operational requirements and ensure delivery drivers spend minimal time on site and avoid contact with workers.

3) Group Gatherings

- Group training and induction
- Individual training and coaching
- Tool box talks, huddles and briefings
- Meetings and conferences



Reduce size of group briefings and training sessions to ensure robust social distancing measures can be achieved and maintained.



Make use of online / digital meetings where possible to avoid face to face contact.

Where face to face meetings are required ensure a suitable sized room is used for the minimum amount of time possible. Only invite those critical to the meetings outcomes to attend. Keep a record of those that attend meetings to enable contact tracing if required.

Health and Safety Awareness and induction training must be completed online through the Learning Management System (LMS). Other internal training should be completed with robust social distancing in place (*limit number of participants*). Maintain records of any participants of face to face training to enable contact tracing if required.

Prohibit external training unless business critical or delivered via digital means. When external training is required face to face, limit group sizes and ensure robust social distancing measures. Prohibit large gatherings and conferences unless via digital means.

4) High risk contact points

- Clocking in machines
- Turnstiles
- Door handles
- Touch plates
- Handrails
- Shared workstations (*i.e. computers and screens*)
- Kitchen and sanitaryware
- Door locks / pads



Implement enhanced cleaning schedules to ensure high risk contact points are cleaned and disinfected more regularly (*minimum 3 times per day*). Ensure cleaning is focused on high risk areas.



Provide sanitiser at main entrances and other high risk areas.

Provide disinfectant spray / wipes and encourage regular disinfecting of workstations. Ask drivers to disinfect vehicles after use.

Encourage workers to bring in their own food, cutlery and crockery and ask workers to only prepare their own food and refreshments.

Consider the implementation of self-cleaning door handles.

Where safe to do so secure doors open to avoid contact with handles and other surfaces.

5) Movement around site

- Entry and egress accumulation (*shift start / ending*)
- Reception and transport offices
- Car parks
- Corridors and stairwells
- Yards and warehouses



Where possible stagger start and end of shift times to limit the number of people entering and exiting at any given time.



Consider providing different entrances and exits for different groups of workers to limit crossover and interaction.

Ensure workers do not arrive at work before they are due, and to ensure they leave promptly when they finish work.

Where practical introduce pedestrian one way systems around site and ensure posters are displayed to reinforce social distancing.

Where possible use separate staircases for moving up and down with signage indicating direction of flow.

Prohibit workers from congregating in corridors and stairwells.

Where possible prohibit use of workplace lifts or introduce limits to the number of workers using a lift at any given time (*one lift, one person rule*)

6) Vulnerable workers

- Extremely vulnerable
- Vulnerable
- Other vulnerability



Encourage potentially vulnerable workers to declare their medical condition so that they can be adequately assessed (*in strict confidence*) by Occupational Health and appropriately protected in line with government guidelines.



Where assessed as extremely vulnerable ensure workers are protected and shielded from the workplace.

Where possible those who have been assessed as clinically vulnerable (not extremely vulnerable) should work from home subject to an appropriate risk assessment. Where they are unable to work from home, reasonable adjustments should be implemented such as changes in job role, working times and work location to ensure they can maintain adequate social distancing.

Ensure particular attention is given to workers whom live with extremely vulnerable individuals.

7) Site operations

- Product production
- product picking
- product delivery and collection
- Product and Equipment Handling (i.e. *trolley movement*)
- Engineering tasks
- Vehicle loading and unloading
- General office work and administration



Stagger start, finish and break times to allow effective social distancing.

Introduce social distancing in changing rooms. Where possible carry out work individually.



Provide more mobile devices and equipment to allow remote and socially distanced working. Prohibit face to face handovers and instead introduce written, digital or phone handovers. Introduce digital meetings as opposed to face to face contact.

Where possible and practical workers to avoid car sharing.

Design workstations to promote and maintain robust social distancing. Implement floor markings in to production to guide 2 metre distancing. Undertake individual line and task risk assessments where required. Where possible assign work stations to individuals, where this is not possible shared work stations should be cleaned and sanitised regularly.

Where 2 metre distancing cannot be achieved, introduce further mitigating controls by applying the hierarchy of control:

1. Consider if the activity needs to continue for the business to operate



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2. Keep the activity time as short as possible
 3. Use screens and barriers
 4. Use back to back or side to side working
 5. Reduce the number of people each worker has contact with
 6. Increase frequency of handwashing and workstation sanitising
 7. Mandate the use of FFP2 face masks

Ensure any meetings that take place are away from production areas and in suitable rooms.

Use the Müller UK social distancing calculator to identify maximum capacity numbers per room. Consider displaying maximum capacity numbers on the entrance to each room.

Where possible and practical non-operational workers should continue to work from home. For those that cannot continue to work from home, implement rotas for those working in offices and establish which days workers can attend site.

8) **Use of welfare facilities**

- Canteens
- Toilets
- Communal rest areas
- Changing rooms / Showers
- Kitchens



Restrict numbers and identify maximum capacity limits of worker allowed in canteens, kitchens, toilets and other welfare areas.



Section off areas (*such as seats and urinals*) which do not allow 2 meter social distancing. Ensure marked queuing systems are implemented within canteens. introduce screens where needed and practical.

Consider allowing only operational factory personnel to use canteen facilities or provide time slots for different functions and departments.

Stagger break and meal times to reduce the number of workers wanting to use the facilities at any given time. Introduce additional rest areas where possible and needed, consider use of safe outdoor space.

Control numbers allowed to congregate in smoking shelters, temporality introduce additional smoking zones if required.

Where robust social distancing cannot be maintained consider temporally closing certain rest areas, kitchens and canteens.

9) **Worker behaviour**

- Hand hygiene
- Poor social distancing



Enforce strict social distancing across sites taking appropriate action against any worker, visitor or contractor that does not strictly follow the rules.



Raise awareness, encourage and communicate the reasons for social distancing and good hand hygiene through posters and briefings across site.

Focus on sanitising hands on arrival to the workplace and at regular intervals throughout the shift.

Recommend completion of 'social distancing – factory guidance' eLearning for those that would benefit from further learning or refresher training.