

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

Date of original Risk Assessment: 04/04/2020. Omicron, Edition

Reviewed: 07/12/2021

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
H.M Government has indicated that a strong possibility exists for the Omicron variant of covid 19, to infiltrate the UK	All persons by cross infection Note the Omicron variant has a propensity for being highly transmissible and virulent	This Risk Assessment. The company has put into place previously significant resources and restructured workplaces when appropriate. These are monitored by the company SHE officer as well as Depot Managers, to ensure the 'specified 'resources are in place. This is version 9 of the series of Risk Assessments . Covid Workplace Testing is being undertaken and the Government inoculation programme being rolled out.	Additional continued monitoring of sites for compliance to ensure the 'robust' systems devised are being fully implemented. Review all administration functions to ensure over occupancy in rooms is not a feature, moreover in light of this Omicron. Monitor changes across all regions	Gary Hagan & Each depot Manager	Immediate	Ongoing
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	This Risk Assessment & associated documentation. Working to best practice of Government and the HSE i.e. keeping a six-foot distance (2M) Between persons within all company activities. Adequate ventilation in vehicles, buildings and offices. The company provides hand sanitizers and washing facilities. Records are kept of staff as to their destinations to facilitate tracing if required. Visiting delivery drivers are encouraged to remain in their vehicle. Signage to reflect expectations and requirements e.g., hand washing, wearing of PPE and social distancing.	Ensure staff and other workers are familiar with this document Implement and obtain signatures, from all staff to say they understand requirement for social distancing whilst at the workplace. Written information displayed on notice boards and within the Male and Female WC	Depot Manager & All supervisors	Immediate	Ongoing

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General Public and Others	Operatives/staff may suffer serious, possibly fatal consequences due to being infected.	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. Small spaces are deemed confined spaces for the purpose of 2 M rule, Records are kept of visitors to site to enable tracing Including phone contact details	Review all signage and replace when required	Depot Manager And All supervisors	Immediate	Ongoing
PPE / RPE	Given the Pathogens ability to cross infect, persons are required to wear PPE/ RPE to minimise transmission between persons, and these safety items are dedicated to an individual.	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. items of PPE/RPE are dedicated to an individual. Note # Face coverings are not classed as RPE	Surgical Gloves are freely available. Constant Monitoring UK Gov/HSE web sites for new /amended advice Masks / face coverings available Audits	Depot Manager & All Supervisors	Ongoing	Ongoing

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Visitors or other drivers or staff not employed by CWF	Persons from outside the company have the potential to introduce infection to our staff. The company does not encourage visitors to site other than those stated.	Those persons who are invited to site, must sanitise, and maintain social distancing protocols, this is regulated by the host /company representative. Strict limits exist and controlled use of our facilities in place. Audit of Agency workers or office staff for their employer's safeguard standard, to ensure they meet criteria specified.	Individuals to site must give all contact details along with a request for a phone number. Random Audit	Depot Manager And All supervisors	Ongoing	Ongoing
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 or cleaning contractor.	Depot Manager	Ongoing	Ongoing
Contractors/ Visitors 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. Their Risk & Method statements to be reviewed.	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 And all supervisors	Immediate	Ongoing
Poor Quality hand sanitisers	All staff / Visitors are vulnerable to infection from contaminated surfaces.	Only hand sanitisers will be considered that meet the requirements of a kill ratio efficacy greater than 99% Persons are protected by procurement of quality hand sanitizers, these are procured from reputable suppliers with a minimum Alcohol content of >45% /wt .Posters are prominently displayed to remind persons of the importance of frequent handwashing.	The enforcement of handwashing with Hot water and soap in conjunction with sanitiser products. The removal of Towels from wash areas.	Depot Manager	Immediate	Ongoing
Cross infection whilst carrying out loading & Unloading activities. See second 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. A 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 & All Supervisors	Immediate	Ongoing