

RISK ASSESSMENT

RA No: V1.0

Task: Clipper Risk Assessment – Preventing the spread of COVID-19 (warehouse, transport, office)

Risk Assessor(s)		Assessment Date		Review Date	
Lenny Breheny		14 th May 2020		29 th May 2020	
HAZARDS IDENTIFIED	PERSONS AT RISK	CONTROL MEASURES IN PLACE	FURTHER IMPROVEMENTS TO REDUCE RISK	Owner	Date
Clinically Extremely Vulnerable and Clinically Vulnerable individuals are at extra risk from Coronavirus infection.	<ul style="list-style-type: none"> • Employees • Drivers 	<p>Those Employees who are required to “shield” are furloughed per Government guidelines.</p> <p>Clinically Extremely Vulnerable people have been strongly advised not to work outside the home.</p> <p>Clinically Vulnerable Employees who are at higher risk of severe illness (for example, people with some pre-existing conditions) have been asked to take extra care in observing social distancing and are being helped to work from home, either in their current role or in an alternative role.</p>	<p>Managers of Extremely Clinically Vulnerable people and Clinically Vulnerable individuals should keep in regular contact with those working from home.</p> <p>For Colleagues identified as living with Extremely Vulnerable individuals and for Colleagues who are Clinically Vulnerable (but not extremely vulnerable), who has been offered the option of the safest available on-site role, should be closely supervised to ensure they can work 2 metre away from others.</p> <p>They should be regularly reminded of the helplines and avenues available to them such as Perk Box, See-Hear-Speak up, MIND helplines for discussing concerns.</p>	General Manager	29 th May 2020

<p>People who need to self-isolate</p>	<ul style="list-style-type: none"> • Employees • Drivers 	<p>Posters are displayed on site advising on the most common symptoms of coronavirus (COVID-19) which is the recent onset of:</p> <ul style="list-style-type: none"> • new continuous cough and/or • high temperature <p>Colleagues are advised; if they live alone and they have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 7 days from when their symptoms started. After 7 days, if they do not have a high temperature, they do not need to continue to self-isolate. If they still have a high temperature, keep self-isolating until their temperature returns to normal. They do not need to self-isolate if they just have a cough after 7 days, as a cough can last for several weeks after the infection has gone</p> <p>If they live with others and they are the first in the household to have symptoms of coronavirus (COVID-19), then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>
<p>Equality in the workplace.</p>	<ul style="list-style-type: none"> • Employees • Drivers • Contractors • Emergency services 	<p>Reasonable adjustment has been made to avoid disabled workers being put at a disadvantage regarding access into and out of the workplace, this includes providing social distancing at workstations and in common areas.</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>

<p>Risk of transmission when people are arriving at and departing from work.</p>	<ul style="list-style-type: none"> • Employees • Drivers • Commercial visitors • Contractors 	<p>Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics</p> <p>Where appropriate, additional parking spaces and facilities for bicycles have been provided to prevent overcrowding and to help people cycle to work where possible.</p> <p>Additional entry and exit points have been opened to reduce congestion in and out of the workplace at key times.</p> <p>Social distancing floor markings and one-way flows have been introduced on approach to and from the workplace to remind people to keep 2 metres apart.</p>	<p>Social distancing floor markers should be replaced when faded.</p>	<p>General Manager</p>	<p>29th May 2020</p>
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<p>Risk of transmission when people are arriving at and departing from work.</p>	<ul style="list-style-type: none"> • Employees • Drivers • Commercial visitors • Contractors 	<p>Handwashing facilities or hand sanitisers are available at entry and exit points to and from the buildings.</p> <p>Touch-based security devices have been deactivated. Where appropriate, security personnel are supervising access and egress from the buildings.</p> <p>As an alternative to finger recognition devices, people are using a Fire Register to register arrival and departure from the workplace.</p> <p>Visitors are not allowed on site without first completing a COVID 19 travel and health questionnaire</p> <p>Essential services and contractors' visits are revised to reduce interaction and overlapping between people.</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>
<p>Moving around workplaces</p>	<ul style="list-style-type: none"> • Employees • Drivers • Commercial visitors • Contractors 	<p>The layout of the workplace has been reviewed. Line markings and floor signs have been applied to help workers keep to a 2-metre distance.</p> <p>One-way flow through buildings has been introduced to prevent crossover of people in key areas.</p> <p>Use of high traffic areas including corridors, lifts, turnstiles and walkways have been regulated to maintain social distancing.</p>	<p>Social distancing floor markers should be replaced when faded.</p>	<p>General Manager</p>	<p>29th May 2020</p>

<p>Workplaces and workstations</p>	<ul style="list-style-type: none"> • Employees • Drivers • Commercial visitors • Contractors 	<p>For people working in one place, such as packing workstations, the workstation locations have been positioned in such a way to facilitate social distancing.</p> <p>Workstations are assigned to an individual as far as reasonably practicable.</p> <p>For workstations used by different people (crossover from morning to afternoon shifts for example), the workstation is cleaned down and sanitised by the person taking control of the workstation.</p> <p>Back to back working is accommodated when possible.</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>
<p>Risk of transmission due to face-to-face meetings.</p>	<ul style="list-style-type: none"> • Employees • Drivers • Commercial visitors • Contractors 	<p>Only absolutely necessary participants are attending meetings and 2m separation is maintained throughout.</p> <p>For areas where meetings take place, floor signage is positioned to help people maintain social distancing</p> <p>Hand sanitiser is provided if the meeting is held in a room.</p> <p>Meetings are held in well-ventilated rooms whenever possible.</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>

<p>Risk of transmission when using common areas.</p>	<ul style="list-style-type: none"> • Employees • Drivers • Commercial visitors • Contractors 	<p>Break times are staggered to reduce pressure on break rooms or places to eat.</p> <p>Social distancing markers are installed in common areas such as canteens and any other area where queues typically form.</p> <p>Additional space has been provided by using other parts of the workplace that have been freed up by remote working.</p> <p>Seating and tables have been reconfigured to minimize space and reducing face-to-face interaction.</p> <p>Hand sanitiser is provided at entry and exit points.</p>	<p>Social distancing floor markers should be replaced when faded.</p>	<p>General Manager</p>	<p>29th May 2020</p>
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<p>Risk of transmission when using common areas.</p>	<ul style="list-style-type: none"> • Employees • Drivers • Commercial visitors • Contractors 	<p>Break times are staggered to reduce pressure on welfare facilities such as toilets.</p> <p>Posters and foot markers are in use to remind people of the social distancing requirements in the toilets.</p> <p>Sliding bolts are used on low occupancy toilet doors to prevent more than one person occupying the room at any time.</p> <p>Cleaning schedules includes regular cleaning of toilet door handles, sliding bolts, toilet seats, toilet flush devices, toilet roll holders, sanitary bins, taps, soap dispensers.</p> <p>Disposable paper hand towels are used rather than hand blowers.</p> <p>Regular emptying and disposal of bins.</p>	<p>Social distancing floor markers should be replaced when faded.</p>	<p>General Manager</p>	<p>29th May 2020</p>
<p>Risk of transmission when using common areas.</p>	<ul style="list-style-type: none"> • Employees • Drivers • Commercial visitors • Contractors 	<p>Start, finish and break times are staggered to reduce pressure on locker rooms and common areas.</p> <p>The amount of people that can use the locker room at any one time is limited and supervised at key time during the working day.</p> <p>Social distancing markers are used to remind people to keep 2 metres apart.</p>	<p>Social distancing floor markers should be replaced when faded.</p>	<p>General Manager</p>	<p>29th May 2020</p>

<p>Risk of transmission when using common areas.</p>	<ul style="list-style-type: none"> • Employees • Drivers • Commercial visitors • Contractors 	<p>Break times are staggered to reduce pressure on common areas such as smoking shelters.</p> <p>Smoking areas have been extended to accommodate social distancing requirements.</p> <p>Social distancing markers are installed to remind people to keep 2 metres apart.</p>	<p>Social distancing floor markers should be replaced when faded.</p>	<p>General Manager</p>	<p>29th May 2020</p>
<p>Risk of transmission to delivery drivers and office staff when delivery schedules are discussed.</p>	<ul style="list-style-type: none"> • Employees • Drivers 	<p>Meetings are held behind glass or Perspex in well-ventilated rooms.</p> <p>Hand sanitiser is available in debriefing rooms.</p> <p>Vehicle Keys are cleaned before and after use.</p> <p>Social distancing markers are in place to remind people to keep 2 metres apart.</p>		<p>General Manager</p>	<p>29th May 2020</p>
<p>Risk of transmission to drivers if working in contaminated cabs or from using contaminated work equipment.</p>	<ul style="list-style-type: none"> • Employees • Drivers 	<p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys, are cleaned before and after use.</p> <p>Drivers are encouraged to wash or sanitise their hands before boarding vehicles.</p> <p>Sufficient quantities of hand sanitiser / wipes are available to enable workers to clean hands after each delivery / drop off.</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>

<p>Risk of transmission to drivers when delivering into customers premises</p>	<ul style="list-style-type: none"> • Drivers 	<p>People receiving delivery are instructed not to approach the driver during the delivery process.</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>
<p>Risk of transmission To drivers when refuelling vehicles</p>	<ul style="list-style-type: none"> • Drivers 	<p>Drivers are instructed to wear gloves when refuelling vehicles</p> <p>Drivers are instructed to wash or sanitise hands directly after or just before entering the cab</p> <p>Drivers are instructed to clean and sanitise fuel cards after use</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>
<p>Risk of transmission to people working in an office setting.</p>	<ul style="list-style-type: none"> • Employees 	<p>People are encouraged to work from home where possible.</p> <p>Layout of the office areas has been reorganised to allow people to work further apart from each other.</p> <p>Hot desking is discouraged.</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>
<p>People at risk from using contaminated office equipment such as phones, printers, keypads, mouse, staple guns etc.</p>	<ul style="list-style-type: none"> • Employees 	<p>A regular cleaning schedule has been developed covering office equipment such as phones, printers, keypads, mouse, staple guns etc.</p> <p>The cleaning schedule is issued to the person using the desk. The cleaning of office equipment and the desk is the responsibility of the person using the desk. Cleaning should take place at the beginning of the day.</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>

<p>Mental well being</p>	<ul style="list-style-type: none"> • Drivers • Employees 	<p>Posters are displayed making colleagues aware of helplines and avenues available to them such as Perk-box, MIND, See-Hear-Speak-up employee helpline for whistleblowing.</p>	<p>Colleagues should be regularly reminded of the helplines and avenues available to them.</p>	<p>General Manager</p>	<p>29th May 2020</p>
<p>First-aid</p>	<ul style="list-style-type: none"> • Employees • Drivers • Commercial visitors • Contractors 	<p>First aiders are trained to wear disposable gloves.</p> <p>Washing of hands is encouraged after treatment.</p> <p>First-aiders are informed to avoid contact with blood and bodily fluids during the administration of First Aid.</p> <p>Chairs and First Aid bed are cleaned after use, using disposable wipes.</p> <p>Cleaning equipment such as wipes are collected and disposed of regularly.</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>
<p>Risk of transmission in the event of an RTC (Road Traffic Collison)</p>	<ul style="list-style-type: none"> • Drivers • Employees 	<p>Avoid confrontation with members of the public.</p> <p>When exchanging details keep 2 metres apart.</p>	<p>No further action necessary.</p>	<p>General Manager</p>	<p>29th May 2020</p>

People involved with accidents, security and other incidents	<ul style="list-style-type: none">• Employees• Drivers• Commercial visitors• Contractors	<p>In an emergency, for example, an accident, fire or break-in, people do not have to stay 2 metres apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitising measures immediately afterwards, including washing hands.</p>	No further action necessary.	General Manager	29th May 2020
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