

<b>Risk Assessment Ref. No. - HSMS COVID-19 RA</b>	<b>Greencore Group Covid-19 Risk Assessment</b>
<b>Location:</b>	All Greencore Operational Sites, Offices & Logistics Networks
<b>Risk to the Business:</b>	<p>Every decision Greencore make is based on our three key priorities;</p> <ul style="list-style-type: none"> <li>• Keep our People safe</li> <li>• Keep Britain fed</li> <li>• Protecting our business</li> </ul>

REF. No.	Topic Area	Pre-Control Risk Rating	What we are doing to keep our people safe	Post Control Risk Rating
1	Travel Arrangements	High	<ul style="list-style-type: none"> <li>• UK Covid-19 Policy Statement</li> <li>• Introduced and implemented a Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• Introduced a UK Covid-19 Travel Policy</li> <li>• All business travel subject to prior authorisation</li> <li>• Travel Tier Framework introduced</li> <li>• Non-Work-Related travel policy introduced</li> <li>• Introduced a new Return to Work process for all colleagues</li> <li>• Introduced and updated Annual Leave Authorisation Form</li> </ul>	Low

REF. No.	Topic Area	Pre-Control Risk Rating	What we are doing to keep our people safe	Post Control Risk Rating
2	Social Distancing	High	<ul style="list-style-type: none"> <li>• UK Covid-19 Policy Statement</li> <li>• Introduced and implemented Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• All non-essential colleagues working from home</li> <li>• Create site specific social distancing Risk Assessments and applied the hierarchy and controls</li> <li>• Developed a UK Social Distancing improvement group</li> <li>• UK Social Distancing Training &amp; Awareness Video</li> <li>• Developed UK Social Distancing Signage Templates</li> <li>• Developed Best Practice Social Distancing Guides (Workstations, Production Lines)</li> <li>• Site Specific Shift Rotation programmes</li> <li>• Introduced Screens in Manufacturing areas</li> <li>• Contactless deliveries and payments</li> <li>• Modified and increased common areas to enable adherence to Social Distancing measures</li> </ul>	Low
3	Vulnerable Colleagues	High	<ul style="list-style-type: none"> <li>• UK Covid-19 Policy Statement</li> <li>• Introduced and implemented a Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• All Clinically extremely vulnerable colleagues have been advised to shield and isolate at home until Government guidance is reviewed</li> <li>• Occupational Health Support available</li> <li>• Human Resources policies and line manager guidance</li> <li>• Health &amp; Wellbeing materials available and communicate to all colleagues</li> <li>• Partnership with Grocery Aid for additional support</li> </ul>	Low
4	Meetings & Site Visitors	Medium	<ul style="list-style-type: none"> <li>• UK Policy Covid-19 Policy Statement</li> <li>• Introduced and implemented a Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• All internal site visits and meetings ceased</li> <li>• Promotion of IT Software communications platforms</li> <li>• Health Questionnaire for business-critical visitors</li> </ul>	Low

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5	Training & Awareness	Medium	<ul style="list-style-type: none"> <li>• UK Covid-19 Policy Statement</li> <li>• Introduced and implemented a Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• New colleague induction for those returning to sites</li> <li>• Amendments to site based standard operating procedures</li> <li>• Return to Work and Wellbeing Questionnaires for colleagues</li> <li>• Group training sessions suspended</li> <li>• Business critical training &amp; awareness sessions conducted via IT Software communication platforms</li> <li>• Site based Learning &amp; Development Programmes</li> <li>• Promotion of E-Learning</li> <li>• Covid-19 Line Manager Framework Tools &amp; Guidance</li> </ul>	Low
6	Colleague Wellbeing	Medium	<ul style="list-style-type: none"> <li>• UK Covid-19 Policy Statement</li> <li>• Introduced and implemented Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• Health and Wellbeing material available in various media to all colleagues (Webinars, Line manager framework, Intranet, Internet)</li> <li>• Welfare Calls and check ins with colleagues</li> <li>• Human Resources policies to support colleagues who are carers, looking after children, vulnerable, unwell</li> <li>• Occupational Health Support for colleagues</li> <li>• Introduced an external internet page to enable furloughed colleagues access to wellbeing material and business information</li> <li>• Team meetings encouraged via Skype for colleagues working at home</li> <li>• Return to work assessments</li> <li>• Temperature recording as part of fitness to work for colleague working</li> <li>• Partnership with Grocery Aid for additional support</li> </ul>	Low

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7	Colleague Communication	High	<ul style="list-style-type: none"> <li>• UK Covid-19 Policy Statement</li> <li>• Introduced and implemented a Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• Developed UK Social Distancing Signage Templates</li> <li>• Greencore Online Communications Portal</li> <li>• Increased use of screens, noticeboards and information hubs</li> <li>• Colleague and Union Committee Meetings</li> <li>• Dedicated Email service for questions and concerns</li> <li>• Communication tools to keep colleagues updated and engaged</li> <li>• Business Unit weekly &amp; monthly cascades</li> <li>• CEO Covid-19 priorities updates</li> <li>• Use of IT Software communications platform to engage with all colleagues</li> <li>• Toolbox Talks on staying safe at home and outside of work</li> </ul>	Low
8	Systems & Processes	Medium	<ul style="list-style-type: none"> <li>• UK Covid-19 Policy Statement</li> <li>• Introduced and implemented a Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• Management of suspected cases guide in line with PHE Guidance</li> <li>• Process for testing key workers developed in conjunction with UK Government</li> <li>• Local HR process for colleagues away from work due to Covid-19</li> <li>• Introduced policy for colleagues in third party contact with confirmed or suspected Covid-19 cases</li> <li>• HR process for all colleagues displaying symptoms or individuals displaying symptoms within their households</li> </ul>	Low
9	Supply Chain & Logistics	High	<ul style="list-style-type: none"> <li>• UK Covid-19 Policy Statement</li> <li>• Introduced and implemented a Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• Introduced Supply Chain Site Visitor Form</li> <li>• Additional Signage and Poster visible to all site visitors</li> <li>• Delivery Flow Chart instruction sheet</li> <li>• Communication locally with suppliers &amp; logistics companies to work together safely</li> <li>• Extension to statutory inspection, driver hours in line with Government guidance</li> <li>• Local arrangements in place to prevent third party drivers entering buildings</li> </ul>	Low

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10	Visitors & Contractors	Medium	<ul style="list-style-type: none"> <li>• UK Covid-19 Policy Statement</li> <li>• Introduced and implemented a Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• All non-essential visits suspended</li> <li>• All site visitors to be subject to prior authorisation</li> <li>• Introduced a Site Visitor Form for business-critical visitors</li> </ul>	Low
11	Governance	High	<ul style="list-style-type: none"> <li>• UK Covid-19 Policy Statement</li> <li>• Introduced and implemented a Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• Exec Board Steering Group created to manage Covid-19 across all sites</li> <li>• Functional subgroups with all key stakeholders created to manage Covid-19 across all functions</li> <li>• Site working groups with all key site stakeholder</li> <li>• Developed an Internal Audit checklist against Government guidance</li> <li>• Site specific Internal Audit programme against Social Distancing Control Measures</li> <li>• Twice weekly business updates and BCP Planning</li> <li>• Tiered escalation process for all functional groups</li> <li>• Introduced a new Return to Work Process for all colleagues</li> </ul>	Low
12	Hygiene Practises	High	<ul style="list-style-type: none"> <li>• UK Covid-19 Policy Statement</li> <li>• Introduced and implemented a Coronavirus Management Standard (UK HSMS 200 2020)</li> <li>• Increased the availability of sanitiser in all areas</li> <li>• Increased frequency of clean down of all high-volume touchpoints</li> <li>• Reviewed frequency of clean downs in all areas</li> <li>• Strengthened hand washing protocols and increased signage at all handwash stations</li> <li>• HACCP reviews across all Hygiene &amp; Food Safety practice</li> <li>• Covid-19 deep cleaning procedure developed in the event of a confirmed case</li> </ul>	Low