



Work Activity:	Brassica Innovation Event – 6 th to 9 th October 2020		
Persons at Risk:	BCS Employees, Customer Representatives	Risk Assessment ID:	CS-ESRA-01
Assessor:	Lucy Haywood	Issue Date:	Sept/2020
Consulted With:	Sharon MacGregor	Version Number:	1
Approved By:	Yvonne McCann	Review Date:	N/A Event Specific

Applicable To:	Any employees of BCS and customer representatives involved in the event
Notes:	This risk assessment refers specifically to the operation of the Brassica Innovation Event in October 2020 which will take place during the COVID-19 Coronavirus outbreak of 2020.

Note: In addition to this Risk Assessment employees and contractors must read and understand all relevant sections within the Bayer Health and Safety Manual. This can be accessed via the Health and Safety SharePoint site:

Please contact the Health and Safety Team based in Reading for any further advice or assistance.

General: For advice on health and safety in agriculture see Health and Safety Executive web site: <http://www.hse.gov.uk/agriculture/>. For general health and safety advice see <http://www.hse.gov.uk>.

For specific advice relating to the current situation with COVID-19 please refer to www.gov.uk and monitor information on BayerNet on our pages go/coronavirus (global) and go/coronavirusuki (UK/Ireland).

Background:

The following information has been provided by BCS and used in the formulation of this Risk Assessment:

- The location for the event is Kirton Holm, Boston, Lincs – in a field which has been planted up and treated for the purpose



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- This is a joint event between the Vegetables and Crop Protection Teams
- The BCS team expect to see approximately 80-100 customers spread over the 4 days of the event
- Opening hours are – 6th October afternoon only, 7th and 8th from 0830-1730 and 9th October morning only
- Visits will be strictly by appointment only and customers will be given an allotted time
- BCS staff will be a maximum of 5 from the Vegetables Team and 3 or 4 from Crop Protection Team on site at any one time
- A large marquee will be on site and used as a base. Customers will walk through and follow one-way arrows for either the Vegetables Tour or the Crop Protection Tour with their BCS host
- Customers will help themselves to a Field Book and Catalogue from a table as they walk through the marquee – hands must be sanitised before and after taking these items from the table
- Group size for the tours will be a maximum of 1 BCS employee with up to 3 customer representatives
- Tour time is likely to be 30 mins for each exhibition
- 2 x Portaloos available in the field
- Catering will be minimal due to COVID – small bottles of water and pre-packaged sandwiches for staff – no hot drinks service will be available on site
- Signage will be located on the main road to direct customers into the event and to warn general traffic to slow down as vehicles will be turning off and onto the main road



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- Customers will be required to wait in their vehicles if they arrive prior to their appointed time
- One-way routes will be set up around the exhibits
- All BCS staff should have a face mask or face covering available – they are not required to use these provided that the 2M social distancing rule is strictly adhered to but may wish to use
- We will record and retain the contact details of all attendees for 21 days to meet the requirements for Track and Trace in the event of any subsequent requests for this information from Public Health England or other government authorities. After 21 days, the records will be destroyed in accordance with GDPR.

Hazard	Persons at Risk	Risk rating (FF x SF)	Controls and Safe Working Procedures	Additional Controls Recommended
Infection with COVID-19 Coronavirus	All persons involved in the event	3 x 2 = 6	<p>All employees and customer representatives must follow the UK Government and Bayer Directives on social distancing and hygiene measures to prevent the spread of the virus. As this guidance is ever changing due to the dynamics of the situation, please ensure that you are referring to the most up-to-date guidance by using www.gov.uk to source information.</p> <p>Any person who experiences symptoms must self-isolate in accordance with the official guidance and advise their line manager.</p> <p>The following Safe System of Work must be followed:</p> <ul style="list-style-type: none"> • All Bayer employees will travel alone in their own individual vehicles to the location • Vehicles should be parked so that they are well spaced out to ensure that the 2m social distancing can be maintained whilst getting in or out of the vehicle or whilst collecting or stowing equipment from the boot • Where possible, park in an area of shade to keep the vehicle as cool as possible in warm weather conditions 	Once available, all employees are advised to download and use the Government's App which tracks any contact with persons who are later found to be infected with the COVID-19 virus

Hazard	Persons at Risk	Risk rating (FF x SF)	Controls and Safe Working Procedures	Additional Controls Recommended
			<ul style="list-style-type: none"> • During the event the Bayer employees and the customer representatives must maintain the 2m social distancing at all times – there should not be any circumstances during the event which would require this rule to be breached • Bayer Crop Science will keep a register of all persons attending the event and their contact details for the purposes of Track & Trace. These records will be stored for the period of 21 days from the close of the event and then deleted • If any members of the public enter the location, you must ensure that you stay clear and maintain the 2m distancing and ask them to leave the site immediately • All employees and customer representatives should regularly use hand sanitizer, which will be readily available at strategic locations, to clean hands • Current guidance is that, provided the 2m distancing can be maintained, face masks or coverings are not required to be worn but employees and customer representatives are permitted to wear them if they choose to • Inside the marquee area, ensure that the 2M social distancing is strictly adhered to and ensure that hands are sanitized after touching any surfaces 	

Hazard	Persons at Risk	Risk rating (FF x SF)	Controls and Safe Working Procedures	Additional Controls Recommended
Slips, trips and falls	All persons involved in the visit	4 x 2 = 8	<p>The following PPE should be worn:</p> <ul style="list-style-type: none"> Sturdy footwear which offers protection for the ankles when walking on uneven ground <p>Extra care should be taking when walking on areas of ground that are heavily rutted, uneven, sloping, overgrown with vegetation, hard baked in hot and dry conditions or muddy during wet conditions</p> <p>Extra care should be taken when walking near the marquee as the guy ropes could pose a trip hazard</p> <p>Extra care should be taken when going near the compressor and inflatable due to trip hazards from cables, tethers, etc.</p> <p>Good housekeeping must be practised at all times</p>	
Moving vehicles / pedestrian impact	All persons involved in the event	1 x 5 = 5	<p>Parking in designated area which will be clearly sign-posted</p> <p>Never walk on any site whilst texting or using phone, or listening to a music player</p> <p>Where pedestrians are near to moving vehicles, always make eye contact with driver wherever possible and always signal intentions</p>	<p>Remain vigilant for vehicle movements at all times.</p> <p>Always assume the vehicle driver has not seen you and you and must always give way to vehicles when on foot.</p>
Hygiene Facilities	All persons involved in the event	4 x 1 = 4	<p>Portable toilets will be available in the field for use by Bayer employees and customer representatives</p> <p>These will be delivered, installed, serviced and removed by a specialist contractor</p>	

Hazard	Persons at Risk	Risk rating (FF x SF)	Controls and Safe Working Procedures	Additional Controls Recommended
Driving	Employee and other road users	5 x 2 = 10	<p>During the time where the COVID-19 Pandemic is still live and social distancing controls are in place, employees must not take any passengers in their vehicles or travel in a vehicle with another person unless that person is a member of your direct household with whom you have been living during the lock-down period</p> <p>Driver must have full, valid and current driving licence</p> <p>Vehicle must be properly maintained and suitable for the needs of the driver</p> <p>Driver must have attended appropriate company driver training course</p> <p>Ensure that you take food and drinks for your working day to avoid having to call at retail outlets where the potential for exposure to the virus is higher (COVID-19)</p> <p>Plan journey before departure taking account of weather conditions, road works, etc.</p> <p>Breaks and break locations should be planned prior to starting journeys</p> <p>Never drive if adverse weather conditions make travel unsafe</p> <p>Driver should not drive continuously for more than 2 hours without at least a 15-minute break</p> <p>Maximum of 8 hours driving in 10-hour working period</p> <p>Never use hand-held mobile phone when driving</p> <p>All mobile telephones, even hands-free, should be diverted to voicemail systems whilst driving on company business</p>	<p>All employees to receive ergonomics training to include advice on selection of vehicle and set up.</p> <p>Basic first aid kit to be carried in car.</p> <p>Telephone messages should only be retrieved in a safe and legal location.</p>

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Weather	Employee	5 x 1 = 5	<p>Wear suitable clothing for weather conditions; in winter to protect from cold and wet and in summer to protect from heat and UV radiation/sunburn</p> <p>Wear sunscreen when appropriate – protection factor rated 30+</p> <p>If extreme weather is forecast, workers should not go out onto farms; similarly, the weather should be monitored throughout the day</p> <p>Sunglasses should be worn on bright days to protect the eyes against UV and glare</p> <p>It is advisable to wear a hat during hot or cold weather to protect from extremes of heat or cold</p>	Note: there is potential for vehicles to become struck during winter months or if ground conditions deteriorate.
Lone working	Employees	5 x 1 = 5	<p>Employees are to have read and understood the Lone Working Policy</p> <p>Employees should ensure that someone is aware of their location, movements, and timetable</p> <p>Notice should be left in vehicle if working in remote location</p> <p>If possible, ensure that someone at the trial location is aware of your presence on site</p> <p>Carry a fully charged mobile phone at all times</p> <p>Use Solo Protect device if you have one (Agronomists)</p> <p>Provision of GPS tracking if required by individual risk assessment</p> <p>Download the What3Words App – this will allow you to pinpoint your exact location should you need support from the emergency services when in a remote location</p>	Note: when working very early or late, it is even more important to ensure someone is aware of the work location.

Hazard	Persons at Risk	Risk rating (FF x SF)	Controls and Safe Working Procedures	Additional Controls Recommended
Travel	Employees	4 x 1 = 4	Overnight stays are permitted for business-critical activities with the prior approval of your line manager. Colleagues should review the go/corona site for up-to-date information and the Corp Security Travel page.	Note: colleagues should follow Covid Secure arrangements at any hotel and provide details in line with Track & Trace requirements.
Marquee and inflatables	Employees and customer representatives	3 x 2 = 6	<p>The marquee will be erected prior to the event and dismantled post-event by a specialist contractor</p> <p>During the event, monitor weather conditions and follow guidance given by the contractor on how to protect the structural integrity of the marquee – for example, opening or closing side doors or panels</p> <p>Carry out a daily visual inspection of the marquee to ensure that all guy ropes and ground attachments are secure</p> <p>An inflatable vegetable will be site in the corner of the field to act as a visual representation of where the site is for visitors to the event – this will be supplied, installed and removed by a specialist company</p> <p>Follow the guidance given by the supplier of the inflatable vegetable and the compressor relating to daily checks, deflation in the event of adverse weather and start-of-day and end-of day actions</p>	
Catering	Employees and customer representatives	4 x 1 = 4	Due to COVID-19, catering will be limited to individual bottled water (not shared), pre-packed sandwiches for Bayer employees only	

Hazard	Persons at Risk	Risk rating (FF x SF)	Controls and Safe Working Procedures	Additional Controls Recommended
Manual Handling	Employees	2 x 3 = 6	All personnel must have received appropriate Manual Handling training Individuals must not move items over 25kg by hand Suitable manual handling aids should be used to transport loads which are heavy or need to travel a long distance	All manual handling operations must be assessed before the operation commences.

Calculating the Risk Rating

Risks are assessed by rating the impact and the probability as low, medium or high, given the controls that are in place, as shown below. The numbers are multiplied together to give a score; the higher the score the greater the requirement to address that risk.

Risk is a combination of two factors:

- The likelihood that an adverse event will occur – the *Frequency Factor*
- The severity of the consequences of the adverse event – the *Severity Factor*

To make an assessment:

- Assess the frequency with which an accident may occur and take the numerical value from the table below for *Frequency Factor*. This assessment should be based on available data, such as reported accidents, or on knowledge and experience of the assessor.
- Assess the severity of injury the hazard could cause and take the numerical value from the table below for *Severity Factor*.
- Multiply the Frequency Factor by the Severity Factor to obtain the Risk Rating.
- Consult the Threshold Values given below to decide whether further controls are required.

Risk rating (RR) = Frequency Factor (FF) x Severity Factor (SF)

Frequency Factor	Severity factor
1 = Improbable Occurrence (<1/ year)	0 = No identified effect
2 = Possible Occurrence (Once/ year)	1 = Trivial Injury (no lost time)
3 = Occasional Occurrence (>2/ year)	2 = Minor Injury (≤ 7 days absence)
4 = Frequent Occurrence (>1/ quarter)	3 = Major Injury to One Person (RIDDOR reportable)
5 = Regular Occurrence (>1/ month)	5 = Major Injury to Several People or Fatality

Risk Assessment Conclusion:

The controls identified are accepted as being suitable and sufficient to allow this task to proceed.

Risk Level Rating

Threshold Values for Risk Ratings

0 – 8	LOW RISK	Acceptable risk within existing control measures
9 – 11	MODERATE RISK	Put on hold and Investigate further controls
12 +	HIGH RISK	Stop immediately and reassess process

Record of Reviews and Controls Identified:

Date of review:	13 th August 2020
Reviewed by (list all names Involved in review process):	Lucy Haywood, Louise Hemingway, Yvonne McCann
Extra Controls Identified:	
None	

Register of Changes Made:

Description of Change:	Date of Change:	Made by:
Changed the scope of the risk assessment to include sales visits to meet customers	18 th June 2020	Lucy Haywood
Changed the scope of the risk assessment to include attendance at open days in the external environment	11 th August 2020	Yvonne McCann
Added in required to record formally contact details of all visitors on site for the purposes of Track & Trace	11 th August 2020	Yvonne McCann
Added in requirement for employees to comply with Covid Secure arrangements and provide Track & Trace details if visiting any third party customer venue	11 th August 2020	Yvonne McCann
Amended to include section on travel including that overnight stays are permissible with line manager approval for business critical events	13 th August 2020	Yvonne McCann

END

