

Risk Assessment ID:	HSEQ-RA-(1.2)-003
Business Area	Logistics North (Warehouse Operations only)
Risk Area	Coronavirus
Responsible Manager	Matt Barker

Current Version	1.2
Last Updated	25-08-2020
Next Review Date	18-12-2020

#### Version Control

Version Number	Date	Author	Summary of Changes
1.0	17/5/2020	Matt Barker	Initial Version
1.1	27/5/2020	Sean Flynn	Revised Version
1.2	25/8/2020	Sean Flynn	Revised Version



#### Risk Assessment

What are the Hazards?	Who may be harmed and how?	What are the current control measures?	What additional measures are required to control the risks?	Action assigned to:	Date Due:	Date Complete:
Coronavirus (Covid-19) (Ncov)	<b>Employees, Customers &amp; members of the public;</b> Catching/Spreading of the Virus (Generic across all business areas)	<ul style="list-style-type: none"> <li>* Employees to continue working from home where possible</li> <li>* Coronavirus risk assessment carried out in conjunction with employee representatives</li> <li>* Employees made aware of who they can provide feedback and highlight concerns to</li> <li>* Provision of clear, consistent and regular communication to improve understanding and consistency in applying controls from this risk assessment</li> <li>* Control measures communicated with employees (via intranet, representatives)</li> <li>* Employees given guidance on Hygiene measures to be implemented to include:               <ul style="list-style-type: none"> <li>- Washing/Santising hands</li> <li>- Not touching nose/mouth/eyes while working</li> </ul> </li> <li>* Employees given guidance on Social Distancing to include ensuring a 2m distance from others at all times</li> <li>* Employees given guidance on government self-isolation rules and testing methods for coronavirus</li> <li>* Buddy teams identified for two man working or assistance to minimise exposure to other members of staff</li> <li>* All absences attributed to Covid-19 will be monitored to ensure conformity with self-isolation guidelines</li> <li>* Confirmation sent to employees that the business is compliant with BEIS/Gov.Uk Guidance</li> </ul>	* Risk Assessment to be reviewed and updated where any significant changes are applied to the government guidelines in conjunction with employee representatives	Sean Flynn	18-12-2020	
Coronavirus (Covid-19) (Ncov)	<b>Employees, Visitors &amp; Contractors</b> Transmission of the virus in the Reception area	<ul style="list-style-type: none"> <li>* No non-urgent visits to Logistics North will be booked (e.g. supplier visits, inspection/servicing contractor works excluding critical safety inspections and/or urgent repairs etc.) to minimise the number of people attending the site</li> <li>* Hand sanitiser station setup in reception and will be used by every person passing through the reception area</li> <li>* Any employees working on the site will use their mobile phones to carry out the sign-in/sign-out process</li> <li>* Except for one designated employee responsible for opening/closing the site, all other supply chain employees will access and egress from the site via the warehouse loading doors to minimise traffic through the reception area</li> <li>* When not locked for security, the main entrance doors to the building will be set on automatic opening/closing where possible to eliminate the need to touch door handles</li> </ul>				

<p>Coronavirus (Covid-19) (Ncov)</p>	<p><b>Employees</b> Transmission of the virus in the Warehouse area</p>	<p>* Social distancing (minimum 2m) will be strictly enforced in all areas of the warehouse</p> <p>* Employees will be split into teams, and the whole team allocated to a task each day (i.e. no rotation of employees between teams)</p> <p>* Gloves will be worn at all times</p> <p>* Employees will only use their own equipment at all times - this includes pump trucks, pens, hand held scanners etc.</p> <p>* Employees will sanitise their handheld scanner at the beginning and end of every shift (and before placing their scanner into the charging bank if charging is required mid-shift)</p> <p>* Directional pick flow will be enforced to avoid employees crossing each other when working in picking aisles</p>				
<p>Coronavirus (Covid-19) (Ncov)</p>	<p><b>Employees</b> Transmission of the virus in the Goods Yard</p>	<p>* Delivery/collection drivers will be required to maintain social distancing at all times while on site</p> <p>* Drivers will remain in the goods yard or their cab at all times and will not enter the warehouse or any other area of the building (except for the use of welfare facilities as noted below)</p> <p>* After opening the curtains on their vehicle, drivers will be required to sit in their cab whilst loading/unloading takes place</p> <p>* Any paperwork relating to the delivery/collection will be placed by the issuer for pickup by the receiver (e.g. tucked under the banding on a pallet) - no paperwork will be handed directly from one party to another</p> <p>* Any required signatures will be given using the signatories own pen - no parties will use pens provided by others.</p> <p>* Only 1 warehouse team leader will be allowed to use the shared desk area on a given day; this team leader will be responsible for cleaning the desk area at the start and end of each day using a suitable surface spray and paper towelling; paper towelling will be disposed of in a bin immediately after use</p>				
<p>Coronavirus (Covid-19) (Ncov)</p>	<p><b>Employees</b> Transmission of the virus through the use of Forklift Trucks</p>	<p>* All forklift equipment will be wiped down with an appropriate surface cleaner and papertowelling at the start and end of every shift, and additionally at the point of handover if shared use is required for any reason. All used paper towelling must be placed into a bin immediately after use</p> <p>* The same staff member will be assigned to each forklift everyday wherever feasible</p> <p>* Gloves must be worn at all times when using forklift trucks</p>				

Coronavirus (Covid-19) (Ncov)	<b>Employees, Visitors and Contractors</b> Transmission of the virus through the use of welfare facilities	<ul style="list-style-type: none"> <li>* Delivery/collection drivers will be granted use of toilet facilities (in line with government guidance) but will not be allowed to use the canteen</li> <li>* Sanitiser stations will be positioned adjacent to toilet and canteen facilities for use by all individuals when entering/exiting these areas</li> <li>* All toilets except the downstairs toilet in the reception area have been taken out of service to minimise foot traffic around the site and confine cleaning requirements to a single facility</li> <li>* The toilet in main reception will only be accessed through the main entrance doors; warehouse staff will exit the building via the loading doors and re-enter using the main entrance to access the toilet facilities. Delivery drivers will only enter the building via the main entrance.</li> <li>* Employees going towards the canteen will walk to the top of aisle C, turn left and use the steel fire door entry way to access the canteen; employees coming back from the canteen will use the walkway at the back of aisle A to return to the warehouse to minimise the any potential cross over of staff in confined walkways at break changeover times</li> <li>* Employees will take breaks in their assigned teams, with team break times staggered to minimise the number of people in the canteen at any given time <ul style="list-style-type: none"> <li>* Employees must follow government hand washing guidance at the start of each break period</li> </ul> </li> <li>* Kettles, toasters and microwaves remain available to allow food and drink preparation, but will be wiped down after each and every use using surface cleaner and paper towelling provided in the canteen area; paper towelling will be placed into a bin immediately after use</li> <li>* Seating has been limited to 2 chairs per table; where possible, employees will sit at separate tables subject to enough seating being available</li> <li>* All tables and chairs will be wiped down after each use using surface spray and paper towelling provided in the canteen area; paper towelling will be disposed of in a bin immediately after use</li> </ul>				
Coronavirus (Covid-19) (Ncov)	<b>Employees</b> Transmission of the virus in the supply chain office area	<ul style="list-style-type: none"> <li>* Employees will continue to work from home where possible to minimise the number of employees in the office area</li> <li>* A sanitiser station will be setup in the office area for use by any employees entering/exiting the office</li> <li>* Employees will use desks at least 2m apart from each other (i.e. no employees to sit facing each other, or on neighbouring desks)</li> <li>* Employees will wipe down their desks at the start and end of every day using a suitable surface spray and paper towelling; paper towelling will be disposed of in a bin immediately after use.</li> </ul>				
Coronavirus (Covid-19) (Ncov)	<b>Employees, Visitors and Contractors</b> Transmission of the virus in other office areas	<ul style="list-style-type: none"> <li>* All other areas of the building not covered in this risk assessment will remain "out of bounds" to all employees</li> </ul>	* Further risk assessment to be completed on other building areas as need (i.e. when additional staff are due to return to work)	Sean Flynn	30-11-2020	
Coronavirus (Covid-19) (Ncov)	<b>Employees</b> Transmission of the virus - general cleaning/hygiene	<ul style="list-style-type: none"> <li>* All canteen surfaces and equipment are covered by a "clean as you go" approach as noted in the "Welfare Facilities" section above</li> <li>* All desks will be wiped down at the start and end of each shift by the user (as covered in the above sections)</li> <li>* The toilet facility will be cleaned and sanitised each morning by a designated member of staff using suitable cleaning products with disinfectant properties <ul style="list-style-type: none"> <li>*Increased frequency of cleaning regime by cleaning company</li> </ul> </li> <li>* The reception area will be cleaned and hard surfaces sanitised each morning by a designated member of staff using suitable cleaning products with disinfectant properties where possible</li> </ul>	*Obtain Minster Cleaning risk assessment for review	Matt Barker	14-09-2020	01-09-2020