











<b>Risk Assessment Name</b>	<b>COVID Risk Assessment – Warehouse &amp; Office</b>	<b>Assessment Type</b>	 <b>General</b>
Assessor Name	Keith Steinmetz	Affected Sites	All
Assessment Date	7 <sup>th</sup> July 2020	Review Period	Monthly
Approved By	Aaron Shields	Review Date	25 <sup>th</sup> September 2021
Approved Date	8 <sup>th</sup> July 2020	Version	14





<b>L:</b> Likelihood	5	5	10	15	20	25	<b>High risk: 15-25</b>	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		<b>Medium risk: 8-12</b>
	3	3	6	9	12	15		
	2	2	4	6	8	10		
	1	1	2	3	4	5	<b>Low risk: 1-6</b>	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		
<b>S: Severity</b>						<b>RR: Residual risk</b>		
Guidance.	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>3. Calculate an initial RR for the activity, assuming the control measures are followed.</li> </ol>							






Change Log:





No Change, Review only




Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
<p><b>1. Coming to and from work</b></p> <p>To maintain social distancing wherever possible on arrival and departure and to ensure handwashing upon arrival to reduce the risk of spreading the virus</p>	<p>All staff and essential visitors travelling to and from workplace</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potential infection and/or transmission of the virus</p>	    	<ul style="list-style-type: none"> <li>Working from home where possible to avoid the need to travel to and enter the workplace</li> <li>Car sharing discouraged except for those living in same household</li> <li>Try to avoid public transport where possible, if you do need to use public transport it is recommended you still wear a face mask</li> <li>If travelling by bicycle when storing on a rack keep a safe distance between yourself and others and do not touch any bicycle other than your own</li> <li>Shifts staggered where possible to a maximum of 4 people each 15-minute interval to limit the number of employees arriving/leaving at the same time</li> <li>Hand washing for at least 20 seconds with soap and hot water or with sanitiser immediately on entering and leaving site</li> <li>When entering or leaving site always wear a face covering</li> <li>Signage displayed to remind those on site of the risks:             <ul style="list-style-type: none"> <li>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.</li> <li>If you live in a household with someone who has any of these symptoms or tested positive you must self-isolate for 10 days, unless you have had both vaccines and have negative PCR test</li> <li>If you develop the symptoms, you must stay at home for 10 days from the start of your symptoms.</li> <li>You must notify your line manager immediately if you</li> </ul> </li> </ul>	1	5	<b>5</b> <b>LOW</b>






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			<p>display any symptoms or test positive of the virus</p> <p>-</p> <ul style="list-style-type: none"> <li>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</li> <li>Refer to Safe Systems of Work (SSOW) 3.43</li> </ul>			
<p><b>2.Moving around buildings and worksites</b></p> <p>Social distancing guidelines cannot be met due to areas being frequently used by staff, increasing the potential for infection</p>	<p>All staff and essential visitors/contractors</p> <p>How? Common areas may restrict the ability to maintain 2 metre social distancing at any one time; surfaces may be touched more frequently, and individuals may cross paths more often</p>	 	<ul style="list-style-type: none"> <li>Synel scanner are now “recognise and go” Contactless.</li> <li>Counter to be approached one at a time maintaining 2 metre safe distance between themselves and others. Where people cannot keep 2 metres apart, we have ensured at least 1 metre distance and taken all the mitigating actions possible to reduce transmission risk</li> <li>Only one person at a time to use stairs moving carefully one step at time without using handrails if possible</li> <li>Signage displayed to remind those on site of the risks</li> <li>Refer to SSOW 3.42 and 3.43</li> </ul>	1	5	5 Low
<p><b>3.Workplaces and Workstations</b></p> <p>The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises, which may increase the risk of Covid-19 transmission</p>	<p>All staff and essential visitors working on site</p> <p>How? Where people from different households attend work together there is an increased risk of virus transmission through contact</p>	 	<ul style="list-style-type: none"> <li>Visits to sites limited to essential operational reasons</li> <li>Workstations to be arranged to support social distancing guidelines avoiding face-to-face working where possible</li> <li>Hot-desking to be avoided where possible and where it cannot be avoided thorough cleaning is to be carried out by each new user</li> <li>Any paperwork needing to be shared/signed by colleague or other must not be handed over but placed on desk prior to moving 2 metres away. Where people cannot keep 2 metres apart, we have ensured at least 1 metre distance and taken all the mitigating actions possible to</li> </ul>	1	5	5 Low

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			reduce transmission risk <ul style="list-style-type: none"> <li>Increased cleaning of all areas including phones and keyboards</li> <li>Refer to SSOW 3.43</li> </ul>			
<b>4. Meetings</b>  Holding meetings in the workplace may increase the number of people in the premises and can bring groups of people into smaller areas, which may increase the risk of Covid-19 transmission	All Staff  How? Risk of transmission of virus increased if social distancing cannot be practiced	  	<ul style="list-style-type: none"> <li>Virtual meetings to be carried out where possible using Microsoft Teams and telephone or video conferencing</li> <li>Where meetings need to be carried out on site, 2 metre social distancing must be maintained. Where people cannot keep 2 metres apart, we have ensured at least 1 metre distance and taken all the mitigating actions possible to reduce transmission risk</li> <li>When possible have window slightly open to provide natural ventilation</li> <li>Surplus chairs removed to support social distancing</li> <li>Floor signage to be used to help maintain social distancing</li> <li>No pens or other items to be shared</li> <li>Hand sanitiser to be provided</li> <li>Signage displayed to remind those on site of the risks</li> <li>Refer to SSOW 3.43</li> </ul>	1	5	5 Low
<b>5.Common Areas</b>  Areas frequently used by all staff increase the risk of Covid-19 transmission by touching surfaces or if social distancing cannot be maintained while using common areas	All staff and essential visitors/contractors  How? Common areas may restrict social distancing of 2 meters at any one time; surfaces may be touched more frequently, and individuals may cross paths more often.	  	<ul style="list-style-type: none"> <li>Signage displayed to remind those on site of the risks</li> <li>Break times staggered to enable social distancing to be maintained</li> <li>Sanitiser station installed near vending and water machines for employees to clean hands before operating.</li> <li>Employees advised to follow good housekeeping and hygiene discipline and keep amenity areas clean</li> <li>Increased cleaning schedules in place for all common areas</li> <li>When possible have window slightly open to provide natural ventilation</li> </ul>	1	5	5 Low





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			<ul style="list-style-type: none"> <li>Refer to SSOW 3.43</li> </ul>			
<b>6.Accidents, Security &amp; Other Incidents</b>  To prioritize safety during incidents 2 metre social distancing may need to be reduced	All staff and essential visitors  How? Increased risk of transmission of virus, however in the event of an emergency it may be impossible to maintain social distancing		<ul style="list-style-type: none"> <li>Those involved should pay attention to sanitisation measures immediately afterwards including hand washing</li> <li>Anyone giving first aid must wear disposable gloves</li> <li>Used cleaning materials to be 'double-bagged' and disposed of safely</li> </ul>	1	5	5 Low
<b>7.Manage Contacts</b>  Visitors to site can increase the risk of exposure to the virus by touching surfaces or if social distancing cannot be maintained	All staff and visitors  How? Risk of transmission of virus increased if social distancing cannot be maintained	      	<ul style="list-style-type: none"> <li>Visitors are to be kept to an absolute minimum on the premises. Unless it is impractical to do so, virtual meetings should be completed using Microsoft Teams or telephone/video conferencing</li> <li>All pens have been removed from receptions areas – visitors must sign in using their own pens</li> <li>Contractors who are to attend site must supply details of their own control measures (SSOW)</li> <li>Visitors must complete Covid-19 symptoms questionnaire</li> <li>Those experiencing symptoms or who may have encountered those that have displayed symptoms should be prohibited from entering the site and advised to self-isolate in accordance with government guidelines</li> <li>All visitors or those who don't normally work at a site will be required to wear a face covering when moving around the premises. These can be removed when sat at a workstation, meeting room table or eating.</li> <li>All visitors must adhere to site rules on hygiene and social distancing</li> <li>Refer to SSOW 3.43</li> </ul>	1	5	5 Low





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<p><b>8.</b>Provide and explain available guidance</p> <p>Make sure people understand what is required of them to maintain safety of everyone</p>	<p>All staff</p> <p>How? Lack of information or understanding can lead to non-compliance with guidelines and increased risk of transmission</p>		<ul style="list-style-type: none"> <li>Regular Toolbox talks and briefings provided</li> <li>Clear guidance on social distancing and good hand hygiene issued to all employees</li> <li>Clear training instructions provided, amending processes as necessary</li> <li>Simplified Q &amp; A sent to all staff regularly</li> <li>Covid19 noticeboard set up at all locations</li> <li>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</li> <li>Regular staff communication via Reps meetings to consult on risks and controls in the workplace</li> <li>Appropriate signage displayed at sites to remind employees of symptoms and risks</li> <li>Remote workers adequately supported and regularly contacted to support their physical and mental well being</li> <li>Refer to SSOW 3.43</li> </ul>	1	5	5 Low
<p><b>9.</b>Cleaning workplace</p> <p>Risk of contact with areas infected with virus</p> <p>Processes for work areas to be kept clean throughout the day to prevent transmission of virus</p>	<p>All staff</p> <p>How? Increased risk of surfaces being contaminated with virus leading to spread of infection</p>	  	<ul style="list-style-type: none"> <li>Sanitiser available at key points throughout the site</li> <li>Adequate supplies of cleaning materials available at all sites</li> <li>Increased cleaning schedules in place at all sites</li> <li>All touch points cleaned with anti-bacterial wipes or sanitiser sprays between uses</li> <li>Areas and equipment cleaned between users</li> <li>Used cleaning materials to be 'double-bagged' and disposed of safely</li> <li>Rubbish collection and storage points are emptied regularly throughout and at the end of each day</li> <li>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</li> <li>Refer to SSOW 3.43</li> </ul>	1	5	5 Low





Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
<b>10.Hygiene Control</b>  Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.	All staff and visitors to site  How? Increased risk of surfaces becoming contaminated with virus	  	<ul style="list-style-type: none"> <li>Sanitiser available in all sites for use throughout the working day</li> <li>Used cleaning materials to be 'double-bagged' and disposed of safely</li> <li>Relevant signs and posters displayed to remind staff to exercise good hygiene when catching coughs/sneezes:               <ul style="list-style-type: none"> <li>Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing</li> <li>Hands should be washed with soap and hot water or sanitiser immediately after coughing or sneezing</li> </ul> </li> <li>Individuals advised to launder uniform at maximum temperature at the end of each shift</li> <li>Individuals advised to observe good hygiene practices and shower or bathe immediately after arriving home</li> <li>All touch points are cleaned with anti-bacterial wipes or sanitiser sprays between uses</li> <li>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</li> <li>Refer to SSOW 3.43</li> </ul>	1	5	5
<b>11.Changing Areas</b>  Maintain social distancing while using common areas	All staff  How? Risk of transmission of virus increased if social distancing cannot be maintained		<ul style="list-style-type: none"> <li>Employees responsible for keeping their own locker clean and clear of any personal items</li> <li>Enhanced cleaning of area throughout the day and at the end of shifts</li> <li>Refer to SSOW 3.43</li> </ul>	1	5	5
<b>12.Handling items, materials and using on-site vehicles and equipment or machinery</b>	All staff  How?		<ul style="list-style-type: none"> <li>All items to be cleaned regularly</li> <li>All commonly used equipment (copiers, printers etc) are cleaned on a more frequent basis</li> </ul>	1	5	5


Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
	Inability to maintain social distancing or coming into contact with contaminated surfaces may increase the risk of transmission of the virus	 	<ul style="list-style-type: none"> <li>All other equipment to be cleaned at the start of every shift or when first used (Baler, FLT and HPT) Using Ramsol disinfecting spray</li> <li>All employees to wash hands for 20 seconds with soap and hot water or sanitiser before and after handling any equipment or materials.</li> <li>Rotation of jobs and equipment (e.g. FLT) reduced where possible and safe to do so to prevent risk of contamination</li> <li>Increased cleaning regime in place for touch points and interfaces</li> <li>Refer to SSOW 3.43</li> </ul>			
<b>13. Personal Protective Equipment</b> Face masks  Risk of contamination and spread of virus if not worn or removed correctly	All employees must wear face coverings when working in indoor places where social distancing may be difficult and where you will come into contact with people you do not normally meet  How? Increased risk of contamination or potential spread of virus	  	<ul style="list-style-type: none"> <li>Delivery crew are required to wear face coverings when entering a customer's property and entering site. The government still advice to wear face coverings in shops, service stations.</li> <li>All other employees and visitors are required to wear face coverings unless working at a desk or eating/drinking</li> <li>Employees advised to wash hands thoroughly for 20 seconds with soap and hot water or with sanitiser before putting a face mask on and after removing it.</li> <li>We will continue to follow government guidelines of the wearing on face masks.</li> <li>Avoid touching face or face covering to reduce risk of contamination</li> <li>Change and/or wash face covering daily (if washable) or if it becomes damp</li> <li>Continue to exercise good hand hygiene throughout the day</li> <li>Practice social distancing wherever possible</li> <li>Refer to SSOW 3.43</li> </ul>	1	5	5
<b>14. Workforce Management</b>	All Staff employed on sites		<ul style="list-style-type: none"> <li>Appropriate signage displayed to remind staff of the requirements of social distancing and good hand hygiene</li> </ul>	1	5	5



Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
Shift Patterns and working groups Maintain social distancing while in work	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"> <li>• Shifts staggered where possible to a maximum of 4 people each 15-minute interval to limit the number of employees arriving/leaving at the same time</li> <li>• Where two employees are required to work together (such as vehicle loading) fixed pairings should be used where possible.</li> <li>• Music will be kept to an acceptable level to avoid having to shout or forcing people into close proximity</li> <li>• Refer to SSOW 3.43</li> </ul>			
15.Work-related travel  Cars, accommodation and visits	Any member of staff who MUST travel for business-critical needs  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"> <li>• All non-essential travel suspended</li> <li>• Travel limited to one person per vehicle unless they live in the same household</li> <li>• Overnight accommodation booked via Travelodge or appropriate travel website to ensure accommodation meets requirements on social distancing guidelines</li> </ul>	1	5	5
16.Communications and training  Make sure people understand what is required of them to maintain safety of everyone.	All staff  How?  Lack of information or understanding can lead to non-compliance with guidelines and increased risk of transmission		<ul style="list-style-type: none"> <li>• Regular toolbox talks and briefings provided</li> <li>• Clear guidance on social distancing and good hand hygiene issued to all employees</li> <li>• Clear training instructions provided, amending processes as necessary</li> <li>• Simplified Q &amp; A sent to all staff regularly</li> <li>• Covid19 noticeboard set up at all locations</li> <li>• 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</li> </ul>	1	5	5

Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
			<ul style="list-style-type: none"> <li>Employee representative groups consulted with to understand unforeseen impacts of changes to working environments</li> <li>Regular staff communication via Reps meetings to consult on risks and controls in the workplace</li> <li>Appropriate signage displayed at sites to remind employees of symptoms and risks</li> <li>Communications and training materials delivered to workers prior to returning to site, especially around new procedures for arrival at work</li> </ul>			
<p><b>17.</b>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 3<sup>rd</sup> 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"> <li>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</li> <li>FLT Operative must maintain social distancing while driver opens curtains</li> <li>Once curtains opened, driver must return to cab to allow offloading to take place</li> <li>When loading or unloading from a dock, the driver must stay in vehicle and not enter building unless they need to use washroom facilities</li> <li>Drivers using the washroom facilities on site must complete a visitor questionnaire and observe the same guidelines as employees</li> <li>Drivers entering the site must always wear face coverings</li> <li>Employees to wash hands with soap and hot water for 20 seconds or use sanitiser after offloading each vehicle</li> <li>Refer to SSOW 3.43, 3.6 &amp; 3.38</li> </ul>	1	5	5
<p><b>18.</b>Inbound and Outbound goods</p> <p>Maintain social distancing and avoid surface transmission when goods enter and leave the site</p>	<p>Staff involved in picking, checking and marshalling</p> <p>How?</p>		<ul style="list-style-type: none"> <li>Always maintain social distance of 2 metres where possible. Where people cannot keep 2 metres apart, we have ensured at least 1 metre distance and taken all the mitigating actions possible to reduce transmission risk</li> <li>Items that are 25kg or less should be handled by one person</li> </ul>	1	5	5

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	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"> <li>Where Items require a two-person lift, crews must observe normal manual handling training and guidance with additional controls</li> <li>When handling items requiring a two-person lift where possible crews should transport goods 'side by side' or 'face to back' avoiding working face to face during the lift</li> <li>Items must be lifted horizontally and placed down flat where possible</li> <li>Keep the time involved in two-person lifts as short as possible, using appropriate mechanical handling equipment such as a sack trolley or hand pallet truck where possible</li> <li>Wipe touch points of any equipment before use</li> <li>Wash hands with soap and hot water for 20 seconds or use sanitiser regularly throughout the day</li> <li>Refer to SSOW 3.43</li> </ul>			
<b>19. Loading &amp; Unloading Delivery Vehicles</b>  Maintain social distancing and avoid surface transmission when goods enter and leave the site	Staff involved in loading and unloading vehicles  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"> <li>Where possible, vehicles will be loaded by warehouse operatives</li> <li>A maximum of 3 vehicles should be loaded at any one time</li> <li>Operatives must wash hands for 20 seconds with soap and hot water or use sanitiser before loading each vehicle</li> <li>Where possible, only one person should work in the rear of the vehicle at any time</li> <li>When a second person is required to assist with loading large or heavy items operatives should work in fixed pairings where possible</li> <li>If assistance is required, employees should avoid face to face contact wherever possible and minimise the contact time</li> </ul>	1	5	5

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<p><b>20.</b> Consideration to higher risk workers.</p> <p>Individual assessment of those who are higher risk from coronavirus Those whose are in the category of higher risk</p>	<p>Those who are high risk (clinically extremally vulnerable) and those who are moderate risk (clinically vulnerable)</p> <p>Coming into close contact with those who have symptoms or have rested positive for corona virus</p>		<ul style="list-style-type: none"> <li>Shielding advice was paused on 1 April 2021</li> <li>As restrictions have been eased following the move to Step 4 of the roadmap, we are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance.</li> </ul>	1	5	<b>5</b> Low

### Recommendations and Actions

Action	By Whom	By When	L	S	RR
