











Risk Assessment Name	COVID Risk Assessment	Assessment Type	 General
Assessor Name	Keith Steinmetz	Affected Sites	All
Assessment Date	22 nd October 2021	Review Period	Monthly
Approved By	Aaron Shields	Review Date	
Approved Date	26 th October 2020 2021	Version	1




L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
S: Severity							RR: Residual risk	
Guidance.	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Identify risk control measures that reduce the risks to an acceptable level. 3. Calculate the RR – assuming the control measures are followed. 							




Change Log







Full review following latest government guidelines merged Home Delivery RA v13 and Warehouse and Office RA v14 into one new risk assessment



Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
<p>1. Coming to and from work</p> <p>To ensure handwashing upon arrival to reduce the risk of spreading the virus</p>	<p>All employees</p> <p>How? Poor personnel hygiene leading to potential infection and/or transmission of the virus</p>	  	<ul style="list-style-type: none"> • Shifts staggered for all delivery crews to a maximum of 6 people each 15-minute interval to limit the number of employees arriving/leaving at the same time • Handwashing for at least 20 seconds with soap and hot water or with sanitiser immediately on entering and leaving site • Signage displayed to remind those on site of the risks: <ul style="list-style-type: none"> - If you have symptoms or test positive of coronavirus (new cough and/or high temperature or loss of or change in your normal senses of taste or smell (anosmia), you must self-isolate, stay at home, for 10 days. - If you live in a household with someone who has any of these symptoms or who as tested positive you must self-isolate for 10 days, unless you have had both vaccines. - If you develop the symptoms, you must stay at home for 10 days from the start of your symptoms. - You must notify your line manager immediately if you display any symptoms or test positive of the virus • Refer to Safe Systems of Work (SSOW) 3.41. • If an employee does not have symptoms and decides to take a lateral flow test and the result is positive, they must self-isolate for 10 days. We will recommend they take a PCR test, if the result is negative, they can return to work 	1	5	5 LOW
<p>2. Moving around buildings and worksites</p> <p>Social distancing guidelines cannot be met due to areas being</p>	<p>All Employees</p> <p>How? Exposure to the virus due to inability to maintain social</p>		<ul style="list-style-type: none"> • Supervisor will place the cleaned crew box/pouch on counter. • On returning to site, the same process will be observed with the box/pouch being cleaned by receiving member of office team, who will wash hands with soap and hot 	1	5	5 Low

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frequently used by staff, increasing the potential for infection	distancing leading to potential infection and/or transmission of the virus	 	water or use hand sanitiser immediately afterwards <ul style="list-style-type: none"> • Signage displayed to remind those on site of the risks • Refer to SSOW 3.41 			
3.Common Areas Areas frequently used by all staff increases the risk of Covid-19 transmission by touching surfaces or if social distancing cannot be maintained while using common areas	All Employees How? Common areas surfaces may be touched more frequently, and individuals may cross paths more often		<ul style="list-style-type: none"> • Signage displayed to remind those on site of the risks • All vending machines have sanitiser station in proximity • Employees advised to follow good housekeeping and hygiene discipline and keep amenity areas clean • Increased cleaning schedules in place for all common areas • Refer to SSOW 3.41 	1	5	5 Low
4.Provide and explain available guidance Make sure people understand what is required of them to maintain safety of everyone	All Employees How? Lack of information or understanding can lead to non-compliance with guidelines and increased risk of transmission	 	<ul style="list-style-type: none"> • Regular Toolbox talks and briefings provided • Clear guidance on good hand hygiene issued to all employees • Clear training instructions provided, amending processes as necessary • Simplified Q & A sent to all staff regularly • Information display on noticeboards at all locations. • Pro-active monitoring in place with checks to ensure that staff understand and are adhering to controls and that control measures are adequate and effective • Regular staff communication via Reps meetings to consult on risks and controls in the workplace 	1	5	5 Low

Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
			<ul style="list-style-type: none"> Appropriate signage displayed at sites to remind employees of symptoms and risks 			
<p>5.Hygiene Control</p> <p>Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All Employees</p> <p>How?</p> <p>Increased risk of surfaces becoming contaminated with virus</p>		<ul style="list-style-type: none"> Sanitiser available in all pouch boxes for use throughout the working day Vehicles must be cleared of rubbish at the end of each day Relevant signs and posters displayed to remind staff to exercise good hygiene when catching coughs/sneezes: <ul style="list-style-type: none"> Individuals must not touch eyes, mouth, or nose with unwashed hands, particularly after coughing or sneezing Hands should be washed with soap and hot water or sanitiser immediately after coughing or sneezing Individuals advised to observe good hygiene practices and shower or bathe immediately after arriving home All touch points are cleaned with anti-bacterial wipes or sanitiser sprays between shifts, i.e. Workstations, Office Equipment and Mechanical Handling Equipment. Increased cleaning/sanitisation of areas if any individual reports that they are displaying symptoms or have come in to contact with an individual that is displaying symptoms. Refer to SSOW 3.41 	1	5	5 Low
<p>6.Personal Protective Equipment</p> <p>Face masks</p> <p>Risk of contamination and spread of virus if not worn or removed correctly</p>	<p>All Employees</p> <p>How?</p> <p>Delivery crews are advised its good practice to wear face coverings when working in indoor places where social distancing may be difficult and</p>	 	<ul style="list-style-type: none"> Delivery crew are required to wear face coverings when requested by the customer before entering their property. The government still advise to wear face coverings in indoor areas. Employees advised to wash hands thoroughly for at least 20 seconds with soap and hot water or with sanitiser before putting a face mask on and after removing it. 	1	5	5 Low

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	where you will come into contact with people you do not normally meet Increased risk of contamination or potential spread of virus		<ul style="list-style-type: none"> Continue to exercise good hand hygiene throughout the day Refer to SSOW 3.41 			
7.Workforce Management Shift Patterns and working groups Maintain social distancing while in work	Delivery crews How? Risk of transmission of virus increased if social distancing cannot be maintained or coming into contact with contaminated surfaces may lead to an increased risk of contracting the virus		<ul style="list-style-type: none"> Use fixed pairing of delivery crew teams where possible Where possible crews assigned to the same vehicle throughout their working week to reduce the number of users and reduce potential contacts Shifts staggered for all delivery crews to a maximum of 6 people each 15-minute interval to limit the number of employees arriving/leaving at the same time. Refer to SSOW 3.41 	1	5	5 Low
8.Communications and Training Make sure people understand what is required of them to maintain safety of everyone.	All Employees How? Lack of information or understanding can lead to non-compliance with guidelines and increased risk of transmission	 	<ul style="list-style-type: none"> Regular toolbox talks and briefings provided Clear guidance on good hand hygiene issued to all employees Clear training instructions provided, amending processes as necessary Simplified Q & A sent to all staff regularly Information display on noticeboards at all locations Pro-active monitoring in place with checks to ensure that staff understand and are adhering to controls and that control measures are adequate and effective Employee representative groups consulted with to understand unforeseen impacts of changes to working environments Regular staff communication via Reps meetings to consult on risks and controls in the workplace 	1	5	5 Low

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			<ul style="list-style-type: none"> Appropriate signage displayed at sites to remind employees of symptoms and risks 			
9. Cleaning of work – Delivery Vehicles Risk of contact with areas infected with virus Processes for areas to be cleaned to prevent transmission of virus	Delivery crews How? Risk of surfaces being contaminated with virus leading to spread of infection	 	<ul style="list-style-type: none"> Door handles and handrail/grab handle cleaned before entering cab using Ramsol disinfecting spray Vehicle interior cleaned using Ramsol disinfecting spray Anti-bacterial wipes provided in vehicle pouch boxes for cleaning during the working day Vehicles cleared of all rubbish at the end of the day Refer to SSOW 3.41 	1	5	5 Low
10. Travelling in same vehicle to deliver goods Increased risk of coming into contact with the virus if social distancing guidelines cannot be met potential for infection is increased	Delivery crews How? Exposure to the virus due to inability to maintain social distancing	 	<ul style="list-style-type: none"> Ensure anyone displaying symptoms follows government guidance Maintain good ventilation where possible by keeping windows open. Reduce the number of people each person has contact with by using 'fixed teams or partnering' where possible Observe good hand and respiratory hygiene, washing hands for at least 20 seconds with soap and hot water or using sanitiser regularly throughout the day 	1	5	5 Low
11. Delivering goods to customers home/workplace Increased risk of coming into contact with the virus if social distancing guidelines cannot be met	Delivery crews and customers How? Exposure to the virus due to inability to maintain social distancing		<ul style="list-style-type: none"> Contact customer ahead of delivery and establish whether the delivery can safely be made Customer pre call script to be followed to identify whether households are self-isolating or have symptom of coronavirus and if so, deliver to doorstep only. Ask the customer if face covering is to be worn when entering their property. Minimise contact during deliveries where possible 	1	5	5 Low

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			<ul style="list-style-type: none"> • Delivery will be contactless; photographs of delivered goods will be taken in lieu of signing electronic or other paperwork • Refer to SSOW 3.41 • Delivery to be made over the threshold or 1 room of choice if requested. 			
<p>12. Re-fueling of vehicles at fuel stations or on site (Ad-blue)</p> <p>Increased risk of coming into contact with the virus</p>	<p>Delivery crews</p> <p>How? Coming into contact with contaminated surfaces could increase risk of virus spreading</p>		<ul style="list-style-type: none"> • Wear disposable gloves (available at fuel stations) prior to picking up fuel pump or wrap paper towel around the nozzle if necessary and dispose of them after use • Hands should be washed using soap and hot water for at least 20 seconds or with sanitiser immediately after fuelling and paying • It is still recommended to wear face mask's when entering service station or garage payment area 	1	5	5 Low
<p>13. Inbound and Outbound goods</p> <p>Maintain social distancing and avoid surface transmission when goods enter and leave the site</p>	<p>Staff involved with offloading 3rd party trailers</p> <p>How? Risk of transmission of virus increased if social distancing cannot be maintained or coming into contact with contaminated surfaces may lead to an increased risk of contracting the virus</p>		<ul style="list-style-type: none"> • Inbound drivers advised that they must switch off engine, remove keys from ignition and sit in the passenger seat rather than giving keys to FLT Operative • Once curtains opened, driver must return to cab to allow offloading to take place • When loading or unloading from a dock, the driver must stay in vehicle and not enter building unless they need to use washroom facilities • Drivers using the washroom facilities on site must complete a visitor questionnaire and observe the same guidelines as employees • Refer to SSOW 3.41 	1	5	5 Low

Recommendations and Actions

Action	By Whom	By When	L	S	RR