



A COVID-Secure Workplace - Risk Assessment Summary

At First Milk we take our duty to protect our employees seriously, and throughout this pandemic we have embraced the government's guidance on managing the risk of COVID-19 in the workplace.

From the start, we have continually monitored the changing situation, setting appropriate guidance for our leadership teams to minimise any impact on our employees, customers, members and our wider supply chain.

We have carried out a COVID-19 risk assessment at each of our sites and shared the results with our employees. These are also displayed on our internal notice boards. Some of the key actions taken as a result include:

- Cancellation of all non-essential site visits. Where individuals are required to enter site, they do so on the basis of a risk assessment-based questionnaire
- Temporary closure of our Lake District Shop shop
- Temporary closure of reception areas
- Restriction of site access to drivers
- Driver and visitor toilet facilities established separately from internal colleagues facilities
- Dispensation given to drivers to eat lunch in their cabs to assist in social distancing

We have also introduced cleaning, hand washing and hygiene procedures in line with guidance, which includes:

- Insertion of hand alcohol sanitisation points at key areas
- Implementing routine disinfection regimes in key 'touch points'
- Ensuring sufficient stocks are maintained (and secured) of key disinfection products

We have taken all reasonable steps to help people work from home. Our head office-based employees are doing so and only allowed to attend our Head Office for exceptional reasons with line manager approval. Additional guidance has also been provided to home workers on setting up your work station ergonomically, best practice hints for home working and an HSE-delivered video on safe working at home.

At our operational sites, where it is not possible for employees to work from home, we have taken all reasonable steps to maintain a 2m distance in the workplace, which includes enforced segregation across all of our work areas and segregated seating in our canteens.

Where people cannot be 2m apart, we have done everything practical to manage transmission risk, including the provision of additional PPE to employees for certain tasks, including visors and masks.

We have also issued a number of regular communication updates to all employees during the pandemic, reminding them of the precautions required around hand-washing, self-isolation, etc.