

Utility Warehouse

Unit 3, Horseshoe Close, London, NW2 7JJ

Location: Warehouse and Office

Title : Office and Warehouse Coronavirus RA	Date of Assessment : 10/06/2020	Risk Assessor : Monika Dickinson
Risk Assessment Reference : Covid003	People involved in making this assessment : Desmond Agyeman	
Task/ Process : General workplace activities	People at Risk : Employees, Contractors	

Hazard : Uninformed staff Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.
Control Measures:
1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on current Government guidance and instruction. They are updated regularly to reflect any changes in the official advice and guidance.
2. Every member of staff has been fully briefed via Babble as well as briefings from their Team Leaders to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. Public Health warning posters displayed throughout the premises.
4. Our plans and procedures have been shared and co-ordinated with our landlord and other tenants at our premises.
5. Manager's Guidelines, Plans and Procedures have been shared and coordinated.
6. Employees can share their safety concerns with their line managers or safety representatives.
7. Employees have access to the 24/7 confidential EAP (Employee Assistane Programme)
8. Shifts have been introduced to reduce large gatherings and allow for increased social distancing.

Hazard : Food & Drink Preparation Areas and Waste management Potential risk or transfer of virus through cross contamination
Control Measures:
1. Staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
2. Ensure that when spills of food or liquids occur they are cleaned straight away and work surfaces are left in a clean and sanitised condition.
3. Use their own drinking mugs and glasses to prevent cross contamination or use single use cups and teaspoons provided.
4. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Wash their hands thoroughly before using these facilities in particular hot water urn.
6. Microwave ovens should not be used.
7. No personal food should be stored in the communal refrigerator, other than milk for making beverages.
8. To thoroughly wash crockery and cutlery in the dishwasher after each use to put them away.

9. Waste bins and blue rolls are provided in the kitchen area

10. A dishwasher is available and must be used to thoroughly clean crockery and cutlery.

11. Staff instructed on how to safely use kitchen and rec areas whilst adhering to social distancing rules

Hazard : Communal facilities, entrance, toilets, stairs. etc Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures:

1. Contract cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.

2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS and Public Health hand washing advice posters displayed.

3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.

4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.

5. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens. Ensure you left the toilet clean for next person.

6. Staff are required to ensure that coats, scarfs and other outdoor items are stored separately where possible, within coat cupboards avoiding contact with other people's personal items.

7. Staff to observe the social distancing where possible and adhere to signage and instructions.

Hazard : Smoking shelters Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

Control Measures:

1. Smoking tobacco or e-cigarettes is confined to a dedicated external smoking shelter.

2. Staff advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.

3. Usual social distancing guidelines would apply in a smoking area, as per signage.

Hazard : Meeting room Potential risk or transfer of virus on account of close contact with other persons.

Control Measures:

1. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required.

2. Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors.

3. Staff using Conference and meeting rooms instructed to follow Govt advice and maintain a 2m separation distance in accordance with instruction and signage.

4. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible.

Hazard : Workstations, IT and telephony equipment Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

Control Measures:

1. Staff instructed that they should not use each others IT equipment, to prevent accidental cross contamination.
2. Staff instructed not to share stationary, pens, phones, headsets and personal mobile phones with others to prevent accidental cross contamination.
3. No hot desking.

Hazard : Close contact Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Staggered break times to reduce congestion and contact at all times.
4. One way systems to be introduced where possible to minimise operatives crossing over / not being able to keep 2 metre apart. 2m intervals should be marked with tape in corridors / rooms / communal areas to denote safe distancing. High traffic areas should be closely monitored.
5. Identify areas where people need to hand things to each other (tools, stationary) and consider ways to remove direct contact (eg drop off zones)
6. Strict guidelines on use of desks (not sitting face to face and at every other desk) are displayed.

Hazard : Vulnerable employees Vulnerable employees with existing health conditions are at a higher risk of contracting Covid-19, which may have a significant increased adverse affect on their health and wellbeing.

Control Measures:

1. Employees who are high risk vulnerable (but not extremely critical vulnerable) that cannot work from home, when management should offer the option of the safest available on-site role, enabling them to stay 2 metres from others.
2. Those employees who fall within the extremely vulnerable category (shielded) in accordance with government are to continue working from home.
3. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working or furlough in accordance with Govt. policy are taken on a case by case basis.
4. In accordance with Govt. policy staff who are in the vulnerable and high risk categories are not allowed on the premises. They are either working from home or are furloughed.

Hazard : Cleaning and hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, building equipment buttons, switches, etc). Contract cleaning staff have been increased in line with the increased cleaning regimes.

2. Suitable disinfectant cleaning products are used by the contracted cleaning staff.
3. A colour coded cleaning system is used by cleaning staff, to prevent cross contamination of surfaces.
4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the premises.
5. Staff are required to report anything contaminated or spilt that requires cleaning.
6. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc to prevent cleaning staff being accidentally contaminated.
7. All waste bins and receptacles are carefully and safely emptied daily, or more often as required by the contracted cleaning staff.

Hazard : Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures:

1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.
2. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided.
3. Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
4. Hand sanitisers are provided in place at access points.
5. As the alcohol based sanitiser falls under a COSHH item, employees who use it to disinfect their hands are not to touch their face until the sanitiser dries out due to possibility of irritation risk when in contact with eyes.
6. Any spillages are to be cleaned up immediately with water and dried off.
7. Employees to avoid inhaling the vapours from the alcohol based sanitiser, as this may cause dizziness or drowsiness.
8. Staff instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.

Hazard : Site access and egress points Risk of passing or contracting the infection

Control Measures:

1. Quarantine any deliveries for 3 days after delivery.
2. Site managers should monitor arrangements on site and ensure compliance.
3. Larger/less frequent deliveries should be considered to minimise deliveries on site. Company staff required to work in pairs to unload any deliveries and should be kept to the same pairings whenever possible.
4. Minimise unnecessary contact at entrance gates, doors and where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. If drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.
5. All workers/visitors to wash their hands on entering and exiting premises - use hand sanitiser if water is not available at these points.
6. Signage to provide information on entrance distancing rules, or one way systems to remind persons NOT to enter if they have symptoms of Coronavirus

7. Stop all non essential visitors from visiting the premises. A staggered start and finish times may be necessary in order to reduce the numbers entering or exiting the premises at any one time.

Hazard : First Aid and Emergency Evacuation Lack of first aid provision leading to injury, further injury or prolonged pain. Inhalation of smoke or exposure to fire leading to injury or fatality

Control Measures:

1. Trained fire wardens are in place and usual procedure to evacuate to the relevant assembly point is to be followed.
2. In an emergency, employees do not have to stay 2m apart whilst evacuating as it would be unsafe to do so.
3. PEEP (personal emergency evacuation plans) are in place for those employees who need assistance during an emergency evacuation from the premises.
4. Should emergency evacuation take place, employees are encouraged to wash or sanitise their hands at the earliest opportunity following the evacuation.
5. First Aiders to be provided with face guards, masks, gloves in order to reduce risk of contamination.
6. The primary responsibility is to preserve life - First Aid should be administered if required until the emergency services attend. Trained emergency first aid at work resource available on site.

Hazard : Infection When employee displays Government mandated symptoms (continuous dry cough and high temperature) they may be associated with COVID - 19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.

Control Measures:

1. Employees are advised to isolate and action in accordance with Government Guidelines.
2. Where Symptoms of COVID - 19 start at work employees are advised to contact their managers immediately.

Hazard : Stress (work Related) Staff experiencing anxiety and/or stress due to fear of infection

Control Measures:

1. Stress management support available via Babble, Policies, Guidelines, Management as well as Employee Assistance Programme. (EAP)

Documents Associated with this Risk Assessment:

Review Date : 30/06/2020

Reviewer : Monika Dickinson