

# Coronavirus (COVID-19) Management Procedure

## J. Rayner & Sons Ltd

To include: RMC Rayner Farms, Rayner Brothers, Rayner Ashby Farms, Rayner Farms Ltd.,  
& Rayner Farms



**NFU Mutual**  
RISK MANAGEMENT SERVICES

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# Contents

1.	Coronavirus (Covid-19) Management Policy.....	4
2.	Risk Assessment.....	10
3.	Working Safely on Site During the Coronavirus Outbreak.....	13
4.	Declaration .....	15

## Coronavirus (Covid-19) Management Policy

J. Rayner & Sons Ltd strives to provide a safe and healthy workplace for all employees. This policy outlines our overall response to the Coronavirus (Covid-19) outbreak and our emergency plan should it be needed. It is written specifically for coronavirus and outlines steps that will be taken to safeguard employees' health and well-being during the coronavirus outbreak while ensuring the business continues to maintain essential operations and services to our customers and clients.

### What is the Coronavirus

The World Health Organisation explains that coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as SARS (Severe Acute Respiratory Syndrome).

### What are the symptoms?

Symptoms include fever, cough and shortness of breath. Some people will suffer from mild illness and recover easily whilst in other cases, infection can progress to pneumonia. Reports suggest that the elderly, those with weakened immune systems, diabetes, cancer and chronic lung disease are the most susceptible to serious illness and death.

### How is the virus passed on?

The virus is most likely to spread from person to person through:

- Direct contact with a person while they are infectious.
- Contact with droplets when an infected person coughs or sneezes.
- Touching objects or surfaces (such as drinking mugs or desks) that were contaminated by droplets from secretions coughed or sneezed from an infected person with a confirmed infection, and then touching your mouth or face.

### How will we minimise the risk of the virus spreading?

A pandemic, in particular Coronavirus, has the potential to severely affect the organisation, customers, suppliers, our employees and their families and requires specific planning. The impact of a pandemic on employee sickness absence rates, public transport systems, suppliers and health services is complex. Pandemic influenza has the potential to affect all businesses and employers, including those providing essential services on which our business relies.

This policy outlines a system enabling the organisation to put into place a stage one plan to minimise the spread of a severe virus within the workplace.

The plan focuses on minimising the spread of such virus within the organisation by:

- Raising employees' awareness of the threat of the pandemic.
- Maintaining health surveillance and hygiene measures.
- Remaining up to date with UK government and Health Authority advice.
- Holding meetings as necessary to determine appropriate actions, which may involve implementing a Crisis Management plan.

- Focusing on site visitor hygiene:
  - By highlighting any foreign travel or ill-health identified by visitors at point of arrival on site.
  - Ensuring a high level of hygiene standards for visitors, contractors and subcontractors on site.
  - Only allowing essential visitors, contractors and subcontractors on site.
- Raising employees' awareness, by communicating the standard recommendations to reduce exposure. Which are;
  - For any staff with a new, continuous cough or a high temperature to self-isolate for seven days.
  - Frequently clean hands by using alcohol-based hand rub or soap and water.
  - When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash hands.
  - Avoid close contact with anyone who has fever and cough.
  - Educate and advise to use the NHS 111 online coronavirus service if:
    - They feel they cannot cope with your symptoms at home
    - Their condition gets worse
    - Their symptoms do not get better after 7 days.

### **Planning for a pandemic**

Operations of the organisation that are essential will be defined by Colin Rayner (Director) and the business will:

- Develop an order of succession: i.e. plan which works can be carried out by personnel other than those normally given the task and train non-essential back-up staff to perform essential tasks;
- Ensure that maintenance plans are up to date to guarantee that all equipment essential to the business's operation is capable of sustained operation;
- Put in place policies to enable flexible working (e.g. home working) where possible;
- Put in place a pandemic response team that will take steps to heighten awareness of the organisations' infection control procedures, particularly provisions covering hand hygiene;
- Provide specific training for all workers on personal, workplace and family protection and actions to take as a pandemic develops (using the Government, Public Health and World Health Organisation resources);
- Ensure that adequate supplies of infection control materials (e.g. alcohol-based hand cleaners) are held (note: stockists may restrict order requests).
- Ensure that adequate essential and critical equipment spares are available.
- Introduce alternate working from home weeks for those with similar job role, to minimise the risk of employees with the same skill base becoming infected.
- Collating information from all employees containing data that will aid us in our contingency planning, such as availability for overtime, multiskilled competencies, future travel plans, childcare contingencies, higher risk vulnerable employees.

## **Crisis Resource Plan**

The business will establish flexible working policies, enabling staff to agree home working and different shift patterns where appropriate. Annual leave may be cancelled, and staff may be asked to increase their working hours in order to cover critical operations. Non-critical operations will be temporarily closed down and the resource will be moved to operational critical areas to ensure that there is little to no impact on our customers. We will utilise agency's that we have established relationships with, to fill any further shortfall in staffing requirements.

## **Infection control**

During the pandemic, the business will seek to reduce the overall and specific risks to staff by taking appropriate infection control actions.

- All soap dispensers be filled with an appropriate cleansing solution.
- All communal areas will be cleaned daily with anti-bacterial cleanser; specific focus on door handles and shared equipment, such as kitchen cabinets, telephones, keyboards, computer mouses, smart screens etc.
- The number of sanitiser gel stations will be increased.

Basic health protection advice will be issued to all staff, including guidance on:

- Avoiding close contact (1 meter/ 3 feet apart);
- Staying at home when suffering from confirmed symptoms;
- Covering mouth and nose when sneezing and coughing;
- Cleaning hands;
- Avoiding touching eyes, nose and mouth.
- Not sharing RPE or PPE and ensuring that shared equipment is cleaned before and after use.

Any staff with a new, continuous cough or a high temperature must self-isolate for seven days. They are instructed to seek medical attention, self-quarantine and notify us as soon as possible via telephone.

Staff that come into contact with people that have recently travelled from high risk countries or are otherwise at increased risk of cross infection are required to inform us immediately in order for us to assess the potential risks.

## **Other Considerations**

Staff at risk of developing influenza-related complications (e.g. pregnant workers and those with compromised immune systems) that work in a site with confirmed cases will be supported by being offered an alternative work location, the option of taking planned leave or home working where possible.

We understand that all other employees may be apprehensive to attend work at this time or may have the need to care for sick relatives. Requests for alternative working arrangements from all other employees will be managed on an individual basis, by referring to our people policies that are in place.

### **Non-essential visitors and contractors**

All non-essential visitors and contractors will be prohibited to ensure that the threat of cross infection is minimised. Instead meetings will be held by phone or video conferencing if needed.

Any visitor or contractor visits that are deemed to be essential must be strictly managed, ensuring that the persons visiting confirm prior to the visit that they do not have any relevant symptoms or are otherwise at increased risk of cross infection.

### **Business travel**

Where the government recommends against travel to countries that are deemed as high risk, business travel to these countries should be postponed until the risk of infection no longer exists, unless essential.

All reasonable efforts to eliminate the need for travel should be taken by taking advantage of technology that allows us to communicate or otherwise operate electronically such as carrying out meetings via Skype or video conferencing.

### **Employee travel plans**

The Company accepts that some of our employees will have plans to travel in the near future, including pre-booked and paid for holidays. Where countries have been identified as having been severely affected by the virus, we would ask that employees consider, for their health reasons, whether travelling to these areas is the best thing to do. If a decision is made to travel, we ask that employees let their manager know of the countries to be visited so that their return can be managed appropriately.

We also ask all employees to keep themselves up to date with government guidance on the countries which require self-isolation upon return, and bear in mind that this guidance can change on a daily basis.

If employees would like to cancel any pre-booked annual leave, they should discuss this with their manager.

### **Employees living in onsite accommodation**

In the event that an employee living in onsite accommodation is diagnosed or exposed to the virus, alternative arrangements will be made for them to self-quarantine in alternative accommodation on site.

In the event of this, other employees that are living in onsite accommodation are expected to adhere to instruction to move lodgings at short notice in order to free up accommodation that can be used as single occupancy.

In addition to this, the remainder of employees living on site will be temporarily denied access to the accommodation until a full deep clean of the property has been completed.

In the event that single occupancy accommodation cannot be arranged, the business will make temporary arrangements for the infected employee to stay off of site.

### **Periods of self-isolation**

We advise our employees to self-isolate if they have recently returned from certain countries even if they have no symptoms, which means staying at home and not having contact with other people. In the event that this applies to our employees, they must not attend work during the isolation period. If employees did not inform us of travel to such countries beforehand, they must inform us before their intended return to work. Their manager will keep in contact with them during this period. Where feasible, we may consider whether they can work from home during this period.

### **Attendance at work**

Unless employees have followed our usual reporting procedures in relation to sickness absence, are in self-isolation following government guidance or not attending work under our specific instruction, they are expected to attend work as normal.

### **Temporary business closure**

As time progresses, it may become clear that the business is temporarily unable to continue its operations as normal. In this scenario, we may be forced to close all, or part, of the business temporarily until such a time as we are able to resume operations.

## Risk Matrix

The following system gives a simple way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable.

For each hazard identified for each task ask the question “what is the worst likely outcome?” – is it Severe (e.g. fatality), Moderate (e.g. major injury or permanent disability including permanent ill health) or Minor (e.g. a minor injury or plant damage)?

Next, make a judgement of the probability or likelihood of harm occurring:

<b>LIKELIHOOD</b>	<b>DESCRIPTION</b>
Probable	Occurs repeatedly / several times
Possible	Could occur sometime
Remote	Unlikely, though conceivable

Decisions as to whether or not action is needed can then be made by reference to the following matrix:

<b>Severe</b>	<b>Medium</b>	<b>High</b>	<b>High</b>
<b>Moderate</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
<b>Minor</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>
	<b>Remote</b>	<b>Possible</b>	<b>Probable</b>

By using a matrix such as this, the risk level can be determined and used to prioritise your controls.

## Important Information:

These Risk Assessments have been produced as a draft and it is the Client’s responsibility to carefully read these Assessments and amend as necessary so that (a) they accurately reflect the risks of the business (b) the Control Measures stated are currently in place and (c) any Further Actions Required can/will be implemented. These Risk Assessments must be reviewed if (a) circumstances change (b) a significant incident occurs and (c) at regular intervals (annually is considered good practice).

In order to comply with the requirements of current health and safety legislation, you must action the ‘further measures’ that have been identified below. It is recommended that you address the recommendations in order of risk priority i.e. High first, followed by Medium, then Low.

Please note these may not be all the hazards and risks requiring attention and you should examine all work activities to assess risks and ensure that adequate control measures are in place.

## Risk Assessment

Client's Name:	J. Rayner & Sons	Date of assessment: April 2020	Review date: Annually, following any significant changes, or following an accident / incident
Area being assessed:	Management of COVID-19 on site	Assessor's name(s): Colin Rayner, in conjunction with NFU Mutual Risk Management Services	

Nº	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
1.	<b>Coronavirus</b> (COVID - 19)	<p>Risk to anyone</p> <p>Risk of death / ill health from Coronavirus (COVID-19):</p> <p>Coronaviruses are a family of viruses common across the world in animals and humans; certain types cause illnesses in people</p> <p>At the current time and based on Governments understanding of what is known of COVID-19 and other similar respiratory viruses, it is likely that older people and those with chronic medical conditions may be vulnerable to severe disease. As more information emerges, recommendations may change.</p>	<ul style="list-style-type: none"> <li>▪ Staff are aware of the risks from Coronavirus and how to identify symptoms.</li> <li>▪ Constant monitoring of Government Guidance through all media streams and Government websites.</li> <li>▪ High standards of personal hygiene are implemented as per Government guidelines.</li> <li>▪ No working within 2m unless appropriate RPE (FFP3 mask) and PPE is worn.</li> <li>▪ Essential works undertaken only.</li> <li>▪ Only essential visitor/ contractor appointments are scheduled.</li> <li>▪ Staff are informed regarding self- isolation and NHS 111 reporting procedures.</li> <li>▪ Staff are aware not to report directly to doctors or hospital if feeling unwell.</li> <li>▪ Vulnerable staff are not permitted to work and must isolate for 12 weeks as per Government guidelines.</li> <li>▪ Staff considered to be high risk have been identified (e.g. staff with relevant pre-existing medical conditions, persons over 60 years of age, new and expectant mothers) and alternative working arrangements have been implemented.</li> <li>▪ Heavy used areas /multiple user areas are cleaned frequently (i.e. door handles, fixtures and fittings, interfaces etc).</li> <li>▪ Vehicle cabs cleaned thoroughly before and after use by each member of staff using disinfectant e.g. door handles,</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Continue to monitor Government guidance and take appropriate action.</li> <li>▪ Continue with high standards of personal hygiene.</li> <li>▪ Enforce social distancing.</li> <li>▪ Implement one machine/ equipment per worker. Where this is not possible increase degree and frequency of cleaning for shared equipment.</li> <li>▪ Continue with high standards of housekeeping.</li> <li>▪ Continue regular review of the Business Continuity Plan.</li> </ul>	

N°	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
			<p>steering wheel and all areas likely to have been handled.</p> <ul style="list-style-type: none"> <li>▪ Staff are aware how to reduce the spread of germs when they cough or sneeze.</li> <li>▪ Staff are aware of social distancing measures.</li> <li>▪ Travel arrangements of essential visitors / contractors / subcontractors / lorry drivers / permitted on site is clarified and, if necessary, access is declined.</li> <li>▪ Governments Emergency planning advice is followed and reviewed every time Government guidelines are updated.</li> <li>▪ Morning briefings are held outside wherever possible whilst adhering to 2m rule.</li> <li>▪ Rest breaks staggered to encourage social distancing.</li> <li>▪ Good mental health practices ensured (no time pressures, regular communications with management, etc.)</li> <li>▪ All workers on site are made aware of the COVID-19 management procedure.</li> <li>▪ Use of public transport is not encouraged. Use own vehicle where possible.</li> <li>▪ Washing facilities available on site with hot and cold running water, soap and paper towels.</li> <li>▪ Clothing must be washed immediately on return home so as not to contaminate home.</li> <li>▪ Sharing of RPE and PPE not authorised.</li> <li>▪ PPE available and worn dependent on risk (face masks, overalls, disposable gloves, eye protection).</li> </ul>			

**Additional Comments:** Keep 2m apart. In addition to the above, you must also follow and adhere to any site-specific procedures and instructions in place regarding the management of Coronavirus. You must also keep up to date with the latest UK Government information bulletins regarding Coronavirus (COVID-19).

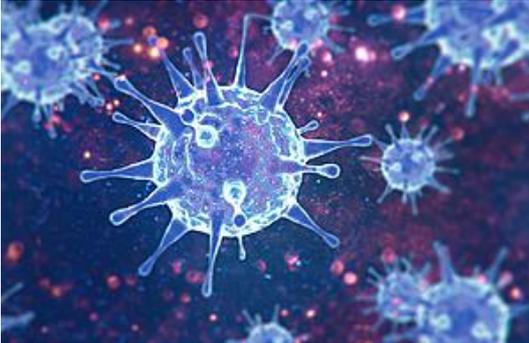
Signed: .....

Name: Colin Rayner (Director)

Date:.....

# Working Safely on Site During the Coronavirus Outbreak

Please note: as this is a fast-moving and rapidly changing situation, this guidance may change at short notice and it is important to stay up-to-date with the latest advice from Government and the NHS on a daily basis.



- COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.
- The main symptoms of coronavirus (COVID-19) are a high temperature and a new, continuous cough.
- If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms). You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.

You can reduce the chance of an accident or ill health by following these **Do's** and **Don'ts**.  
If you are not sure, just ask!

## DO

- Ensure you are fully informed and are taking all necessary precautions to try and avoid risk of catching or spreading the virus;
- Limit access to site to essential staff only;
- Frequently clean and disinfect equipment and machinery, objects and surfaces that are touched regularly using your standard cleaning products;
- Wash your hands for 20 seconds and more frequently;
- Use suitable alternatives such as alcohol wipes or gel, or mobile hand washing facilities if you are not able to wash your hands due to the remote location;
- Catch coughs and sneezes in tissues or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin immediately and your hands afterwards;
- Keep to one person one machine policy where possible;
- Clean vehicle cabs thoroughly before and after use by each member of staff using disinfectant e.g. door handles, steering wheel and all areas likely to have been handled;
- Wash hands regularly after touching 'shared' machinery/equipment;
- Ensure that before and after handling paperwork hands are washed thoroughly by all parties handling the documents. Disinfect pens after each use;
- Avoid relying on gloves unless they are frequently changed – its better to prioritise frequent hand washing;
- Remove disposable gloves, glove to glove and not skin to skin;
- Avoid touching your face, particularly eyes, nose or mouth;
- Touch surfaces / open doors with your non-dominant hand (less likely to touch your face);
- Place a note in the cab window asking other people not to touch the door handle;
- Place a note in the cab window with the operator's telephone number with which to contact the driver;
- Review work practices, where social distancing isn't possible and see if there is anything you can change to increase distances;
- Adhere to all normal safe working practices;
- Ask customers / contractors etc to avoid any contact, – ideally have work established remotely, prior to the job, with all safety risks, locations, mapping and job requirements fully explained by the customer prior to your arrival;
- Ask customers to keep children supervised, safe and ideally away from the site to minimise risk;
- Ask everyone to take account of and respect 'social distancing' – 2 meters, including customer contact;
- Provide handwashing facilities for customers / contractors and ensure they too are washing hands and taking the necessary precautions;
- Ask for deliveries to be left at a distance in a secure, agreed place;

**Wash your hands frequently and for 20 seconds or more! Social distance yourself from others by at least 2 meters.**



## DO

- Impose extra precautions in areas frequented by several people, such as fuel / oil stores etc.;
- Schedule alternative break routines for social distancing;
- Continue with first aid treatment following an accident.
- Manage your mental health;
- Stay in touch with family and friends by phone or social media;
- Carry letter-headed paper explaining why you are a key worker, in case of police checks;
- Wash you hands when you get home;
- Increase the use of personal protective equipment (PPE), if social distancing cannot be achieved. This includes face masks, disposable overalls, gloves, helmets for quad bikes, and face shields. Make sure these are disposed of in a safe way and are never shared.
- Ensure you have adequate alternative first aid cover (as a minimum appoint a first aid contact) if regular first aid staff are isolating or away from work.

## DON'T

- Do not underestimate the threat of coronavirus on site;
- Do not come to work if you are showing symptoms (fever, constant cough);
- Do not touch your face, particularly your eyes, nose or mouth face with your hands;
- Do not share machinery on or off site where at all possible;
- Do not remove disposable gloves “skin to skin”;
- Do not dry hands with air dryers, always use paper towels;
- Do not rely on gloves unless they are frequently changed – it’s better to prioritise frequent hand washing;
- Do not allow staff to meet in the tea / mess rooms;
- Do not leave rubbish in the cab of the vehicle;
- Do not encourage visitors to the site;
- Do not meet your colleagues / friends outside of work;
- Do not compromise your safety;
- Do not share your Personal Protective Equipment (PPE).

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