

# Risk Assessment

| Details     |                              |
|-------------|------------------------------|
| Group       | Planet Organic Ltd.          |
| Site        | Planet Organic - Head Office |
| Title       | COVID-19 risk assessments    |
| Assessed By | Mike Williams                |

| Task                             | Completed date of assessment |
|----------------------------------|------------------------------|
| COVID-19 Risk Assessment 1 - PPE | 05-08-2020                   |

|                                                                                                                                                                                                                                            |                       |                       |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------------------|
| COVID-19 Risk Assessment 1 - PPE                                                                                                                                                                                                           |                       |                       |                                   |
| <b>Hazards?</b>                                                                                                                                                                                                                            |                       |                       |                                   |
| Infection spread by staff with symptoms of COVID-19                                                                                                                                                                                        |                       |                       |                                   |
| Infection spread by customers with COVID-19                                                                                                                                                                                                |                       |                       |                                   |
| Infection spread from surfaces and equipment infected with COVID-19                                                                                                                                                                        |                       |                       |                                   |
| <b>Who might be harmed and how?</b>                                                                                                                                                                                                        |                       |                       |                                   |
| Customers                                                                                                                                                                                                                                  |                       |                       |                                   |
| Staff                                                                                                                                                                                                                                      |                       |                       |                                   |
| Suppliers                                                                                                                                                                                                                                  |                       |                       |                                   |
| Visitors                                                                                                                                                                                                                                   |                       |                       |                                   |
| <b>Controls in place</b>                                                                                                                                                                                                                   |                       |                       |                                   |
| The use of PPE is to be considered a last option for control and will only be used where absolutely necessary                                                                                                                              |                       |                       |                                   |
| Tasks will be assessed to determine the use of PPE as a method of avoiding COVID-19 infection                                                                                                                                              |                       |                       |                                   |
| Where gloves are deemed necessary as PPE, they will be worn for relevant tasks only. Hand washing rules must be applied as per normal where gloves are not worn                                                                            |                       |                       |                                   |
| When gloves are being removed from hands, they will be removed in a manner to reduce direct hand contact with the outer surfaces of the gloves. Gloves will be disposed of and hands washed immediately using hot water and soap           |                       |                       |                                   |
| In line with government guidelines of mandatory face covering, staff are required to wear masks, when working on shop floor, if they are not working behind a sneeze screen or behind Food to Go or if they are exempt for health reasons. |                       |                       |                                   |
| In line with government recommendation, where staff use public transport to get to work face coverings are mandatory.                                                                                                                      |                       |                       |                                   |
| <b>Additional controls required</b>                                                                                                                                                                                                        | <b>Action by whom</b> | <b>Action by when</b> | <b>Completion date - comments</b> |
| Completed date of assessment:                                                                                                                                                                                                              | 05-08-2020            |                       |                                   |

| Review date | Person completing review | Reason (e.g. annual review, following accident, changes) |
|-------------|--------------------------|----------------------------------------------------------|
| 23-06-2020  | Borbala Albert           | Monthly review                                           |
| 24-06-2020  | Borbala Albert           | Monthly                                                  |

**Task: COVID-19 Risk Assessment 1 - PPE**

| Trained employees | Training date | Signature |
|-------------------|---------------|-----------|
|                   |               |           |