

**RISK ASSESSMENT**

**Depot:**

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<b>Subject</b>		Working during COVID-19 outbreak			<b>Assessment Date</b>		Sep-20		<b>Assessment Ref</b>					
<b>Name of Assessor (s)</b>		Richard Whittingham			<b>Managers Acceptance</b>									
<b>Task / Activity</b>		All tasks in all areas												
<b>Existing Measures Taken to Control Risks from Hazard</b>					<b>Initial Risk Level</b>			<b>Further Controls Required</b>			<b>Residual Risk Level</b>			
<b>1. Hazard</b> <i>(something with the potential to cause harm)</i>	<b>2. Hazard Cause</b> <i>(how will the hazard be realized)</i>	<b>3. Hazard Effect</b> <i>(the potential injury sustained)</i>	<b>4. At Risk</b>	<b>5. Existing Control Measures</b>	<b>6. Severity</b>	<b>7. Probability</b>	<b>8. Risk Rating</b>	<b>9. Further Control Measures</b>			<b>10. Severity</b>	<b>11. Probability</b>	<b>12. Risk Rating</b>	<b>13. Acceptable ?</b>
Spread of a viral disease in all work locations	A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	<b>A</b>	Before returning to work all employees are requested to declare that they are not classed as being in a vulnerable group and have not been advised to follow the shielding and social distance guidance provided by the Government and NHS England *	3	1	3	None						
				Employees have been told that anyone with even a mild cough or low-grade fever (37.8c or more) they need to stay at home and self- isolate for 7 days. If their symptoms haven't improved after 7 days then go to <a href="https://111.nhs.uk">https://111.nhs.uk</a> for guidance online, then call the office to update them with the guidance they have been given.	3	1	3	None						
				* All employees need to observe the social distancing guidance whilst at work as far as is practical. social distancing means 2 metres apart from other people. *	3	1	3	None						
				Employees - following revised safe working practices - are able to work at least 2 meters apart as well as 2 metres from visitors and contractors.	3	1	3	None						

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Spread of a viral disease in all work locations	A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	A	There are signs at each entrance point of the building and at various locations within to remind employees and visitors to keep 2 metres apart. If it is believed persons are too close, they will be instructed to step back.	3	1	3	None				
				Rest and lunch breaks are staggered wherever possible with a maximum of three people in the warehouse canteen / kitchen and a maximum of one person in the kitchen used by office employees at any time.	3	2	6	Shift Supervisor will do regular checks to ensure that employees comply.	3	1	3	
				* Employees are to make their own drinks and not to make them for other people. * Employees are required to wash, dry and put away any kitchen utensils or equipment with the washing up liquid, hot water and disposable paper roll provided. Nothing is to be left in the sink or on the draining board. All used surfaces are to be cleaned with the cleaning spray and paper roll tissue provided. All used cleaning tissue is to be placed in the lidded plastic bin provided.	3	1	3					
				All waste bins are to be emptied when full or at the end of each shift, by removing the plastic lining bag and sealing / tying the top. Plastic bags are to be disposed of in the main waste bins at site. * Contract cleaners are used three times a week to bleach / disinfect commonly touched equipment, surfaces, places and welfare facilities to ensure that they are kept clean and sanitary..	3	2	6	Shift Supervisor will do regular checks to ensure that employees comply.	3	1	3	
					3	1	3	Shift Supervisors to ensure all waste is disposed of during the shift and by the end of the shift	3	1	3	
								None				

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Spread of a viral disease in all work locations	A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	A	Where possible and permitted employees can take their breaks in their car. *	3	1	3	None				
				Employees are instructed to wash their hands when first arriving and frequently throughout their shift with soap and water for at least 20 seconds or use hand sanitizer. Sanitizer dispensers are situated at key locations throughout the site.	3	1	3	None				
				Employees are instructed to cover a cough or sneeze with tissue, then throw the tissue in a bin, avoid touching their eyes, nose or mouth and wash their hands. If they do not have a tissue then they are instructed to cough or sneeze into the crook of an arm and then wash their hands. The need to "Catch It, Bin It, Kill It" is communicated to all employees.	3	1	3	None				
				Employees are instructed not to share work stations or equipment with others wherever possible. Where this is not possible the workstation or equipment is to be sanitized before being used by another person. *	3	1	3	None				
				All keys, scanners and other items are to be sanitized upon handover and prior to being handed back.	3	1	3	None				
				If vehicle movement is required on site, the person doing the movement is to wear gloves. Once the movement is completed the driver will wipe the steering wheel, hand brake, gear selector and all surfaces touched including the door handle inside and out side with antibacterial wipes.	3	2	6	Shift supervisor to ensure any vehicle moved and keys used are sanitised on completion.	3	1	3	
				All waste bins within the site are to be emptied when full and at the end of each shift into the main Biffa waste bins on site. Waste contractors empty the main waste bins on site at regular intervals weekly.	3	1	3	None				

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Spread of viral disease during operational delivery and collections at distribution centres and customer premises.	A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	A	Wherever possible delivery drivers are assigned an individual vehicle shared only by one other person from the opposite shift - we operate mainly a 4 on / 4 off shift pattern over 7 days a week. - to avoid as much as possible any cross contamination. Each vehicle has a supply of Antibacterial wipes. Drivers have been instructed to sanitize the cab surfaces, steering wheel, door handles, handbrake, gear selector and any equipment at the start of their duty, after each delivery and at the end of every duty shift. The Antibacterial wipes should also be used to sanitize their hands at the start and finish of a duty period and following every delivery / collection	3	2	6	None - the number of drivers employed and the shift patterns required over a 7 day period will not enable us to avoid vehicle sharing.					
				Drivers are instructed to use either disposable or material gloves during their deliveries and to sanitize their hands every time after removing them.	3	1	3	None					
				A supply of plastic waste bags are kept in each vehicle for drivers to put used disposal gloves and wipes in and seal to avoid cab contamination. Drivers who use material gloves have been instructed to place them in a plastic waste bag when not using them to avoid cab contamination.	3	1	3	None					
				All drivers have had training on and signed for the revised Safe Working Procedure (SWP) established in conjunction with our customer to ensure both parties keep 2 metres apart at all times and avoid the spread of the virus.	3	1	3	None					
				Drivers have been instructed to stay alert to anyone who is showing symptoms at customer sites. If they do, the driver should stand back and call the office for advice. At customer sites the driver should politely ask any persons encroaching within a 2-metre distance to stand back.	3	1	3	None					

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Spread of viral disease during operational delivery and collections at distribution centres and customer premises.	A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	A	All drivers are trained through and sign understanding of a SWP, which has been agreed with our customer, on the correct procedure to follow at delivery / collection sites. The SWP ensures social distancing, sanitizing of scanners and no physical contact	3	1	3	None				
				Drivers are advised to make sure their cabs are well-ventilated to increase the flow of air, by opening windows while in motion.	3	1	3	None				
				Drivers are instructed to keep 2-metres apart within the site and not congregate in areas where this is not possible. If it is noticed that Social distancing is not being done they will be told to move / step back.	3	1	3	None				
				Drivers are to observe and comply with all COVID-19 precautions in place at customer sites and within their own depot.	3	1	3	None				
				Drivers are to dispose of all used sealed plastic waste bags from their cabs on return to the depot into the Biffa waste bins (non-recycle) on site.	3	1	3	None				
At the end of their duty period, drivers will sanitise their keys, scanners and any other items before handing them into the office.	3	1	3	None								
Spread of viral disease during Warehouse operational working in distribution centres.	A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	A	Signage and markings will be placed throughout the depot for guidance on COVID-19 good practice	3	1	3	None	3	1	3	
Workstations and equipment are to be sterilised at the start and end of each shift. Supplies of cleaning sprays, antibacterial wipes, hand sanitizers, paper towels and lidded bins with plastic bag liners are available for use by all employees as and when required.	3	2	6	Shift Supervisor will do regular checks to ensure that employees comply.								

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Spread of viral disease during Warehouse operational working in distribution centres.	A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	A	Wherever possible work equipment such as scanners, pallet trucks etc should not be shared. Where this is not possible equipment should be sanitized between users. Paper towels and or wipes used for cleaning are to be disposed of in lidded bins or sealed plastic bags immediately after use	3	2	6	Shift Supervisor will do regular checks to ensure that employees comply.	3	1	3	
				Warehouse operatives are instructed to wear gloves when working and wash (for at least 20 seconds) or sterilise their hands every time after removing them.	3	1	3	None				
				Where possible and safe, single workers will load or unload lorries. Where this is not possible employees will be put into fixed working teams for the entire duration of the shift to avoid as far as is possible any cross contamination in the work place.	3	1	3	None				
				Warehouse operatives are instructed to be aware of their surroundings at all times and wherever possible to keep at least a 2 metre distance from other persons. If it is noticed that operatives are not keeping at least 2 metres apart they will be told to step back.	3	2	6	Shift Supervisor will do regular checks to ensure that employees keep a 2 meter distance .	3	1	3	
				All work tasks will be assessed and evaluated regularly to ensure, as far as is practical, continued safe working within the warehouse. All changes in working procedures will be communicated to employees in writing where necessary.	3	1	3	None				
When more than one vehicle is to be loaded, these are not to be parked next to each other and must have at least a 2 metre distance apart so the operatives doing the loading can keep their social distancing.	3	1	3	None								
If vehicle a movement is required the person doing the movement is to wear gloves. Once the movement is completed the driver will wipe the steering wheel, hand brake, gear selector and all surfaces touched including the door handle inside and out side with antibacterial wipes. Keys are to be sanitized before being returned to the key safe.	3	2	6	Shift supervisor to ensure any vehicle moved and keys used are sanitised on completion.	3	1	3					

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Spread of viral disease during Warehouse operational working in distribution centres.	A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	A	Drivers of visiting vehicles are to remain in their cabs unless using the toilet or washing facilities.	3	1	3	None	Shift Supervisor will do regular checks to ensure that employees comply.	3	1	3	
				Rest breaks and lunch breaks are to be staggered with a maximum of Six persons in the canteen / kitchen at any one time. Where possible and permitted employees may take their breaks in their own car.	3	2	6	None					
				Employees should bring their own refreshments including food and beverages and should dispose of by bagging and placing in lidded bins.	3	1	3	None					
				Employees are to make their own drinks and not to make them for other people. Employees are required to wash, dry and put away any kitchen utensils or equipment with the washing up liquid, hot water and disposable paper roll provided. Nothing is to be left in the sink or on the draining board. All used surfaces are to be cleaned with the cleaning spray and paper roll tissue provided. All used cleaning tissue is to be placed in the lidded bin provided.	3	2	6	None					
				Toilet entrance doors to be identified via signage as occupied / non occupied to prevent interactions in confined spaces.	3	1	3	None					
				All waste bins within the warehouse and canteen / kitchen are to be emptied when full and at the end of each shift into the main Biffa waste bins(non-recycle) on site. Waste contractors empty the main waste bins on site at regular intervals weekly	3	2	6	None					
Employees will continue to follow existing safe working procedures including wearing personal protective equipment.	3	1	3	None									
Fire (offices & warehouse)			A	The fire alarm system will continue to be tested weekly and the emergency lights monthly. *	3	1	3	None					
				All reasonable efforts will be made to ensure that social distancing measures in the work place are not perceived to be a barrier to carrying out servicing of the fire alarm system or emergency lights.	3	1	3						

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First- aid	A pandemic viral disease which has a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	A	First-aiders certificates that expire on or after the 16th March 2020 and cannot access requalification training due to Covid-19 may qualify for a 3 month extension. To qualify for the extension, the first-aider must be able to explain why they haven't been able to re-qualify and demonstrate steps taken to access training, if asked in the future.	3	1	3	None				
Failure of lifting equipment to be thoroughly examined	A pandemic viral disease which has a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	A	All reasonable efforts will be made to ensure that social distancing measures in the workplace are not perceived to be a barrier to carrying out the thorough examinations of lifting equipment. Where the examination is not undertaken, a risk assessment will be done in accordance with HSE guidance to determine whether it is safe to use or not.	3	1	3	None				
Poor Communication, particularly those in vulnerable groups	A pandemic viral disease which has a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	A	Everyone is consulted with an open-door policy for any employee to raise their concerns.  Employees contact numbers and emergency contact details are up to date.	3	1	3	None				

At Risk (Column 4)	Severity (Column 6 & 10)	Probability (Column 7 & 11)	Risk Rating (Column 8 & 12)	Acceptable (Column 13)
E - Employees	1 - No Injury	1. - Very Unlikely	Severity X Probability = 1 to 5	Low Y - Acceptable risk
C - Contractors	2 - Minor Injury	2 - Unlikely	Severity X Probability = 6 to 8	Med Y or N - May need further consideration
V - Visitors	3 - +7 Days Absence	3 - Likely	Severity X Probability = 9 to 25	High N - Unacceptable Risk
P - Public	4 - Major Injury	4 - Very Likely		
A - All	5 - Death	5 - Virtually Certain		

Date	Assessment Reviews		
Initials			