



Fragrance Oils COVID-19 Risk Assessment

Fragrance Oils has a legal requirement to assess and manage risk. COVID-19 is a new risk that employers must consider as a potential significant risk to the health of all that work on or visit the Fragrance Oils Radcliffe Site.

The COVID-19 Site Risk Assessment process ensures control measures are in place and effective to manage the risk to as low as is reasonably practicable.

The control measures applied to reduce risk are based on current guidance from the UK Government and also taking into consideration Fragrance Oils own Standards. Where these differ the highest standard will be applied.

A COVID-19 Risk Assessment covering access to the Fragrance Oils Radcliffe site and the use of common and shared areas and services has been approved by the Head of Fragrance Oils in conjunction with the site EHS manager.

Where the COVID-19 Site Risk Assessment control measure cannot be followed, further review of the area or activity is required to identify additional controls.

Consideration has also been given to ensure the new control measure will not impact any existing control measures and potentially increase the risk of other Environmental, Health or Safety hazards.

The Risk Assessments are reviewed on a regular basis especially as we acquire more understanding of the virus and how it can be effectively controlled. We will also monitor and ensure control measures in place are being adhered to and take into account employee feedback on the measures in place.

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe and even fatal.

Data from published epidemiology and virology studies provide evidence that COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets by direct contact with infected persons, or by contact with contaminated objects and surfaces and then transferred from hands to respiratory system through the mouth, nose or eyes.

Fragrance Oils (International) Ltd COVID-19 Risk Assessment

EHS RISK ASSESSMENT	
Ra Ref:	COVID-19 Pandemic
Process / Area Being Assessed:	Fragrance Oils Limited
Department:	Radcliffe Site
Date Carried Out:	29/04/2021
People At Risk:	All employees and those entering the site
Vulnerable Groups that Could Be At Risk:	All employees, agency workers, visitors and contractors

Description of Task	Current COVID-19 Controls	Additional COVID Controls Required	Action By Who?	Action By When?	Comments
Staff & Contractors entering Site	<p>All staff able to work from home (WFH) are advised to do so if they can. New IT equipment and software has been implemented to facilitate WFH.</p> <p>Where staff need to be on site for certain activities, shift patterns, or rotas are in place to minimise contact.</p> <p>Operations Management have implemented 2-shift working in factory to minimise contact between individuals and to support social distancing. Additional Locker/Changing room space is in use to support social distancing and these areas are cleaned during each shift.</p> <p>All Contractors are subjected to a Covid-19 site induction and are issued with a copy of the relevant Covid-19 procedure and questionnaire prior to accessing the site. Records are maintained in HR and security. All contractors report directly to the Maintenance Manager and are instructed to have no contact with their staff unless in the case of emergency. Social distancing measures are in place – max. 2m apart. Cleaning regime increased throughout the Company.</p>	<p>Anyone with symptoms asked to self-isolate at home and seek a test. Close contacts are identified in case of a +ve result.</p> <p>In the event of a +ve result, close contacts are asked to self isolate at home and seek a test.</p> <p>Share information with employees on how to access rapid Lateral flow test kits for home use</p>	All Line Managers	Ongoing throughout the outbreak.	<p>Risk severity based on vast proportion of population being asymptomatic or experiencing mild symptoms. Severe symptoms leading to hospitalisation or death unlikely to be those people working within the factory for which this RA is based (based on Government advice).</p> <p>Close contact definition includes</p> <ul style="list-style-type: none"> ▪ face-to-face conversation of any length indoors and outdoors within 1m ▪ Travel in the same vehicle ▪ Within 1m for 1min or longer without face-to-face contact ▪ Sexual Contact ▪ Within 2m for more than 15mins (one-off or aggregated over a day)

	Following latest Government guidance any changes are communicated to staff.				
Movement around shared areas of building (incl. toilets / canteen / stairwells)	<p>Canteen is closed for food and drink service and social distancing measures are in place within the canteen. All buildings, corridors, stairwells, entrance areas, washrooms and around the site.</p> <p>All staff receiving regular communications from HR and a Leadership COVID group meets regularly.</p> <p>Posters are displayed across site for social distancing, hand sanitising and close contact guidelines.</p> <p>Cleaning regime increased all across the site.</p> <p>Movements around the site and inside buildings have been largely eliminated and are now restricted to those which are unavoidable, e.g.</p> <p>Errands to collect samples or standards, delivering supplies, hard copy paperwork – collection boxes are placed outside departments (thereby eliminating the need to circulate within that department).</p> <p>Hand sanitisers are in place throughout the buildings and site. Instructions and guidelines issued to all staff, Managers monitor the use of hand sanitisation.</p>	<ul style="list-style-type: none"> ▪ Keep 2m social distance ▪ Wear a face covering when not at your workstation ▪ Wash your hands regularly or use hand sanitiser ▪ Follow all one way systems and room capacities ▪ No face to face meetings unless essential – use Microsoft Teams or phone even if in the same building if you can 	As above	As above	As above
Working within Manufacturing and Laboratory areas	<p>Controls as indicated above are in place. Work stations have been either moved to keep 2m distance apart, not used by staff and face masks provided where 2m cannot be adhered to.</p> <p>Quantity of IPA / cleaning materials, hand sanitisers and PPE provided.</p>	As above Additional Perspex screens have been added where appropriate.	As above	As above	As above
Visitors / Contractors entering Site	<p>Visits to the site are limited to business critical only</p> <p>Questionnaires / declarations to be completed by visitors.</p>	As above	As above	As above	As above
Notification of an employee becoming a	<p>Live and potential COVID cases are tracked and reviewed by the COVID Team.</p>	As above	As above	As above	As above

confirmed case	<p>When a colleague begins isolation with symptoms</p> <ul style="list-style-type: none"> ▪ Discuss with employee potential close contacts during previous 48hrs on site ▪ Immediately isolate and seek a test <p>Upon receiving notice of a +ve test result</p> <ul style="list-style-type: none"> ▪ Immediately notify close contacts of confirmed person, and ask the close contacts to isolate immediately and seek a test. <p>Cleaning the work area / areas visited and assessing impact of potential to close factory to allow for full clean if multiple employees are affected</p>				
General Movement within all areas	<p>Signs instructing staff, contractors, cleaners and visitors to keep 2m distance in place.</p> <p>Introduction of two shift system to reduce amount of staff on site.</p> <p>One way systems.</p> <p>Floor markings indicating 2m distance.</p> <p>Instructions issued to reduce contact by using telephones and emails rather than face to face meetings.</p> <p>Staff using locker rooms and clocking out times naturally staggered due to staff having different start/finish times.</p> <p>Break and lunch times are staggered.</p> <p>A procedure is issued to all visitors and contractors detailing social distancing requirements</p> <p>Work stations have been closed, redesigned or relocated to ensure 2m distancing.</p>	<p>Managers to remind staff on a daily basis and as necessary, to maintain social distancing both in and out of work.</p>	As above	As above	As above
General cleaning and toilet facilities	<p>A daily cleaning procedure is in place to ensure door handles, floors, hand rails, hard surfaces, light switches etc. are cleaned.</p> <p>Toilets are cleaned on a daily basis.</p> <p>Cleaning Stations and distancing signs are available at clocking in/out stations.</p>	<p>Additional cleaning/sanitising products to be made available for cleaning equipment and keyboards etc.</p>	As above	As above	As above

Staff returning to site following a period of absence e.g. Childcare or self-isolation	Staff returning to site should be informed and made aware of any Covid-19 business updates or measures implemented in their absence. Records are maintained in HR. The Intranet and notice boards are utilised to inform staff or any Covid-19 related updates or other information.	Anyone with symptoms asked to self-isolate Someone in same household with symptoms employee to self-isolate for 14 days.	As above	As above	As above
Travelling to and from the workplace	All staff instructed to maintain social distancing outside of the factory – masks have been issued to all staff who use public transport. Records kept in HR.	As above	As above	As above	As above
Using canteens for lunch /breaks	Staggered break / lunch times (to limit the number of people using the canteen at any one time). Tables in the canteen have been moved as far apart as possible – 2 metre social distancing rule in place. Only one person to sit at any table at once. Social distancing to be observed while waiting at the clocking machine. Hand sanitisers in place, instructions to wash hands on entering the Canteen area and again on completing lunch / breaks.	As above No food service Additional precautions outlined in memo 08.01.2021	As above	As above	As above
Working at laboratory benches	Work benches should be wiped down with sanitiser at regular intervals. Staff should be mindful of social distancing when working at benches. Floor / bench markings are in place to help with this.	As above	As above	As above	Consider the installation of protective screens where it is impractical to avoid working face to face across laboratory benches or to adhere to 2m social distancing rule. Where necessary mandatory face masks to be worn.
Use of office workstations	Sharing of workstations and telephones has been eliminated. Workstations to be wiped at regular intervals by operative including computer keyboards, desktops and telephones. Rota-system in place to eliminate number of people working in place, workstations out of use to ensure social distancing rules. Perspex screens have been deployed to workstations to minimise risk of close contact	If 2m social distancing rule cannot be adhered to, mandatory face masks to be worn.	All Line Managers and Maintenance	As above	As above

Perfumery & Sample compounding	<p>Sharing of Workbenches and telephones has been eliminated.</p> <p>Workbenches to be wiped down at regular intervals by operative, including computer keyboards and telephones.</p> <p>Hand sanitiser used at regular intervals by operative.</p> <p>Staff should be mindful of social distancing when working at benches.</p> <p>Floor / bench markings in place to help with this. Rota-systems in place to eliminate number of people working in one place.</p>	<p>To increase the number of usable compounding stations, install Perspex screens to each station.</p>	<p>Main-tenance Manager</p>		<p>Risk severity based on vast proportion of population being asymptomatic or experiencing mild symptoms. Severe symptoms leading to hospitalisation or death unlikely to be those people working within these areas for which this RA is based (based on Government medical advice).</p>
Delivery drivers – internal and external	<p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work.</p> <p>External drivers coming onto site to remain in their cab where possible.</p> <p>Sharing of vehicles or cabs should not be undertaken.</p> <p>Hand sanitiser, disinfectant and gloves located in each van and pool car.</p> <p>Clean down of vans and pool cars required after use.</p>	<p>External drivers to report to security and follow Covid procedures</p> <p>Communicate with companies we delivery to / from to ensure welfare facilities will be available to our drivers.</p> <p>Allowing delivery drivers' adequate breaks and to avail of proper welfare facilities.</p>	<p>Transport & Dispatch Managers</p>	<p>Ongoing throughout the outbreak</p>	<p>Risk severity based on vast proportion of population being asymptomatic or experiencing mild symptoms. Severe symptoms leading to hospitalisation or death unlikely to be those people working within these areas for which this RA is based (based on Government medical advice).</p>

Risk Assessment Updated

By: Craig Davies / Jayne Talbot

Jayne Talbot

Date: 29/04/2021

Reviewed and approved by Head of Fragrance Oils (International) Limited

Andy Stedman

Andy Stedman

Date: 04/05/2021