



Givaudan COVID-19 Risk Assessments

Givaudan has a legal requirement to assess and manage risk. COVID-19 is a new risk that employers must consider as a potential significant risk to the health of all that work on or visit the site.

The COVID-19 Site Risk Assessment process ensures control measures are in place and effective to manage the risk to as low as is reasonably practicable.

The control measures applied to reduce risk are based on current guidance from the UK Government and also taking into consideration Givaudan's own Global Standards. Where these differ the highest standard will be applied.

A COVID-19 Risk assessment covering access to site and use of common and shared areas and services has been completed by the Head of Site in conjunction with the site EHS manager.

Department Specific Risk Assessment have been carried out by the relevant person to ensure the Site Risk Assessment control measures to reduce risk from COVID-19 can be achieved in the workplace and for specific tasks performed in that department.

Where the COVID-19 Site Risk Assessment control measure cannot be followed, further review of the area or activity is required to identify additional controls.

Consideration has also been given to ensure the new control measure will not impact any existing control measures and potentially increase the risk of other Environmental, Health or Safety hazards.

The risk assessments are reviewed on a regular basis especially as we acquire more understanding of the virus and how it can be effectively controlled. We will also monitor and ensure control measures in place are being adhered to and take into account employee feedback on the measures in place



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COVID-19 Risk Assessment

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe and even fatal.

Data from published epidemiology and virology studies provide evidence that COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets by direct contact with infected persons, or by contact with contaminated objects and surfaces and then transferred from hands to the respiratory system through the mouth, nose or eyes..

Hazards – Spread of COVID-19 Coronavirus

Description of Task	Who is at Risk	Current COVID-19 Controls	Additional COVID Controls Required	Action By who?	Action By when	Completed
Staff Access and Movement	All personnel	Personnel Working from Home where possible	1. 2 metre segregation line markers	Quality Manager	29.5.20	22.5.20
		Site operational within an internal lockdown - Only business critical access and emergency services.			22.5.20	22.5.20
			2. Office Desk and Personnel re-location	Senior Management Team	18.5.20	18.5.20
			3. Staggered entry and Exit times	Senior Management Team	15.5.20	15.5.20

		No Commercial business access Givaudan Global Travel Block & Site to Site travel block	4. Restrictions on site movements and Intersite contact	Quality Manager / Head of Operations / Production Manager	15.5.20	15.5.20
			5. Hand sanitizer for all Desks, Reception areas, Warehouse Entry door for Drivers, Disposable wipes for all toilet doors on entry	Senior Management Team	15.5.20	15.5.20
			6. Personnel deemed High Risk by Gov.UK or personnel from internal assessments working from home or on self isolation.	Quality Manager / Head of Operations / Production Manager	Ongoing	First Activation May 2020



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			7. Based on area and work access some area's working with reduced personnel on site and rotation of WFH and onsite	Senior Management Team	Ongoing	First Activation May 2020
			8. Regular employee contact with personnel working at home to ensure wellbeing while isolated from business.	Senior Management Team	Ongoing	First Activation May 2020



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Equipment Sharing	All	Generic equipment	1. Forklifts and PPT to be used by a single person in a day.	Head of Operations	01.06.20	22.5.20
			2. If shared must be spray sanitizer or wipes prior to use	Quality Manager	22.5.20	22.5.20
			3. Internal Sampling changed from share sample to individual for Quality and Product Development	Savoury segment manager / Quality Manager	22.5.20	22.5.20
PPE and Close Contact Area's	Unit 9	Personnel have individual PPE for food operators already,	1. Locker area's split utilising empty female change room to work with crews	Production Manager	22.5.20	18.5.20
			2. Hats with clear Visors provided to wear when close contact for specific roles. EG mixing and Packing process	Quality Manager	29.5.20	20.5.20
				Production Manager / Quality Manager	22.5.20	22.5.20



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			3. Face masks for all users not allocated hats. 4. Areas segregated for meeting with floor marking and rotated breaks	Production Manager / Quality Manager	22.5.20	22.5.20
External Contacts	Lorry Drivers & Onsite employee	Restricted site access	1. Contractors induction and Givaudan questionnaire provided before entry to site (where possible pre sent electronically) 2. Screen for warehouse reception area	Production Manager / Quality Manager Production Manager / Quality Manager	22.5.20 26.6.20	22.5.20 18.6.20
Use of Public Transport or Car share	All Personnel	Personnel required to make know if any symptoms or contact with any potentially symptomatic personnel	1. Personnel instructed inline with GOV guidelines where possible not to use public transport or car share. Where not possible then advice is to wear a face covering.	Senior Management Team	22.5.20	22.5.20



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			Any personnel connected with car sharing must inform site if symptoms develop			
			2. Any personnel using public transport are provided with a face mask for use to and from the business.	Senior Management Team	01.06.20	01.06.20

Risk Assessment Completed

By PAUL ROBERTS 

Date 1st July 2020

Reviewed and approved by Head of Site



Now part of Givaudan



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