

Risk Assessment

Risk Assessment Description / Name: (e.g. Property/Person/Activity)		Risk Assessment - Covid-19 – Revision 8 – 09.11.20			Date of Risk Assessment:		08.04.20	
		Unipart Dorman - Southport			Revised on:		09.11.2020	
Risk Assessment Completed by:		Richard Purvis						
Standard Control Measures in Place: (Amend as appropriate)		<ul style="list-style-type: none"> - Staff must contact Line Manager or Health and Safety Officer (07985989471) with any serious concerns. - All coronavirus documentation and information is accessible via Line Manager, Connect or shared network drive. - PPE issued to staff is for them only. No sharing of PPE on site - Supervisors to monitor site conditions throughout the day ensuring PDCA controls remain current and in place. 						
What are the hazards?	Who might be harmed and how?	Risk Rating S x L = RR	Controls currently in place	Additional controls required Apply ERIC PD principle	Risk Rating S x L = RR	Action by whom?	Action by when?	
Site categorised as being in TIER 3 LOCATION	Employees Contractors for essential works only Through the contacting and spreading of the Coronavirus disease.	5x5=25	<ul style="list-style-type: none"> • Face masks are now mandatory on site when moving around (e.g corridors, walkways etc.) • Only exception is when stationary or at a fixed location (e.g. desks or soldering) ensuring social distancing can be maintained. • Large supply of face masks to be stocked and available to all. • Face masks to be disposed of in specific covid bins provided around site. • Safety Pause issued on Face mask guidance 	<ul style="list-style-type: none"> • Ensure communication with group and constant government updates and guidance. 	5x2	All staff	20/10/20	
Higher than normal absence (Persons providing	Employees Contractors for essential works only	5x5=25	<ul style="list-style-type: none"> • Record on absence database controlled by HR. • Workloads to be adjusted and monitored as necessary by line 	<ul style="list-style-type: none"> • absence and attendance policies remain under constant review 	5x1=5	Director Operations Manager	Report daily absence and self-isolation.	

Severity	
1	Negligible
2	Minor
3	Moderate
4	Significant
5	Severe

Likelihood	
1	Improbable
2	Unlikely
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5	Highly probable

Risk Rating		
Severity x Likelihood = 1 to 4	Insignificant	Requires ongoing monitoring
Severity x Likelihood = 5 to 8	Low	Proceed with caution (If property related action within 3 months)
Severity x Likelihood = 9 to 15	Medium	Action as urgent (If property related action within 1 month)
Severity x Likelihood = 16 to 25	High	Action immediately (If property related action within 7 days)

ERIC PD Principle:

E = Eliminate

R = Reduce

I = Isolate

C = Control

P = Personal Protective Equipment

D = Discipline

<p>care, school closures, other illness and self-isolation due to family cases etc.)</p> <p>-providing a pressured environment for remaining employees.</p> <p>-Risk of stress and increased accident rate.</p>	<p>Through the contacting and spreading of the Coronavirus disease.</p>		<p>managers/supervisors.</p> <ul style="list-style-type: none"> Regular communication and strong communication links between line management and employees. Reporting procedures in place and all staff made aware of how to report issues. Track and Trace Procedure now in place. This information is controlled by HR and Paul Brearley. 			<p>Line Managers/Supervisors</p> <p>Health and Safety Advisor</p> <p>Employees</p> <p>HR</p>	
<p>Risk of individuals spreading germs at work, due to not being able to regularly clean hands.</p>	<p>Employees Contractors for essential works only</p> <p>Through the contacting and spreading of the Coronavirus disease.</p>	<p>5x5=25</p>	<ul style="list-style-type: none"> Alcohol gel available and topped up by maintenance engineer. Hand washing facilities available in close proximity to all on site. Daily covid audit by site leaders to ensure stocks levels are sufficient. Adequate storage facilities for bulk alcohol gel. Toilets identified based on work areas. Alcohol Gel / sanitiser provided in all work areas and communal areas. 2 Metre social distancing enforced around site. Hand washing information communicated to staff through emails, signage and safety pauses. 	<ul style="list-style-type: none"> Facilities Departments 	<p>5x1 = 5</p>	<p>General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety Advisor</p> <p>Employees</p> <p>HR</p>	<p>Ongoing</p>

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<p>Risk of germ spread from individual to individual due to poor personal hygiene</p>	<p>Employees Contractors for essential works only</p> <p>Through the contacting and spreading of the Coronavirus disease.</p>	<p>5x5=25</p>	<ul style="list-style-type: none"> Hygiene awareness information issued to all staff (safety pauses, signage etc.) Cleaning contractor on site throughout day. Cleaning protocols three times daily in communal areas. Regular information and guidance issued by group and Health and safety adviser. Government advertisements issued and briefed to staff. Social distancing instructions 2metres Removal of chairs in canteens and relocation of employees into zoned areas in order to maintain 2 metre rule Home working wherever possible Small comm cell meetings – less than 10 people. 2-meter rule must be in place. Staff advised to leave immediately if symptoms occur on site. No human contact at work – hand shaking and other such greetings are banned. Where two-meter social distancing cannot be adhered to – specific risk assessment must be carried out. 	<ul style="list-style-type: none"> Issue all comms Monitor individuals for symptoms of the virus Enforce social distancing Enforce no gatherings / distance comm cells ensure people sit apart in all rest areas and meetings 	<p>5x1 = 5</p>	<p>General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety Advisor</p> <p>Employees</p> <p>HR</p>	<p>Ongoing</p>
<p>Risk of germ spread due to unclean equipment and surfaces.</p>	<p>Employees Contractors for essential works only</p> <p>Through the contracting and spreading</p>	<p>5x5=25</p>	<ul style="list-style-type: none"> Daily cleaning schedule for competent contractor All shared tools equipment must be wiped pre-use and post-use with wipes provided. Enhanced cleaning regime, wet cleaning with disinfectant. Enhanced cleaning regime is followed, 	<ul style="list-style-type: none"> Monitor individuals for symptoms of the virus Strict cleaning regimes Meetings by hangout Cleaning wipes available at desks to be used by individuals before and 	<p>5x1 = 5</p>	<p>General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety</p>	<p>Ongoing</p>

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	of the Coronavirus disease.		<p>with particular attention to door handles, light switches, water dispenser, telephones and keyboards etc.</p> <ul style="list-style-type: none"> • Meetings restricted - strict 2 metre social distancing maintained. • Max occupancy of meeting rooms identified and displayed on doors. • No unnecessary visits into warehouse or across sites. Employees must stick to designated work area where possible. • Staff should clean down their work area at the end of each shift. • PDCA to be completed for each area by supervisors • Cleaning sprays and substances reviewed to ensure compliance with BS EN 14476 products • Use of touch screens must be controlled using wipes, sanitiser and hand gel after every use. 	<p>after use each day</p> <ul style="list-style-type: none"> • Comms shared around clean desk policy 		<p>Advisor</p> <p>Employees</p>	
<p>Risks to vulnerable workers with specific health complaints</p>	<p>Employees Contractors for essential works only</p> <p>Through the contracting and spreading of the Coronavirus disease.</p>	<p>5x5= 25</p>	<ul style="list-style-type: none"> • High risk employees captured through helpline programme and through HR processes. • Personalised Risk Assessments carried out with all staff, HR controlled. • Supervisors and management to assess the risk to high risk individuals who have been shielding. Risk assessment must be carried out to ensure controls are adequate for safe return to work. • Return to work procedures in place for all staff. 	<ul style="list-style-type: none"> • Line managers to Review individuals risk assessment and implement their management plan. 	<p>4x1= 4</p>	<p>General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety Advisor</p> <p>Employees</p>	<p>Ongoing</p>

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<p>Risk of germ spread person to person due to large gatherings of people</p>	<p>Employees Contractors for essential works only</p> <p>Through the contracting and spreading of the Coronavirus disease.</p>	<p>5x5= 25</p>	<ul style="list-style-type: none"> • Must maintain 2m distancing throughout site. • Covid Site safety presentation for all staff/visitors/contractors. • Only authorised employees are to enter the warehouse, reception or office areas. • Fixed work areas for staff. Only authorised personnel should enter these areas. • Comm cells must allow for social distancing or carry out digitally where possible or in smaller groups. • Site manager briefings done on the podium to ensure social distancing. • Floor markings in place to help people maintain safe distances. • All individuals working from home where possible. • Staggered start and leave times to avoid crowds around clocking machines. • Lunch and breaks staggered to reduce congestion in Café U • Conferences and all non-essential events cancelled 	<ul style="list-style-type: none"> • Ensure gathers are restricted unless essential • Enforce social distancing 	<p>5x1= 5</p>	<p>General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety</p> <p>Advisor</p> <p>Employees</p>	<p>Ongoing</p>
<p>Risk to persons working from home.</p>	<p>Employees Contractors for essential works only</p> <p>Poor ergonomic</p>	<p>5x5= 25</p>	<ul style="list-style-type: none"> • Advice provided on desk layout. DSE equipment can be provided if required. • Advised not to work from laptop in bed or sofa - to use a chair that provides lower back support • DSE assessment issued to all staff – all issues / remedial actions addressed. 	<ul style="list-style-type: none"> • Regular comms to go out on caring for yourself - working from home. • Group Safety to receive DSE assessments - review and maintain 	<p>5x1= 5</p>	<p>General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p>	<p>Ongoing</p>

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	setup, loneliness, stress, mental health etc.		<ul style="list-style-type: none"> DSE equipment and aids issued as necessary Permitted to use company chair if required. Home workers asked to send photograph of home station set up to HS Adviser Mental Health Safety pauses issued 	<p>documents.</p> <ul style="list-style-type: none"> Mental health awareness and loneliness Safety Pauses 		Health and Safety Advisor Employees	
Someone unwell arrives on site	<p>Employees Contractors for essential works only</p> <p>Through the contracting and spreading of the Coronavirus disease.</p>	5x5=25	<ul style="list-style-type: none"> Temperature monitoring now in place at each staff entrance point. Staff must leave site if temperature of 37.8 or above and follow issued procedure. (Displayed at each point of entrance) All Visitors to Dorman (non-Dorman staff) must complete covid questionnaire / declaration before being granted access Emails (remote meetings) to avoid all unnecessary visits Any person showing symptoms must remove themselves from site immediately All visitors/contractors must use the identified toilets. (informed during induction by host) Emergency cleaning procedures arranged with Bibby's. Precautionary clean if person is isolating. Emergency deep clean if positive case confirmed on site. 	<ul style="list-style-type: none"> Consider purchasing thermal temperature checking booths for individual screening. Vigilance in ensuring those that are unwell stay at home, and those in contact self isolate 	5x1=5	<p>General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety</p> <p>Advisor</p> <p>Employees</p>	Ongoing

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<p>Virus spread due to communal touch points</p>	<p>Employees Contractors for essential works only</p> <p>Through the contracting and spreading of the Coronavirus disease.</p>	<p>5x5=25</p>	<ul style="list-style-type: none"> Antibacterial wipes to be used to clean handles / food coming out of machine Vending contractor to be managed by Simon Connell, servicing will only occur Friday afternoon when site is closed down. (Simon Connell to stop access). Signage displayed at every water dispenser. Hand sanitises / hygiene station to also be made available. Microwaves relocated to avoid congestion. Staff to clean after every use. All appliances cleaned regularly by cleaning contractor as part of cleaning regime. All meeting room surfaces to be wiped clean after use. Fogging machine to be implemented to ensure all touch point on site are being cleaned. 	<ul style="list-style-type: none"> Consider whether vending provision is appropriate. 	<p>5x1=5</p>	<p>General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety Advisor</p> <p>Employees</p>	
<p>Use of Café U</p>	<p>Employees Contractors for essential works only</p> <p>Through the contracting and spreading of the Coronavirus disease.</p>	<p>5x5=25</p>	<ul style="list-style-type: none"> Seats removed to maintain 2 metre social distancing Communications on social distancing All food is pre-packaged – No cooking on site. All food to be covered when not being served Notices and signage in place Q&A - it is individual responsibility to maintain social distancing from each other Seats and tables wiped down cleaner after each break. 	<ul style="list-style-type: none"> Ensure compliance Ensure the adherence to social distancing Consider identifying further rest areas, stagger breaks implement posters and comms to remind persons provide cleaning products to ensure the tables are cleaned between each use. 	<p>5x1=5</p>	<p>Director & General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety Advisor</p> <p>Employees</p>	

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			<ul style="list-style-type: none"> One-way system in place 	<ul style="list-style-type: none"> Ensure cleaners are regularly cleaning the area 		
<p>Contact with deliveries e.g. cages and stillage's, equipment and materials etc.</p>	<p>Employees Contractors for essential works only</p> <p>Through the contracting and spreading of the Coronavirus disease.</p>	5x5=25	<ul style="list-style-type: none"> Transportation time from supplier/country of origin will add additional time in process before product is handled by Unipart employees, resulting in the amount of virus present rapidly decreasing on the surface. current advice from the World Health Organisation (09/03/2020) states - risk is low of catching coronavirus from a package that has moved, travelled, and been exposed to different conditions and temperature. Regular communication on safe employee hygiene practices – not touching face with hands during handling process, washing hands or using alcohol gel when they remove gloves. All mechanical Handling Equipment must be cleaned after each use. SOP has been shared and issued to all warehouse staff. 	<p>Risk in Low but good hygiene must be maintained if product is to be processed before a quarantine period</p> <p>Review all delivery plans with contractors to ensure they are aware and abide by Unipart Rules.</p> <p>Ensure Alcohol gel stations in inbound areas</p> <p>Regular hygiene briefs.</p>	5x1=5	<p>Director & General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety</p> <p>Advisor</p> <p>Employees</p>
<p>Risk from activities that require operatives to get close to</p>	<p>Employees Contractors for essential works only</p>	5x5=25	<ul style="list-style-type: none"> Activities that require persons to get within 2 metres of each other should cease and an alternative method found. It is an individual's personal 	<ul style="list-style-type: none"> Where activities mean people cannot maintain social distancing PPE must be considered and 	5x1=5	<p>Director & General Manager</p> <p>Operations Manager</p>

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<p>each other.</p>	<p>Through the contracting and spreading of the Coronavirus disease.</p>		<p>responsibility to maintain 2 metre social distancing</p> <ul style="list-style-type: none"> Supervisors must monitor and inspect their areas to ensure that 2m rule is not breached by employees. Disciplinary action and procedures available if employee negligence is observed. High risk work areas must be re-designed to ensure that 2m distancing can be adhered. Perspex screening and face masks may be required if identified in work area audits. Manual handling tasks that require two persons should only be done if 2-meter distance can be maintained – use mechanical aid where practicable (e.g. Pump truck/FLT) As a last resort, if maintaining two meters is not possible and the tasks deemed essential a dynamic risk assessment is be carried out. The task should not exceed 15 minutes. 	<p>activity fully risk assessed</p> <ul style="list-style-type: none"> Risk assessment is required, with consideration for PPE. 		<p>Line Managers/Supervisors Health and Safety Advisor Employees</p>	
<p>Contamination of staff and others when travelling to/ from and during work at other sites</p>	<p>Employees Contractors for essential works only</p> <p>Through the contracting and spreading</p>	<p>5x5= 25</p>	<ul style="list-style-type: none"> Risk Assessment and Method Statement agreed with clients before the visit and confirmed/ modified on the day, This RAMS addresses all risks particular to the location/ work to be done & others affected No physical site interactions unless authorised by Steve Clayton/Paul Brearley. 	<ul style="list-style-type: none"> A check with client that the work is necessary when planned Separate vehicles if not possible to socially distance. Cleaning materials/ gloves & Cleanliness practices in the vehicles and 	<p>5x1= 5</p>	<p>Director & General Manager Operations Manager Line Managers/Supervisors Health and Safety</p>	<p>As controls/ further actions</p>

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	of the Coronavirus disease.		<ul style="list-style-type: none"> • A specific risk assessment must be carried out if employees need to travel to other sites. • Only essential visits • Team leaders and managers are responsible for their visitors. Ensuring covid briefings are carried out and specific risk assessment have been complete if required. • Visitors and contractors that are not employed by Unipart must always wear a face mask when on site. • Visitors must be briefed fully in accordance with Unipart’s visitor procedure and site induction on arrival. • Visitor toilet identified, signed and communicated. • Covid Video Presentation played on loop at reception. 	especially when filling up with fuel. Special RAMS section on COVID 19 preventive measures		<p>Advisor</p> <p>Employees</p>	
Emergency Procedures. Reduced number of First Aiders and Fire Marshals.	<p>Employees Contractors for essential works only</p> <p>Fatality due to poor/incorrect emergency response</p>	5x5=25	<ul style="list-style-type: none"> • Operations Manager to ensure enough first aiders and fire marshals are on site at all times. • First Aid certificates must be in date. • First aid refresher training being carried out. • Fire marshal training undertaken to ensure adequate cover. • Ops Manager responsible for ensuring shifts / overtime are planned to ensure that there are enough first aiders and fire marshals to cover all areas of site. • Fire Alarm testing occurring weekly Friday 12:00pm 	N/A	5 x 1 = 5	<p>General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety</p> <p>Advisor</p> <p>Employees</p> <p>General Manager</p>	As controls/ further actions

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Control of Contractors and site visitors	<p>Employees Contractors for essential works only</p> <p>Fatality due to poor/incorrect emergency response</p>	5x5 = 25	<ul style="list-style-type: none"> Contractors are not permitted to site unless authorised by site manager. Essential work only All RAMS including covid controls to be requested and reviewed by HS advisor/Facilities Manager prior to works. Covid Risk Assessment to be completed prior to any visits and authorised by Liz Hancock / Steve Clayton. Covid declaration form must be signed by contractor upon arrival. Covid information and site rules to be shared with contractor and full coronavirus induction to be carried out All contractors must wear face masks when on site. Friday half day shut down. Contractor works are to be arranged on Friday afternoons when operatives have left the site. 	Contractors to be supervised at all times.	5x1=5	<p>General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety Advisor</p> <p>Employees General Manager</p> <p>Operations Manager Line</p> <p>Managers/Supervisors</p> <p>Health and Safety</p>	Ongoing

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Office Spaces becoming crowded due to people returning from work	Employees Contractors for essential works only Spread of virus around site	5x5 = 25	<ul style="list-style-type: none"> All office workers must 2m socially distance at all time Where meetings or information sharing is necessary. This should be done in a room (e.g. Faculty) large enough for persons to socially distance. One-way system implemented. All office workers briefed on system. Shared equipment e.g. printers, staplers etc. to be sanitised after each use. Floors markings in place in office area. Office staff should remain in their fixed areas unless authorised by Paul Brearley. All office staff returning to work must have covid Induction and return to work presentation Any persons with covid symptoms should not come into work. If symptoms develop during work, they must leave site immediately and self-isolate. 	Managers and supervisors to ensure staff follow all covid instructions.	5x5=25	Director & General Manager Operations Manager Line Managers/Supervisors Health and Safety Advisor Employees	ongoing
Positive cases confirmed on site	Employees Contractors for essential works only	5x5 = 25	<ul style="list-style-type: none"> Track and Trace SOP in place Site evacuated and/or areas isolated. Competent cleaning contractor in place (Bibby's) confirmed that they will be available for emergency call out. 	HR / Site Manager and Health and Safety Adviser to decide if Emergency Deep clean is required.	5x1=5	Director & General Manager Operations Manager Line	ongoing

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4	Likely
5	Highly probable

Risk Rating		
Severity x Likelihood = 1 to 4	Insignificant	Requires ongoing monitoring
Severity x Likelihood = 5 to 8	Low	Proceed with caution (If property related action within 3 months)
Severity x Likelihood = 9 to 15	Medium	Action as urgent (If property related action within 1 month)
Severity x Likelihood = 16 to 25	High	Action immediately (If property related action within 7 days)

ERIC PD Principle:

E = Eliminate

R = Reduce

I = Isolate

C = Control

P = Personal Protective Equipment

D = Discipline

	Spread of virus around site		<ul style="list-style-type: none"> • Emergency deep cleaning following a Covid-19 positive case on site call 07774752136 to arrange an emergency call out. • All areas would be washed down with chlorine tablets (bleach) to make areas safe then sprayed with a mist disinfectant. • The areas can be used again within 1 hour of completion. • All equipment will be placed into a hazardous waste bin and incinerated (hazardous note can be provided). 			Managers/Supervisors ongoing Health and Safety Advisor Employees	
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Signed :	R.Purvis	Health and Safety Adviser
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Severity	
1	Negligible
2	Minor
3	Moderate
4	Significant
5	Severe

Likelihood	
1	Improbable
2	Unlikely
3	Possible
4	Likely
5	Highly probable

Risk Rating		
Severity x Likelihood = 1 to 4	Insignificant	Requires ongoing monitoring
Severity x Likelihood = 5 to 8	Low	Proceed with caution (If property related action within 3 months)
Severity x Likelihood = 9 to 15	Medium	Action as urgent (If property related action within 1 month)
Severity x Likelihood = 16 to 25	High	Action immediately (If property related action within 7 days)

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