

COVID-19 Secure Workplace: Our approach to risk management

At Speedibake, we recognise that we have both a legal and moral duty to protect the safety and wellbeing of our employees from the risk posed by the transmission of COVID-19 in our workplaces.

Many of our employees have key worker status and our bakeries have remained open and fully operational throughout the course of the pandemic.

We believe that thorough risk assessment underpins effective risk management and that we have identified and put in place controls that serve to mitigate risk as far as is reasonably practicable.

As part of that risk assessment we have closely followed the 'COVID-19 Secure Workplace' advice given by the UK Government and Public Health England and have introduced some new measures and updated existing controls where appropriate.

We have used hierarchy of control principles to make sure that the most effective measures have been put in place, including:

General Risk Management

1. All employees who are able to work from home are doing so, and the tools have been rolled out across the business to support this. Clear advice has been issued on homeworking and support provided where additional equipment is needed. We have provided support through regular communications covering business updates, advice on mental and emotional wellbeing and online social activities.
2. We have fully restricted access to our Bradford site. Only those contractors and visitors who are essential to ensure the safe running of our business have been admitted when needed. Those who do need to come onto site are screened for symptoms using a questionnaire.
3. All non-essential business travel has been stopped, including travel to other businesses in the group.
4. We have established an internal helpline to provide support using our Occupational Health Specialist.
5. All colleagues who have symptoms that may be COVID-19 are asked to self-isolate in line with the government guidelines, unless subsequent testing confirms a negative result.
6. All employees who have been advised to shield by the government - the clinically extremely vulnerable and clinically vulnerable - have stayed at home.
7. We are in contact with colleagues who have been categorised as clinically vulnerable, and any return to work will depend on a thorough individual risk assessment.

8. Face coverings have been made available to employees for travel to and from work, and in certain tasks such as engineering work.

Social Distancing

1. The majority of tasks within our bakery can take place at a two-metre distance from others. Where social distancing cannot be achieved, we have introduced other controls such as screens between workstations.
2. We have also identified non-routine tasks where two people are required. In these instances, a task specific risk assessment has been completed and where appropriate, additional PPE is worn.
3. We have introduced one way systems and added additional clocking machines to facilitate social distancing when clocking in and out and in changing rooms.
4. Where required, floor demarcation has been used to control the flow of movement.
5. Social distancing measures have also been put in place in communal spaces such as at turnstiles, canteens, changing rooms and smoking areas.

Cleaning, Handwashing and Hygiene Procedures

1. We have increased the frequency of cleaning across our sites and introduced enhanced sanitisation of common touch points such as doors, handles, and handrails.
2. We have also increased the frequency of cleaning of shared equipment and provided additional cleaning materials in areas shared between different shifts.
3. In addition to our normal handwashing stations, hand sanitisation points are available across our sites, including in corridors and doorways.
4. Specific cleaning protocols are in place in the event that a suspected case of COVID-19 becomes apparent in the workplace.
5. Additional signage reminds colleagues of their responsibility around personal hygiene including regular hand washing.

FLT Drivers

1. Procedures have been put in place to ensure vehicle cabs are cleaned regularly.
2. Our drivers have been provided with cleaning wipes and hand sanitiser.

Summary

The controls put in place as a result of our risk assessment have been discussed with our Union representatives. As with all matters relating to health and safety, we have encouraged our whole workforce to share ideas for improvement and to raise any concerns they may have.

The Speedibake Leadership Team have maintained regular communication throughout the crisis with employees right across the business, including through conference calls key leaders, email and WhatsApp messages and written briefings. Where appropriate, these have been translated into languages other than English. Regular communication has been maintained with office-based colleagues who are currently working at home.

We believe we are doing all we can to effectively minimise the risk of COVID-19 transmission in our workplace and the health, safety and wellbeing of our colleagues remains our #1 business priority.

June 2020