

COVID-19 - RISK ASSESSMENT AND MONITORING PLAN.

Risk Assessment Number RA-00034-12

Assessor:	Kevin Lagan	Assessed On:	19-Jul-2021					
Approver:	Kevin Lagan	Approved On:	09-Nov-2021					
Status:	Live							
Department:	All							
Details:	1 - Scope and Purpose. This assessment has been undertaken in response to the declared global pandemic of Coronavirus- Covid-19. The scope of this assessment is limited to 'risk to health only' from the virus or known variants as identified by the Government and advisors. This assessment does not consider financial, reputational, commercial or other business risks. These are managed via separate assessments and management plans.							
	The scope of this assessment encompas Ltd group and is based on advice and declared and updated . This version was and issued on 09/11/2021	guidance provided by HM	Government since the pandemic was					
	This includes:							
	* - The Tiptree site.							
	* - Farms and associated facilities.							
	<ul> <li>* - Tea Rooms and Bus.</li> <li>* - Tiptree Shop</li> </ul>							
	* - Storage ,Transportation and Distribution	n(Supply chain)						
	* - Coles Puddings							
	* - Tiptree Patisserie							
	Please refer to the main body of this risk a	assessment for undates an	d risk analysis. This is the latest version					
	of the risk assessment dated 09/11/2021 a information from the current road map.	•	•					
Hazards and C	controls:							

	Identified Risk			Residual Risk			
Item	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	In	Control Measures	Residual
No.					Place		Risk
1	HEADER OF RISK ASSESSMENT	Updates and history.	All Staff,	Low			Low
	Attached information to support this	-	Visitors and				



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	Risk Assessment. Updated 09 November 2021		Contractors	1			1
2	Staff who have travelled overseas for business. Being unknowingly exposed to persons who are carrying the Covid-19 virus and becoming infected.	Contracting Covid-19 - Spreading to the company workforce and families. If a member of staff contracts the virus, there is a potential of serious illness or death. The virus could spread virulently to other members of staff and impact both individuals, family members and members of the public.	All	High 20	Y Y Y Y Y	Monitoring the advice of the UK government and news media. (https://www.gov.uk/guidance/coronavirus-covid-19-information-fo r-the-public) and https://www.gov.uk/coronavirus Promoting and maintaining good hygiene. As Wilkin and Sons Ltd are a world leading food manufacturer, hygiene standards are very high and high quality facilities are provided for hand washing and hand sanitation. Additional supplies of hand sanitiser products have been ordered and a supply of face masks is being held for issue if required. Monitoring travel and following advice from the UK Government regarding high risk areas. Wilkin & Sons Ltd has stopped all national and international travel. Board members meeting regularly to assess the situation. Contact made with 111 to seek advice regarding the recent visit by maintenance teams to Italy. Constant vigilance on the situation. Specific risk assessments for travel as needed to assess the risk potential for each visit. Monitoring travellers for any signs of illness. Seasonal workers have temperature checks daily for 7 days and health declarations completed.	Low 8
3	Persons being classed as clinically extremely vulnerable and clinically vulnerable exposed to people who are unknowingly infected. Persons with known high risk underlying medical conditions that are known to medical providers.	Serious illness / death. Contracting the virus and becoming critically / seriously ill leading to death.	All staff who have received letters from HM Government relating to their medical condition.	High 20	Υ	Members of staff who have received correspondence from the NHS to shield themselves (or persons at home with serious conditions), have been informed to self isolate / shield, and remain at home until government guidance is updated. Where a person is able, they have continued to work from home. Phased return to work plans are implemented and social distancing and additional hand sanitising measures provided. Face covering and shields are provided to those staff who require them and are encouraged to be worn. Where staff are contacted by the NHS or	Low 5



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						Health Secretary they will be supported to remain at home.	
4	Persons coming to work with symptoms of Covid-19 Person attending work with symptoms of Covid-19 themselves, or a person/s in their household	Infection of others. Passing on the virus to other people.	All staff and families - visitors and contractors.	High 20	Y	In accordance with Government guidelines, any staff that are reporting / showing potential symptoms are immediately sent home / asked to remain at home to self isolate. Any staff who report that other persons in the household are showing symptoms, are to remain at home and self isolate.	<b>Low</b> 5
	showing / experiencing symptoms.				Y	All staff members who have informed us that they are pregnant, are to work for home where possible, or remain at home if they are unable to work from home, so as to limit the potential for infection. If staff come back to any site and declare they are pregnant a risk assessment is carried out by their area manager. No staff are to work in their third trimester after 28 weeks. Posters and awareness messages are provided across all sites to keep staff and visitors reminded of tyeactions that are required to be taken.	_
5	Inequality in the workplace - putting pressure on staff with social or special needs Breaking existing laws on equality in the workplace and not supporting staff that need support with in caring responsibilities ,child care provision.	Mental or physical strain on staff and families. Staff and families being put under undue pressure by continuing to normal working patterns.	Staff with caring responsibilities, pregnant staff and those with social needs. As individually identified.	Moderate 9	Y	Pregnant staff in their third Trimester are requested to stay at home and where possible, work from home if conditions allow. Selection of staff for the governments furlough scheme includes those with social needs (child care support etc) as part of the criteria. Shifting start and finish times in line with personal needs on a group or one by one basis. The provision and promotion of mental health support via EAP or staff representatives is available. Flexible working arrangements made available. Management listening tours and maintaining open door policy.	Low 3
6	Failing to meet Social distancing requirements. The government has implemented a maintaining 2 metre social distancing (wherever possible) measure to protect people from the potential of infection from close contact. It is applicable across UK	Transmitting the virus . Staff becoming infected and ill, passing the virus to others.	All staff and visitors	High 20	Y	Wilkin & Sons has undertaken a series of social distancing measures. This includes: implementation of more hands free clocking in stations, staggering start and finishing times, supporting staff to work from home where ever possible, reviewing all operational activities and implementing revised working methods such as greater spacing between staff, side by side working with staggered distancing, back to back protocols when working in areas that may need staff to pass occasionally	Moderate 10



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	society including all workplaces. An allowance to the 2 meter rule is 1 meter plus mitigation.					within two metres. Signage and posters / banners are placed in work and recreational areas. (And in all washroom facilities) Physical barriers have been added to work stations in the factory area. Large supplies of hand sanitiser is provided in every area of the business. Since the government allowed workplace canteens to re open, floor markings, signage and a reduction in capacity ( tables and chairs) has been instigated . Spacing between lunch room tables has been made to allow screens to be installed with a minimum of 1 meter distance maintained. Lunch rotas are staggered to minimise crowding and improve flow of staff. Signs are in place reminding staff of the 2 metres rule ( in English and other languages). Table service is in operation and pre ordering of food is to be arranged to negate contact with staff. The canteen is cashless. Regular area cleaning is undertaken across all areas of the business. Touch points are sanitized during the day. Foot 'door openers' are installed at the Tiptree site. Separation screens have been installed in our pack house and on sorting belt areas to ensure staff are separated effectively . Provision of face coverings to our engineering teams (cloth face coverings and face shields) which must be worn when working in closer contact than 2 metres for a prolonged period of time. Face coverings are provided FOC. Workforce planning is undertaken to keep teams together in cells (bubbles) where possible. The IFC has hand sanitiser units installed in each accommodation van and in all office and recreational areas. The camp accommodation has been divided into areas and 'Bubbles' of accommodation has been divided into areas and 'Bubbles' of accommodation has been divided into areas and 'Bubbles' of accommodation identified as a mitigation if a positive case/s occurred. This will allow lock down areas to be contained. Doors in all areas are wedged open where possible and areas vented. Tea rooms and retail space is clearly signed and monitored for social distancing requirements. The Tipt	



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						they work together with face coverings mandatory due to the limited space available. The shop has been considered for dynamic spacing and is monitored by staff when busy. With the introduction of the 1 meter plus mitigation rule, screening and PPE has been provided and all staff are regularly surveyed to ensure they feel safe and secure. All sites are subject to regular assessment tours to ensure that they remain Covid safe workplaces. As of the requirements by HM Government from 22nd September 2020, all tea rooms, the Bus and retail areas require all staff to wear face coverings. Shop staff work in bubbles and small teams and monitor distancing well in the retail offering space for over crowding. Maximum of 15 persons are allowed inside the shop (Inc staff). At the advice of the government ( issued on 17 October), Tea Rooms will not seat inside or out a group of more than six people, unless they are in a larger household or a support bubble. Persons will be required to sit separately if not from the same household. Table service only will be available in the seated areas of the tea rooms. All tea rooms and retail outlets closed from December 2020. A reopening plan for tea rooms has been developed and we will be reopening for take away and outside seating on 12 April 2021 in accordance with the governments roadman out of Covid plans. After removal of restrictions in July 2021, we have still maintained many of the measures that have been introduced including screening, social distancing, ventilation, sanitisers and face covering as needed. Staff are able to choose wat mitigations they wish to receive and monitoring of work areas is still undertake.	
7	Insufficient Personal Hygiene Practices- Persons travelling / being in close proximity to each other or others who may be infected (Asymptomatic)	Transmission by droplets, contact or aerosol of Covid-19. Serious illness including fatality.	All Staff and visitors	High 20	Y	Work place environments are not at high risk of aerosol transmission due to layout of work stations and ventilation in most areas. Staff are aware of the need to contain droplets / aerosols caused by coughing / sneezing etc by government campaigns and signage. If staff are required to work closer than	Moderate 10



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	Poor personal hygiene resulting in transmission of the virus by contact, droplet or aerosol.				Y Y Y Y	<ul> <li>2 meters, the one meter plus rule is applied and face coverings or other screening mitigations are provided to all staff as preferred.</li> <li>As a premium food manufacturer, good hygiene practices are a key way of working. GMP audits are undertaken and recorded including hand swabs and area testing. There are hand sanitisers when entering the workplaces and hand wash stations in changing and communal areas. Additional bottles of hand sanitisers have been provided across the businesses including sterile wipes and cleaning schedules. Additional measures include individual sanitiser supplies for vehicle operators.</li> <li>Clocking in machines have been amended to use a fob / face scan (no touch system) and start and finish times have been staggered to avoid crowding in changing areas and pinch points.</li> <li>Each member of staff is issued with a named pen and a register is kept. This is to stop sharing of stationary. Any shared items have sanitiser wipes provided and are to be cleaned by users. Additional touch point cleaning processes are being undertaken and recorded.</li> <li>Air hand driers and supplies of disposable paper towels made available across all sites for drying hands.</li> <li>Signage is applied to all common areas with advice on how to practice good hygiene to reduce the potential for spread of Covid-19.</li> <li>Asking and supporting staff to work from home where ever possible. When returning to work places, maintaining awareness of social distancing requirements and re organising work areas as needed. Reducing the need for shared office space. Provision of sanitation wipes for photocopy machines , forklift trucks and any shared phones.</li> </ul>	
8	Staff working less than 2 metres at workstations or at meetings. Not being able to maintain social	Spread of Covid-19 due to regular close proximity. Staff contracting Covid-19 and	All staff	High 20	Y	Work layouts have been revised and measures implemented to keep people at 2 meters distance where possible or following the 1 meter plus rule. Production schedules amended to allow more	Moderate 10



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Identified Risk **Residual Risk Control Measures** Item Hazard Identification **Hazard Potential & Consequences** People at Risk Risk In Residual Place No. Risk becoming ill. time to get products completed. Screens applied in our fruit distancing requirements sorting and pack house areas. Workstations in offices measured and distances increased. Staff allowed to work from home where able. Blended approaches undertaken. Covid safe face coverings and mitigations are provided. (Face coverings - cloth, Perspex; and screens as required). Protective screens are installed in all tea rooms and retail areas (including the bus) and all staff required to wear face coverings. . Shared offices have sanitiser wipes and cleaning schedules provided. Desk sharing is kept to a minimum and cleansing undertaken in between users. Where staff feel it is needed, a face covering can be worn following assessment for food hygiene requirements. Staff canteen works on a collect from a table basis to keep people separated and is cashless. Screening is provided at the payment counter. Y Face to face meetings have been limited but are held in rooms with sufficient space for distancing as needed. Meeting rooms and some offices have maximum occupancy limits applied. Remote on-line platforms are used when needed. Υ Signage applied across all sites reminding of the social distancing rules. Management walk through and safety conversations occurring to remind staff of the SD requirements and COVID 19 which is still a health threat despite the relaxing of formal sanctions. 9 Visitors to work areas. Transmission of Virus. Reception and High Υ Visitor protocols include adhering to social distancing rules when Low Persons coming on to site and Passing the virus on to others . Maintenance attending work places. Before entering our premises, all visitors are to complete a written health declaration and wear PPE / face being infected with Covid-19. 20 8 staff. coverings as required. Maintenance by contractors is undertaken outside of work hours and in accordance with our social distancing rules. Entry into premises is strictly controlled. 10 SUPERSEEDED\*\* As at July 2021. Illness Staff and Moderate Y Plans were developed for the reopening of Tea Rooms and retail Low Closed business locations - not Staff and visitors to tea rooms customers units and included the latest government guidance on cleaning 9 being cleaned correctly before becoming ill due to bio-hazards. and disinfecting. As we have been operating Tea Rooms and



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	reopening. In line with government guidance, all Tea Rooms and retail outlets, staff canteens were closed until further notice. Once government guidance allowed opening of restaurants etc on 04 July 2020, deep cleaning programs were instigated. The same principle will be (and have been applied) during further periods of closure.					retail outlets successfully for many years, our very high standards of sanitation and cleanliness will continue to be applied with any practicable additional requirements as per HM Government advice. The staff canteen was opened with the stringent controls and cleaning regimes as the remainder of the retails and tea room facilities. Daily cleaning schedules will include additional cleaning and sanitising methods and records maintained. High level and specialised cleaning teams are available with in the business and deployed as required.	
11	Door step delivery. Entering commercial and domestic boundaries to deliver goods to customers.	Exposure to premises with unknown hygiene practices. Contracting the virus.	Deliver drivers Delivery Teams	High 20	Y	All delivery drivers drop off parcels, and retreat 2 metres from the door way once the bell has been rung or knocking at the door. All drivers wear disposable gloves and sanitise each time once removal of protective hand wear has been undertaken. Drivers do not enter persons houses or offices. Face coverings provided to delivery drivers to use as needed.	Moderate 10
12	Seasonal staff. Seasonal workers travelling in to the UK from Eastern Europe.	Potential for persons carrying the virus and transmitting to others. Transmission to others - serious illness or death.	Farm workers / Factory Staff	High 20	Y	All seasonal workers are to produce a negative covid test before traveling. A health declaration is completed and filed when arriving on worksites. Temperature checks undertaken for a period of 5 days and from August 2020, 7 days. This has now been reviewed and the testing period has been extended for 10 days. Induction includes our requirements for Covid-19 management and is provided for all starters. Confirmation that we have registered for work place testing for our IFC. This is to confirm the company: WILKIN & SONS LIMITED Essex, CO5 0RF, Tiptree, Trewlands Farm Has registered for National Workplace Testing. Your registration number is NWT 0010 5147 . A dedicated workplace testing area has been set up at the IFC in accordance with SOP and government requirements. new arrivals are tested day 2,5 and 8 for COVID-19. Advice reviewed as per HM Government advice released 28 March 2021	Moderate 10

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						(https://www.gov.uk/government/news/bespoke-testing-regime-un veiled-for-exempt-international-arrivals?utm_medium=email&utm_ campaign=govuk-notifications&utm_source=748837b6-20e7-4596 -8bc7-354ff3f59e4e&utm_content=daily). Signage is provided in Bulgarian, Romanian, Polish and English advising of social distancing requirements and Covid information. Overseas workers are classed as a fixed team and work group and do not generally work outside of the farm areas. Accommodation is divided into bubble areas to allow effective management of staff by keeping people isolated form others. Each accommodation van is classed as a bubble. In the event of a positive Covid case being identified, all occupants of the accommodation van will be required to self isolate. When working in the factory areas, all staff are subject to factory rules and practice stringent hygiene and social distancing requirements. Most farm work is undertaken outside or in large poly tunnels where social distancing rules apply. Portable hand washing and sanitising stations have been provided. When our overseas staff work in the factory, they will be working in a team and minimised level of exposure between work groups will be implemented. We endeavour to keep our teams in bubble groups and maintain social distancing requirements. Teams will only be deployed into differing areas of the business when absolutely necessary. Any person exhibiting symptoms is to self isolate along with any person in shared accommodation in line with government advice. Adherence to any government requirements for quarantine is undertaken. As of 2021, our seasonal workers must remain on the farm for 10 days before using local shops etc. Food and provisions are delivered outside accommodation units until the quarantine period is complete. Face coverings are supplied and are to be worn in areas where 2 meters distance cannot be maintained .		



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No.	nazara identification	nazaru i otentiar u oonsequences		Mak	Place	Control medsures	Risk
	Covid-19 Retail Staff contracting Covid-19	Inadvertently contracting Covid-19 from a visitor. Serious health risk due to known health implications associated with the condition Hospitalisation .	Tea room and retail staff	High 16	Ŷ	All tea rooms have had Perspex screens installed and face coverings provided. Face coverings are mandatory in all areas from 22 September 2020 for Tea Rooms, Retail and Bus areas. Social distancing stickers and marked off 'stand here' areas have been installed that keep distance front of mind. Hand sanitiser is provided at each entry point. Contactless payment options preferred and promoted. The shop will be monitored for occupancy levels. Staff to monitor to around 15 occupants since the 1 meter plus rule came into effect in July 2020. Additional measures will be implemented if further queue management is undertaken. PPE is provided to staff to handle cash or when in the general areas assisting customers (face shield / gloves/ mask) . Social distancing signage is applied to floor and wall areas. All tea room set ups have been done so to keep at least 2 meters from each table (or 1 meter plus with mitigation - screens / dividers) and the numbers of tables are limited in each location. It is at the discretion of each tea room manager regarding how many covers to include but as at the date of this review, no tea room has returned numbers to pre COVID levels. (09/11/21) One way systems installed and implemented where possible. Staff wear face shields or face coverings if they wish. The Tiptree tea room has opened up a large garden area so that customers can sit outside in the fresh air if preferred. Tables are spaced in line with social distancing requirements. SUPERSEEDED** 'Track and Trace' requirements are implemented in all Tiptree tea rooms and QR codes provided. Tea room staff can refuse service to customers who do not wear face coverings or provide details. Limiting customers to groups of six at each table area. **	Moderate 12
14	Catching Covid-19 from Deliveries, transporting or storing of Products Latent risk of contracting Covid-19 from goods in / out / storage.	Inadvertantly catching Covid-19 Serious health risk due to known health implications associated with the condition Hospitalisation.	Warehouse and Transport Staff	Low 4	Y	All goods are held in controlled distribution centres for periods in excess of 72 hours. Goods are produced in areas with strict BRC hygiene protocols. Staff practice good hygiene regimes. Delivery drivers wait in vehicles where ever possible and safe to do so.	Low 4

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Identified Risk **Residual Risk Hazard Potential & Consequences** Risk **Control Measures** Item Hazard Identification People at Risk In Residual Place No. Risk Limits cross contamination potential. Stand off distances established to maintain social distancing. Information provided by the FSA and Government state ' It is very unlikely that people can catch COVID-19 from food. COVID-19 is a respiratory illness and not known to be transmitted by exposure to food or food packaging'. 15 SUPERSEEDED\*\*Traveling from Υ Government advice has been sought. The information provided Potential to spread the virus <Unspecified> High Low Tier 3 areas to Tier 2 areas - NO states: Travelling into or out of a Tier 3 alert level area. Person becoming ill. LONGER APPLICABLE -16 (https://www.gov.uk/guidance/tier-3-very-high-alert#going-to-work) 8 accessed 14/12/2020 @ 16:15) Avoid travelling outside your Government National Lock down area, including for overnight stays, other than where necessary, applies. such as: for work. Staff will be allowed to travel into and out of Traveling from higher tier levels the work areas for work only. Other social distancing measures into lower tier zones. identified in the risk assessment will be applied. Tea rooms will be assessed for viability to operate. When not viable, these will be closed. Takeaway service maybe offered when applicable.. Updates from the Government on 6th December , the UK went into lockdown and therefore we will comply and ensure diligence to all upcoming guidance. Confirmed Case of COVID-19 in Exposure of others to COVID-19 Staff Υ Staff who work in the same area will be informed. The impacted 16 Moderate Moderate Serious health risk due to known / person will be not allowed to return to work until well and the workplace (or close family 12 member/s who live in the same unknown health implications 12 completing self isolation periods. The area where they work will household)ame address) associated with the condition be assed and action undertaken appropriately to deep clean the Having a person with a confirmed Hospitalisation . (Note - it is directly effected area. If contacted by track and trace, persons case of COVID-19 recognised that there is no two known to have worked in close contact with the infected person persons are the same and some will be be identified and required to self isolate for the people will react differently to recommenced times as stipulated by the government. The area catching the virus. Some person will will be deep cleaned and maybe isolated for a period. Any event suffer only minor symptoms, others will be managed on a case by case basis. If there are more than more severe. We have addressed two confirmed cases in under 14 days in the same area, PHE will this risk with the maximin reasonable be notified by SPOC (Managing Director) and advice followed. A detailed management plan has been developed (14. Scheme of consequence modelling).



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					Y Y Y	Control COVID 19 Pandemic July 2020) for assistance in consistent management of such situations. All areas will be fully deep cleaned and all staff who were working with the infected person will be monitored accordingly. The advice of the local PHE health protection team will be followed. A report to the HSE using RIDDOR will be undertaken when required. Any person who is living in the same household with a person who has tested positive for Covid-19 will not be able to come to work and must self isolate for 10 days. Supporting staff to be tested. Lateral flow tests provided for any staff potentially in the area. Staff to isolate until PCR confirms result if LFT shows preliminary positive results.	
17	Failure to Meet Legislative Requirements Failure to provide a COVID-19 safe work environment.	People becomng infected / breech of the Public Health Act 1884 and the Coronavirus act 2020 - HSE HSAWA 1974 Failure to provide a safe place of work. Staff / Visitor Illness / prosecution	All persons who are on Wilkin & Sons Ltd work sites.	High 16	Y	<ul> <li>Daily attention to COVID-19 updates. Checking in with all business units to ensure compliance and support. Updated risk assessments. • Reviewing and implementing guidelines and updates in the following .gov.uk guidance documents:</li> <li>• https://www.gov.uk/guidance/working-safely-during-coronavir us-covid-19/factories-plants-and-warehouses</li> <li>• https://www.gov.uk/guidance/working-safely-during-coronavir us-covid-19/restaurants-offering-takeaway-or-delivery</li> <li>• https://www.gov.uk/guidance/working-safely-during-coronavir us-covid-19/shops-and-branches</li> <li>• https://www.gov.uk/guidance/working-safely-during-coronavir us-covid-19/shops-and-branches</li> <li>• https://www.gov.uk/guidance/working-safely-during-coronavir us-covid-19/shops-and-branches</li> <li>• https://www.hse.gov.uk/coronavirus/index.htm</li> <li>• Monitoring Government announcements and press releases.</li> <li>Tea rooms have undergone pre opening inspections by management w/c 01 March 2021 to ensure cleaning and sanitisation is undertaken prior to reopening on 12 April 2021.</li> <li>Checks for compliance detailed in guidelines has been completed and actions taken to ensure all requirements are implemented by</li> </ul>	



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						Tea Room management and staff. Registering for work place		
						testing for the farm area to support the governments agendas.		
						Promoting the use of LFT with staff and obtaining stocks for		
						home testing. Tea rooms have reopened the inside space for		
						customers in accordance with the Government road map on 17		
						May 2021.		
18	Removal of all legal restrictions.	Spread of Virus	All Persons	High	Y	We have decided to maintain the controls that we have used to	Moderate	
	Removal of social distancing	Illness to staff and visitors, loss of				mitigate the Covid spread since being notified of the Pandemic.		
	requirements. No legal requirement	production ability.		16	Y	All parts of the business are empowered to keep measures as	9	
	to wear face coverings.					long at the managers and staff of the areas feel that they are		
						required. Our tea rooms will not return to full capacity but will step		
						forward with extreme caution and support staff and customers to		
						retain face coverings and social distancing and thus still limit		
						numbers.		
					Y	Staff to remain in bubbles where able.		
					Y	Continue to support work place provision of LFT and maintain		
						legal compliance with the overseas seasonal worker scheme.		



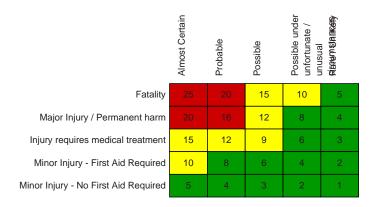
#### COVID-19 - RISK ASSESSMENT AND MONITORING PLAN.

Risk Assessment Number

RA-00034-12

#### **Risk Calculator Type**





#### **Probabilities**

Label	Description	Percentage
Almost Certain	Almost certain that it could happen.	100%
Probable	Most likely to occur	80%
Possible	Possible that it might arise under normal circumstances	60%
Possible under	Possible due to not normal circumstances (environmental,	40%
unfortunate / unusual	equipment,training etc).	
circumstances		
Rare / Unlikely	Rare or very unlikely to occur	20%

#### Consequences

Label	Description	Percentage
Fatality	One or more fatalities.	25
Major Injury / Permanent	Life changing injury	20
harm		
Injury requires medical	Treatment is needed from a registered medical	15
treatment	professional (Dr etc)	
Minor Injury - First Aid	First Aid Provided	10
Required		
Minor Injury - No First Aid	No requirement for first aid (Bruise etc)	5
Required		

#### **Rating Categories**

Label	Description	Colour	Threshold
Low	Acceptable risk but periodic review is		1
	required.		
Moderate	Risk level deemed acceptable, but close		9
	regard must be made to ensure controls		
	identified are effective.		
High	High Risk - Further controls required.Not to		16
	proceeded unless risk is mitigated to a lower		
	level or if remaining high risk, written		
	authorisation from a senior manager is		
	required before the task is commenced.		



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#### **Actions Arising**

Number	Туре	Status	Assigned to / Location	Summary
CM-001340	Corrective Action	Completed		Monitoring the advice of the UK government and news media. (https://www.gov.uk/guidance/coronavirus-covid-19-infor mation-for-the-public) and https://www.gov.uk/coronavirus
CM-001341	Corrective Action	Completed		Promoting and maintaining good hygiene. As Wilkin and Sons Ltd are a world leading food manufacturer, hygiene standards are very high and high quality facilities are provided for hand washing and hand sanitation. Additional supplies of hand sanitiser products have been ordered and a supply of face masks is being held for issue if required.
CM-001342	Corrective Action	Completed		Monitoring travel and following advice from the UK Government regarding high risk areas. Wilkin & Sons Ltd has stopped all national and international travel.
CM-001343	Corrective Action	Completed		Board members meeting regularly to assess the situation. Contact made with 111 to seek advice regarding the recent visit by maintenance teams to Italy. Constant vigilance on the situation.
CM-001344	Corrective Action	Completed		Specific risk assessments for travel as needed to assess the risk potential for each visit.
CM-001345	Corrective Action	Completed		Monitoring travellers for any signs of illness. Seasonal workers have temperature checks daily for 7 days and health declarations completed.
CM-001346	Corrective Action	Completed		Members of staff who have received correspondence from the NHS to shield themselves (or persons at home with serious conditions), have been informed to self isolate / shield, and remain at home until government guidance is updated. Where a person is able, they have continued to work from home. Phased return to work plans are implemented and social distancing and additional hand sanitising measures provided. Face covering and shields are provided to those staff who require them and are encouraged to be worn. Where staff are contacted by the NHS or Health Secretary they will be supported to remain at home.
CM-001347	Corrective Action	Completed		In accordance with Government guidelines, any staff that are reporting / showing potential symptoms are immediately sent home / asked to remain at home to self isolate. Any staff who report that other persons in the household are showing symptoms, are to remain at home and self isolate.
CM-001348	Corrective Action	Completed		All staff members who have informed us that they are pregnant, are to work for home where possible , or remain at home if they are unable to work from home, so as to limit the potential for infection. If staff come back to any site and declare they are pregnant a risk assessment is carried out by their area manager. No staff are to work in their third trimester after 28 weeks.



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CM-001349	Corrective	Completed	Posters and awareness messages are provided across
	Action		all sites to keep staff and visitors reminded of tyeactions
			that are required to be taken.
CM-001350	Corrective	Completed	Pregnant staff in their third Trimester are requested to
	Action		stay at home and where possible, work from home if
			conditions allow.
			Selection of staff for the governments furlough scheme
			includes those with social needs (child care support etc)
			as part of the criteria.
			Shifting start and finish times in line with personal needs
			on a group or one by one basis.
			The provision and promotion of mental health support via
			EAP or staff representatives is available.
			Flexible working arrangements made available.
			Management listening tours and maintaining open door
			policy.



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CM-01351     Correlative Action     Corrupted       With A South Issued materials in such that the model insaling inners, specifying suit and such as specifying suit and more transformed analysis. This includes, magneting suit and insaling inners, specifying suit is such that the more transformed analysis. The includes information analysis in the more transformed analysis is such that the more transformed analysis is such that the more transformed analysis. The includes information and the more more properties is another than the specific information and the more transformed analysis. The includes information and the more more properties is another than the properties is an other than the properties is another than the properties is an other than the properties is an other than the properties is another than the properties is anot						
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COVID-19 - RISK ASSESSMENT AND MONITORING PLAN.

Risk Assessment Number

RA-00034-12

At the advice of the government (issued on 17 October), Tea Rooms will not seat inside or out a group of more than six people, unless they are in a larger household or a support bubble. Persons will be required to sit separately if not from the same household. Table service only will be available in the seated areas of the tea rooms.

All tea rooms and retail outlets closed from December 2020. A reopening plan for tea rooms has been developed and we will be reopening for take away and outside seating on 12 April 2021 in accordance with the governments roadman out of Covid plans. After removal of restrictions in July 2021, we have still maintained many of the measures that have been introduced including screening, social distancing, ventilation, sanitisers and face covering as needed. Staff are able to choose wat mitigations they wish to receive and monitoring of work areas is still undertake.



COVID-19 - RISK ASSESSMENT AND MONITORING PLAN.

Risk Assessment Number

CM-001352	Corrective Action	Completed	Work place environments are not at high risk of aerosol transmission due to layout of work stations and ventilation in most areas. Staff are aware of the need to contain droplets / aerosols caused by coughing / sneezing etc by government campaigns and signage. If staff are required to work closer than 2 meters, the one meter plus rule is applied and face coverings or other screening mitigations are provided to all staff as preferred.
CM-001353	Corrective Action	Completed	As a premium food manufacturer, good hygiene practices are a key way of working. GMP audits are undertaken and recorded including hand swabs and area testing. There are hand sanitisers when entering the workplaces and hand wash stations in changing and communal areas. Additional bottles of hand sanitisers have been provided across the businesses including sterile wipes and cleaning schedules. Additional measures include individual sanitiser supplies for vehicle operators. Clocking in machines have been amended to use a fob / face scan (no touch system) and start and finish times have been staggered to avoid crowding in changing areas and pinch points. Each member of staff is issued with a named pen and a register is kept. This is to stop sharing of stationary. Any shared items have sanitiser wipes provided and are to be cleaned by users. Additional touch point cleaning processes are being undertaken and recorded.
CM-001354	Corrective Action	Completed	Air hand driers and supplies of disposable paper towels made available across all sites for drying hands.
CM-001355	Corrective Action	Completed	Signage is applied to all common areas with advice on how to practice good hygiene to reduce the potential for spread of Covid-19.
CM-001356	Corrective Action	Completed	Asking and supporting staff to work from home where ever possible. When returning to work places, maintaining awareness of social distancing requirements and re organising work areas as needed. Reducing the need for shared office space. Provision of sanitation wipes for photocopy machines , forklift trucks and any shared phones.



COVID-19 - RISK ASSESSMENT AND MONITORING PLAN.

Risk Assessment Number

CM-001357	Corrective	Completed	Work layouts have been revised and measures
	Action		implemented to keep people at 2 meters distance where possible or following the 1 meter plus rule.
			Production schedules amended to allow more time to get
			products completed. Screens applied in our fruit sorting and pack house
			areas. Workstations in offices measured and distances
			increased.
			Staff allowed to work from home where able. Blended
			approaches undertaken. Covid safe face coverings and mitigations are provided.
			(Face coverings - cloth, Perspex; and screens as
			required). Protective screens are installed in all tea rooms and
			retail areas (including the bus) and all staff required to
			wear face coverings Shared offices have sanitiser wipes and cleaning
			schedules provided. Desk sharing is kept to a minimum
			and cleansing undertaken in between users.
			Where staff feel it is needed, a face covering can be wor
			following assessment for food hygiene requirements. Staff canteen works on a collect from a table basis to
			keep people separated and is cashless. Screening is
			provided at the payment counter.
CM-001358	Corrective	Completed	Face to face meetings have been limited but are held in
	Action		rooms with sufficient space for distancing as needed.
			Meeting rooms and some offices have maximum occupancy limits applied.
			Remote on-line platforms are used when needed.
CM-001359	Corrective	Completed	Signage applied across all sites reminding of the social
	Action		distancing rules. Management walk through and safety conversations occurring to remind staff of the SD
			requirements and COVID 19 which is still a health threat
			despite the relaxing of formal sanctions.
CM-001360	Corrective Action	Completed	Visitor protocols include adhering to social distancing rules when attending work places.
	, lotton		Before entering our premises, all visitors are to complete
			a written health declaration and wear PPE / face
			coverings as required.
			Maintenance by contractors is undertaken outside of work hours and in accordance with our social distancing
			rules.
			Entry into premises is strictly controlled.
CM-001361	Corrective Action	Completed	Plans were developed for the reopening of Tea Rooms
	Action		and retail units and included the latest government guidance on cleaning and disinfecting. As we have been
			operating Tea Rooms and retail outlets successfully for
			many years, our very high standards of sanitation and
			cleanliness will continue to be applied with any
			practicable additional requirements as per HM Government advice. The staff canteen was opened with
			the stringent controls and cleaning regimes as the
			remainder of the retails and tea room facilities. Daily
			cleaning schedules will include additional cleaning and sanitising methods and records maintained
			sanitising methods and records maintained. High level and specialised cleaning teams are available
		1	with in the business and deployed as required.



COVID-19 - RISK ASSESSMENT AND MONITORING PLAN.

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 CM-001362
 Corrective
 Completed
 All delivery drivers drop off parcels, and retreat 2 metres from the door way once the bell has been rung or knocking at the door.

 All delivery drivers wear disposable gloves and sanitise each time once removal of protective hand wear has been undertaken.
 Drivers do not enter persons houses or offices.

 Face coverings provided to delivery drivers to use as needed.
 Face coverings provided to delivery drivers to use as needed.



COVID-19 - RISK ASSESSMENT AND MONITORING PLAN.

Risk Assessment Number

CM-001363	Corrective	Completed	All seasonal workers are to produce a negative covid t
	Action		before traveling. A health declaration is completed and
			filed when arriving on worksites.
			Temperature checks undertaken for a period of 5 days
			and from August 2020, 7 days. This has now been
			reviewed and the testing period has been extended for
			10 days.
			Induction includes our requirements for Covid-19
			management and is provided for all starters.
			Confirmation that we have registered for work place
			testing for our IFC.
			This is to confirm the company:
			WILKIN & SONS LIMITED
			Essex, CO5 0RF, Tiptree, Trewlands Farm
			Has registered for National Workplace Testing. Your
			registration number is NWT 0010 5147 .
			A dedicated workplace testing area has been set up at
			the IFC in accordance with SOP and government
			requirements. new arrivals are tested day 2,5 and 8 for
			COVID-19. Advice reviewed as per HM Government
			advice released 28 March 2021
			(https://www.gov.uk/government/news/bespoke-testing
			gime-unveiled-for-exempt-international-arrivals?utm_n
			ium=email&utm_campaign=govuk-notifications&utm_s
			ce=748837b6-20e7-4596-8bc7-354ff3f59e4e&utm_co
			nt=daily).
			Signage is provided in Bulgarian, Romanian, Polish a
			English advising of social distancing requirements and
			Covid information.
			Overseas workers are classed as a fixed team and wo
			group and do not generally work outside of the farm
			areas. Accommodation is divided into bubble areas to
			allow effective management of staff by keeping people
			isolated form others. Each accommodation van is clas
			as a bubble. In the event of a positive Covid case bein
			identified, all occupants of the accommodation van wil
			required to self isolate. When working in the factory
			areas, all staff are subject to factory rules and practice
			stringent hygiene and social distancing requirements.
			Most farm work is undertaken outside or in large poly
			tunnels where social distancing rules apply. Portable
			hand washing and sanitising stations have been
			provided. When our overseas staff work in the factory,
			they will be working in a team and minimised level of
			exposure between work groups will be implemented.
			endeavour to keep our teams in bubble groups and
			maintain social distancing requirements. Teams will or
			be deployed into differing areas of the business when
			absolutely necessary.
			Any person exhibiting symptoms is to self isolate along
			with any person in shared accommodation in line with
			government advice.
			Adherence to any government requirements for
			quarantine is undertaken. As of 2021, our seasonal
			workers must remain on the farm for 10 days before
			using local shops etc. Food and provisions are deliver
			outside accommodation units until the quarantine period
			is complete.
			Face coverings are supplied and are to be worn in are
			where 2 meters distance cannot be maintained .
	1		



COVID-19 - RISK ASSESSMENT AND MONITORING PLAN.

Risk Assessment Number

CM-001364	Corrective Action	Completed	All tea rooms have had Perspex screens installed and face coverings provided. Face coverings are mandaton
			in all areas from 22 September 2020 for Tea Rooms, Retail and Bus areas.
			Social distancing stickers and marked off 'stand here'
			areas have been installed that keep distance front of
			mind.
			Hand sanitiser is provided at each entry point. Contactless payment options preferred and promoted.
			The shop will be monitored for occupancy levels. Staff
			monitor to around 15 occupants since the 1 meter plu
			rule came into effect in July 2020. Additional measures
			will be implemented if further queue management is undertaken.
			PPE is provided to staff to handle cash or when in the
			general areas assisting customers (face shield / glove mask) .
			Social distancing signage is applied to floor and wall
			areas. All tea room set uns have been done so to keen at les
			All tea room set ups have been done so to keep at lea 2 meters from each table (or 1 meter plus with mitigat
			- screens / dividers) and the numbers of tables are limit
			in each location. It is at the discretion of each tea room
			manager regarding how many covers to include but as the date of this review, no tea room has returned
			numbers to pre COVID levels. (09/11/21)
			One way systems installed and implemented where
			possible.
			Staff wear face shields or face coverings if they wish.
			The Tiptree tea room has opened up a large garden a
			so that customers can sit outside in the fresh air if
			preferred. Tables are spaced in line with social distance
			requirements.
			SUPERSEEDED** 'Track and Trace' requirements are
			implemented in all Tiptree tea rooms and QR codes provided. Tea room staff can refuse service to custom
			who do not wear face coverings or provide details.
			Limiting customers to groups of six at each table area.
CM-001365	Corrective	Completed	All goods are held in controlled distribution centres for
	Action		periods in excess of 72 hours.
			Goods are produced in areas with strict BRC hygiene
			protocols.
			Staff practice good hygiene regimes.
			Delivery drivers wait in vehicles where ever possible a
			safe to do so. Limits cross contamination potential.
			Stand off distances established to maintain social
			distancing.
			Information provided by the FSA and Government sta
			It is very unlikely that people can catch COVID-19 fror food. COVID-19 is a respiratory illness and not known
			be transmitted by exposure to food or food packaging.



COVID-19 - RISK ASSESSMENT AND MONITORING PLAN.

Risk Assessment Number

CM-001366	Corrective	Completed	Government advice has been sought. The information
	Action	(25-Jan-2021)	provided states:
	/ louon		
			Travelling into or out of a Tier 3 alert level area.
			(https://www.gov.uk/guidance/tier-3-very-high-alert#going
			-to-work) accessed 14/12/2020 @ 16:15)
			Avoid travelling outside your area, including for overnight
			stays, other than where necessary, such as:
			for work.
			Staff will be allowed to travel into and out of the work
			areas for work only. Other social distancing measures
			identified in the risk assessment will be applied.
			Tea rooms will be assessed for viability to operate. When
			not viable, these will be closed. Takeaway service maybe
			offered when applicable.
			Updates from the Government on 6th December , the UK
			went into lockdown and therefore we will comply and
			ensure diligence to all upcoming guidance.
Completed (Kevin I	Lagan, 25-Jan-2021)		
Superseded.			
CM-001367	Corrective	Completed	Staff who work in the same area will be informed. The
	Action	Completed	impacted person will be not allowed to return to work unt
			well and completing self isolation periods. The area
		where they work will be assed and action undertaken	
			appropriately to deep clean the directly effected area.
			If contacted by track and trace, persons known to have
			worked in close contact with the infected person will be
			be identified and required to self isolate for the
			recommenced times as stipulated by the government.
			The area will be deep cleaned and maybe isolated for a
			period. Any event will be managed on a case by case
			basis.
			If there are more than two confirmed cases in under 14
			days in the same area, PHE will be notified by SPOC
			(Managing Director) and advice followed. A detailed
			management plan has been developed (14. Scheme of
			Control COVID 19 Pandemic July 2020) for assistance in
			consistent management of such situations.
			All areas will be fully deep cleaned and all staff who were
			working with the infected person will be monitored
			accordingly.
			The advice of the local PHE health protection team will
			be followed.
			A report to the HSE using RIDDOR will be undertaken
			when required.
			Any person who is living in the same household with a
			person who has tested positive for Covid-19 will not be
			able to come to work and must self isolate for 10 days.
CM-001368	Corrective	Completed	Supporting staff to be tested.
	Action		
CM 001275	Corrective	Completed	Lateral flow tests provided for any staff nation is the
CM-001375	Corrective	Completed	Lateral flow tests provided for any staff potentially in the
CM-001375	Corrective Action	Completed	Lateral flow tests provided for any staff potentially in the area. Staff to isolate until PCR confirms result if LFT shows preliminary positive results.



COVID-19 - RISK ASSESSMENT AND MONITORING PLAN.

Risk Assessment Number

CM-001369	Corrective	Completed	Daily attention to COVID-19 updates. Checking in with al
	Action		business units to ensure compliance and support.
			Updated risk assessments.
			• Reviewing and implementing guidelines and update
			in the following .gov.uk guidance documents:
			• https://www.gov.uk/guidance/working-safely-during-
			oronavirus-covid-19/factories-plants-and-warehouses
			• https://www.gov.uk/guidance/working-safely-during-
			oronavirus-covid-19/restaurants-offering-takeaway-or-de
			very
			• https://www.gov.uk/guidance/working-safely-during- oronavirus-covid-19/shops-and-branches
			• https://www.gov.uk/guidance/working-safely-during-
			oronavirus-covid-19/shops-and-branches
			• https://www.hse.gov.uk/coronavirus/index.htm
			• Monitoring Government announcements and press
			releases.
CM-001370	Corrective	Completed	Tea rooms have undergone pre opening inspections by
Action	Action		management w/c 01 March 2021 to ensure cleaning and
		sanitisation is undertaken prior to reopening on 12 April	
		2021.	
		Checks for compliance detailed in guidelines has been	
		completed and actions taken to ensure all requirements	
			are implemented by Tea Room management and staff.
			Registering for work place testing for the farm area to
			support the governments agendas.
			Promoting the use of LFT with staff and obtaining stocks
			for home testing.
			Tea rooms have reopened the inside space for
			customers in accordance with the Government road man
			on 17 May 2021.
CM-001371	Corrective	Completed	We have decided to maintain the controls that we have
011 001071	Action	Completed	used to mitigate the Covid spread since being notified of
	Action		the Pandemic.
CM-001372	Corrective	Completed	All parts of the business are empowered to keep
	Action		measures as long at the managers and staff of the areas
			feel that they are required. Our tea rooms will not return
			to full capacity but will step forward with extreme caution
			and support staff and customers to retain face coverings
			and social distancing and thus still limit numbers.
CM-001373	Corrective	Completed	Staff to remain in bubbles where able.
	Action		
		Completed	Continue to support work place provision of LFT and
CM-001374	Corrective	Completed	Continue to support work place provision of LFT and
CM-001374	Action	Completed	maintain legal compliance with the overseas seasonal



COVID-19 - RISK ASSESSMENT AND MONITORING PLAN.

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**Appendix of Attachments** 

Documents Hazard # 1 (Covid-19 Over Arching RA Header 09 11 2021.pdf)

Work Area:	Wilkin & Sons Ltd – All sites	Covid-19 Risk Assessment Header	JULIN 8 SONSI
Site: Company:	Business Wide Wilkin & Sons Ltd	Hands Face Space Fresh air	Fur Groutes a Pectaves Sections REE: ESSEX: ENG: 19

#### 1 Scope and Purpose.

This assessment has been undertaken in response to the declared global pandemic of Coronavirus- Covid-19. The scope of this assessment is limited to risk to health only from the virus. This assessment does not consider financial, reputational, commercial or other business risks. These are managed via separate assessments and management plans. All required government recommendations and actions have been implemented by the Wilkin and Sons Ltd Group and as such, we are operating as a Covid -19 Safe Workplace inside our commitment to always keep our staff, contractors and visitors safe and well.

#### 2 Context:

The world is experiencing an unprecedented outbreak of coronavirus. The pandemic of coronavirus disease 2019 (COVID-19) spread to the United Kingdom in late January 2020. As a group, coronaviruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Novel coronavirus (Covid-19) is a new strain of coronavirus first identified in Wuhan City, China and has since spread across the globe. Wilkin & Sons Ltd have been monitoring the situation closely since the advent of the pandemic and the purpose of this assessment is to consider information that is made available to us, so as to assess the risks to our Staff, Contractors and any other people that may be impacted by our business and act upon advice provided by the UK Government. As the situation is fast moving and highly fluid, the board and management teams will be monitoring the situation on a day by day basis. Action and updates will be implemented based upon government advice.

Wilkin & Sons Ltd operates a group of businesses that includes fruit farms, food manufacturing, tea rooms, bakeries and shops. It also operates its own distribution centres and fleet of vehicles and in total, at peak season, employs approximately 600 full and part time employees.

Based on current evidence, novel coronavirus (Covid-19) presents with flu-like symptoms including a fever, a cough, or difficulty breathing. The current evidence is that most cases appear to be mild. However, as at 05 May 2020, nearly 30,000 deaths associated with Covid-19 have been reported in the UK. This has risen to 32,000 plus as at 11 May 2020 and over 43,000 as of the end of June. In July 2021 approximately 127,000 deaths within 28 days of a positive COVID test has been registered and in November 2021 approximately 142,000. Deaths are reducing but infection rates are still concerning. Due to the flu like symptoms, this makes it difficult to identify directly as Covid-19 due to the number of illnesses that are prevalent in the winter period in the UK and across the northern hemisphere. We have established a testing station for our overseas farm workers in accordance with the government requirements for overseas workers and encourage all staff to test locally or at home twice a week. LFT kits are available from the Safety Manager.

We also encourage staff to register for the vaccine program.

#### 3 Background.

Wilkin and Sons have a global presence, and as such we identified that we had members of staff who travelled across the world to meet with customers and agents. Up to 28 Countries were visited (at the time of the initial composition of this assessment - 02 March 2020) (09.23am) and included, Italy, France, Switzerland, Austria and Brazil. Visits have been made to China (but this was at the end of 2019) and at the date of 12 May 2020 @ 11:17am, no symptoms (that are common in people who have contracted the virus) have been identified in any of our travellers or members of staff. Two members of our engineering team visited Italy in February 2020. The areas

Date: 09/11/2021	Author:	Kevin Lagan	1
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Work Area:	Wilkin & Sons Ltd – All sites	Covid-19 Risk Assessment Header	SULTIN 8 SONS IN
Citor	Business Wide		Tintree
Site: Company:	Wilkin & Sons Ltd	Hands Face Space Fresh air	Four George a Patterners Since was DEE: ESSEX : ENGLA

visited were not identified at the time as being in any of the identified 'high at risk' risk zones. The duration was short (2 days) and an independent risk assessment was carried out with the travellers prior to the trip being undertaken to ensure control measures were identified and implemented.

All assessments are conducted with reference to information published by the UK FCO and HM Government, and regularly updated. Websites are accessed daily from the main government website <u>https://www.gov.uk/coronavirus</u> and appropriate measures implemented across individual business areas.

This risk assessment is dynamic and will be regularly reviewed and updated. In addition to this document, Wilkin and Sons Ltd, maintains a supplementary written record of business response, which contains further details of our response to both the Governments and BRC requirements during the Covid-19 pandemic. Wilkin & Sons Ltd have implemented all actions as required by HM Government and are operating as a Covid-19 safe workplace.

#### 4 Review

This assessment was developed by the following staff members, and is facilitated and managed by the Health and Safety Manger – Kevin Lagan CMIOSH. This version is active as at 09/11/2021. Reviewers and consultees of the assessment to date are:

- Scott Goodfellow Joint Managing Director.
- Phillipa Booty Production training co-ordinator.
- Georgina Offord Director.
- Mark Smith Factory Manager.
- Viktoria Beaver Machine Operative.
- Simon Hatcher Coles Puddings MD
- Daren McGrath Patisserie MD
- Nicky Goldsack Tea Room Manager
- Jade Spindler Tiptree Tea Room Manager

The risk assessment is applicable to various operational areas of the business including:

- Tiptree Factory
- All administration areas
- IFC and Farm
- Coles Puddings
- Tiptree Patisserie.
- Beckenham Storage and Distribution.
- Tiptree Jam Shop.
- Tiptree Tea Room Group Locations.

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Work Area:	Wilkin & Sons Ltd – All sites	Covid-19 Risk Assessment Header	ALLEIN & SONS I
Sito	Business Wide		Tintree
Site: Company:	Wilkin & Sons Ltd	Hands Face Space Fresh air	Four Georges a Preservers Siet nies PEEE ESSEX - ENGLAN

This release of our risk assessment supersedes all previous assessments and was completed 09/11/2021@14:52. Updates includes updated information the easing of all legal restrictions in line with the Governments Roadmap. Data has been sourced from HM Government at <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> (accessed 09 November 2021). We maintain controls as detailed in the body of the risk assessment as detailed.

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