

Risk Assessment: Covid & Safety within the Workplace (Including Visitors to Site)

Date of original Risk Assessment: 04/04/20

Reviewed 22/01/21

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Action Completed
Potential cross contamination of individuals with Covid 19 within company buildings or whilst in transit	Operatives/staff may suffer serious, possibly fatal consequences due to being infected	<p>This Risk Assessment & associated documentation.</p> <p>Working to best practice of Government and the HSE ie keeping a six-foot distance (2M) Between persons within all company activities.</p> <p>Adequate ventilation in vehicles, buildings and offices</p> <p>The company provides hand sanitizers and washing facilities</p> <p>Records are kept of staff as to their destinations to facilitate tracing if required</p> <p>Visiting delivery drivers are encouraged to remain in their vehicle</p>	<p>Ensure staff and other workers are familiar with this document</p> <p>Implement and obtain signatures from all staff to say they understand requirement for social distancing whilst at the workplace.</p> <p>Written information displayed on notice boards and within the Male and Female WC</p> <p>Continued Audits</p>	Depot Manager	Immediate	04/4/2020
General Public and Others	Operatives/staff may suffer serious, possibly fatal consequences due to being infected	<p>Public are not encouraged to visit site unless for a specific purpose (Parcel collection) those persons who visit are held at an external door or other entrances are locked. Persons are warned at the reception door to stand behind a predetermined line which acts as a barrier,</p> <p>Small spaces are deemed confined spaces for the purpose of 2 M rule</p> <p>Records are kept of visitors to site to enable tracing</p>	No not as this moment	Depot Manager	Ongoing	Ongoing
PPE / RPE	Given the Pathogens ability to cross infect, persons are required to wear PPE/ RPE to minimise transmission between persons and these items are dedicated to an individual.	<p>Due to the complexity and availability of obtaining and maintaining RPE the best course of action is to maintain social distancing whenever possible again this is within scope of HSE best practice and government guidelines as this is the most Practical solution.</p> <p>items of PPE/RPE are dedicated to an individual.</p> <p>Note: Differing regions have specific requirements Face coverings are not classed as RPE</p>	<p>Gloves are freely available.</p> <p>Monitoring UK Gov/HSE web sites for new /amended advice</p> <p>Masks /face coverings available</p> <p>Audits</p>	<p>Depot Manager</p> <p>Gary Hagan</p>	Ongoing	Ongoing

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Visitors/ not CWF drivers or staff	Persons from outside the company have the potential to introduce infection to our staff. The company does not encourage visitors to site	Those persons who are invited to site, must sanitise, and maintain Social distancing protocols and this is regulated by the host /company representative. Strict limits exist and controlled use of our facilities. The company does not encourage visitors to site Records are kept of visitors to site to enable tracing if required by the NHS	Consideration to be given to contact details being recorded. Individuals to site must give all contact details along with a request for a phone number Random Audit	Depot Manager	ASAP	23/1/2021
Keypads/ desk phones	Members of staff as items such as keypads phones can harbour infection retention	Those items which are heavily used and are not critical have been taken out of service i.e. Time clocking machines.	Keypad on main entrance door, is to be wiped twice daily by cleaners who attend, the premises during working hours. Phones to be sanitised by the operative.	Depot Manager	ASAP	10/4/2020
Contractors/visit or using W/C	CWF staff or visitor could be harmed by cross infection	Strict monitoring and control of any visitor's access to site as mentioned above . Nominated WC to be used (disabled WC if Available) the WC are only to be used by others in situations that public toilets are not immediately available.	Cleaning staff are to use Halogens i.e. (sodium hypochlorite) and not antibacterial agents, as the efficacy of kill rate is a higher ppm in concentration above 15% wt by vol	Depot Manager	ASAP	10/4/2020
Cross infection whilst carrying out loading & Unloading activities See first line of this risk assessment	All warehouse staff and drivers, as well as those involved in administrative functions and subcontractors.	Consideration to be given to phased loading/ unloading of vehicles to minimise occupancy in all warehouse activities, whenever possible. Contractors are subject to the wearing of face coverings. Strict regime of enforcing the wearing of face coverings. It is noted, those who are exempt from the wearing of face coverings/masks.	Best practice as shown is to be maintained by the depot managers. The effectiveness of the initiative is to be monitored by the company SHE Officer, as unannounced Audits which the findings of the Audit will be circulated to senior management	Depot manager & SHE Officer	18/01/2021	18/01/2021