

RA-031-05-06-20 Operational Covid-19 Workplace Risk Assessment



Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating	What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
Arriving leaving/work											
site	Entrance through doors	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Hand sanitisation dispenser at the entrance/exit route (away from direct sunlight). Marked the floor to create a safe queue zone where needed. Line Managers to assess and manage attendance of people. High Contact touch cleaning (doors/handles etc). 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> Hand sanitizer dispensers fitted to entrance walls. Floor marking warnings about the need of 2 Metre social distancing. Introduction of Infrared Thermometer Sensors to each floor. Signage added adjacent to the sensors and the front doors. (16/10/20) 	AW, PR, JR	05/06/20	05/06/20	
site	Congestion at start time	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Staff start and finish at different times to reduce congestion in building. All non-essential staff working from home to mitigate contact. 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> Floor markings warning about the need of a 2 x Metre social distancing, to create a safe queue zone. Visitors are assessed to determine if they need to attend premises. Visitors are to be inducted on arrival and instructed to follow the site rules for COVID-19. 	PR, All Staff	05/06/20	05/06/20	
site	Movement through corridors	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Staff briefing on ensuring social distances are maintained. Signs situated around the premises (Social Distancing). Start and finish times vary to reduce interaction. Supervision for staff attendance. Touch point cleaning on doors, handles etc. 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> Floor markings warning about the need of a 2 x Metre social distancing, to create a safe queue zone. Visitors are assessed to determine if they need to attend premises. Visitors are inducted on arrival and instructed to follow the site rules for COVID-19. 	JR, All Staff	05/06/20	05/06/20	
site	Security Checks	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> All entrance doors have door access systems and require key fobs for entry. Main entrance doors have a call button to request access. Door closers fitted to doors. 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> Visitors are assessed to determine if they need to attend premises. Visitors are inducted on arrival and instructed to follow the site rules for Covid-19. 	All Staff	05/06/20	05/06/20	
Shift Start											
site	Team briefs/comm cells	Employees - spread of Covid-19	<ul style="list-style-type: none"> Unipart Covid-19 posters are displayed in all relevant areas. Communication can / is made by use of the telephone or via email. 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> Team briefs / Comm cells are carried out using Google Hangout with no need to congregate. 	All Staff	05/06/20	05/06/20	
site	Use of tools and equipment	Employees - spread of Covid-19	<ul style="list-style-type: none"> Reduced staff levels. Line Managers assess staff in premises. Hand washing signage situated around the premises. Antibacterial Soaps situated in washing areas. 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> Staff issued with antiviral wipes to allow tools and equipment to be cleaned. Staff are instructed to wash their hands with antibacterial soaps or hand sanitizer. 	PR, JR	05/06/20	05/06/20	
site	Desk locations	Employees/contractors - spread of Covid-19	<ul style="list-style-type: none"> Where practical, staff are seated at desks and workstations that are spaced to allow social distancing to be maintained. Floor marked at front entrance to show example of how social distancing to be maintained. Limit number of persons in offices at any one time. 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> Desks to be reviewed when more staff attend the premises to ensure social distancing. 	Line Managers, Senior Management	TBA	05/06/20	05/06/20
site	Used of shared equipment (pcs, machinery etc.)	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Hand Sanitiser, surface cleaners are available. Colleagues clean all shared equipment at start/end of use. Gloves can be worn in operational areas as prescribed. Disposable gloves are available. Posters, briefs reminding staff of handwashing. 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> Line Managers to assess staff attendance and seating locations. 	Line Managers	05/06/20	05/06/20	
site	Contact with surfaces (door handles / push plates, etc.)	Employees - spread of Covid-19	<ul style="list-style-type: none"> Hand Sanitiser, surface cleaners are available Gloves (Optional) can be worn in operational areas as prescribed. Regular touch point cleaning of all high contact areas, etc. Posters, briefs reminding staff of handwashing. Contract cleaners attend site 2 x per week and undertake thorough cleaning on the common areas using antibacterial sprays and wipes. Antibacterial soaps and sprays made available. 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> A new departmental approach is used to share the responsibility of cleaning high contact areas. Audit sheets located in each area and a requirements to sign the sheet on completion - daily. Additionally a Safe System of Work for High Contact Wipedown (Covid-19) has been completed and communicate dto all staff. PR 16/10/20 	All staff	05/06/20	05/06/20	
Goods In											
site	External Driver Management	Employees/contractors - spread of Covid-19	<ul style="list-style-type: none"> Drivers can communicate via mobile telephone. Deliveries use the call button and seek authorisation to enter. Door access system fitted to entrance doors. Deliveries are met at the front door. No signing for goods on arrival. (Most couriers have adapted their confirmation and just seek names for goods receipt or take photographs). 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> All PSL Drivers are instructed to follow the safe system of work when attending sites 	All Staff	05/06/20	05/06/20	
site	Unloading vehicles/containers	Employees - spread of Covid-19	<ul style="list-style-type: none"> All goods In are generally delivered by the courier. All departments are issued with hand wipes to clean goods if necessary. Hand hygiene promoted. Gloves available where needed. 	Moderate	Rare	Low Risk					
Picking											
site	Picking and stock control - leading to congestion/difficulty maintaining social distancing/shared equipment	Employees - spread of Covid-19	<ul style="list-style-type: none"> All processes are to reflect and to ensure social distancing can be maintained. Limited staff in area to support social distancing (approx. 6 per floor). Overtaking if required performed quickly or staff wait until operative has finished in front of them, limited numbers on each floor. Group Risk assessment issued to all staff. Hand sanitizer available. Gloves worn (Optional). Antibacterial wipes available to wipe down all equipment at start/end of shift. Staff must not pick from same location simultaneously. Picker must wait until location is free to maintain social distancing. 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> Staff must not pick from same location simultaneously. Picker must wait until location is free to maintain social distancing. 	All Staff	05/06/20	05/06/20	
Static workstations/operational benches etc.											
site	Fixed Workstations/Packing Benches/Machinery - difficulty maintaining social distancing	Employees - spread of Covid-19	<ul style="list-style-type: none"> Workstations can be cordoned off to allow for social distancing, all 2 metres apart. Floor can be marked to clearly define individual work zones. Antibacterial wipes used to clean down workstations at start/end of shift. Social distancing signage posters situated around premises. 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> Further review of the work stations can be reviewed when more staff return to work. 	AW	TBA		
Marshalling Lanes											
site	Marshalling lanes - crossover of staff in marshalling lanes - impacting social distancing	Employees - spread of Covid-19	<ul style="list-style-type: none"> Limited staff in areas to support social distancing Group Risk assessment presentation issued to staff. Hand sanitizer available. Gloves worn (Optional). Safety Masks available. Antibacterial wipes available to wipe down all equipment at start/end of shift. 	Moderate	Rare	Low Risk					

Goods Out										
site	Loading of vehicles	Employees - spread of Covid-19	<ul style="list-style-type: none"> Social distancing must be maintained. Limited staff in area to support social distancing. Goods are issued locally to the courier to load vehicle, to reduce interaction. Risk assessment presentation Hand sanitizer available. Face Visors are available for close proximity work. Gloves worn (Optional). Note; wash hands immediately following loading if gloves not used. Antibacterial wipes available to wipe down all equipment at start/end of shift. 	Moderate	Rare	Low Risk				
site	External Driver Management	Employees/contractors - spread of Covid-19	<ul style="list-style-type: none"> Drivers can communicate via mobile telephone. Deliveries use the call button and seek authorisation to enter. Deliveries are met at the front door. Take note of collection driver's name before goods are released. 	Moderate	Rare	Low Risk				
Canteen/shared rest areas/offices										
site	Canteen/overflow canteen - lack of social distancing/food hygiene	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Staggered breaks 2 metre warning floor tape situated on entrance. Encouraged staff to bring their own lunch and eat at their own desks or vehicles if practicable to reduce issues with being in close proximity. All food to be covered when not being served. Regular cleaning of canteen area. Posters displayed in canteen area to remind people about "washing hands". (Before and after eating or drinking). High Contact sanitising activities have documented frequencies and sign off with time and date for audit trail Cleaning regime carried out by contract cleaner 	Moderate	Rare	Low Risk	<ul style="list-style-type: none"> Hand Sanitiser station available at entrance to canteen. Wipes available on station for staff to wipe worktops prior to use 	PR, JR	05/06/20	05/06/20
site	Office areas	Employees, visitors, contractors - uncontrolled spread of virus	<ul style="list-style-type: none"> All non-essential staff working from home from 02/11/20. All tables set up to allow 2 metre social distancing. Antibacterial hand gels and wipes available. Cleaning regime in place. Antibacterial wipes used to wipe down equipment at start end of shift. 	Moderate	Rare	Low Risk				
site	Toilets	Employees, visitors, contractors - uncontrolled spread of virus	<ul style="list-style-type: none"> Toilets cleaned by contract cleaners (2 per week). Antibacterial Hand soap and paper towels available. Handwashing posters displayed to promote safe activities. 	Moderate	Rare	Low Risk	Order vacant / engaged signs for toilet doors.	PR / JR	Jun-20	
General										
site	Spread of disease from external visitors	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Access Control System fitted to entrance doors in the Reception area. All visitors asked to complete self declaration for Covid-19. Posters displayed controls - handwashing etc. All non-business critical visits prohibited Visitor Induction on arrival at site. 	Moderate	Rare	Low Risk	Induction on arrival at site	PR	Ongoing	
site	Spread of virus through staff	Employees, visitors, contractors - uncontrolled spread of virus	<ul style="list-style-type: none"> Communication and briefs on control measures, handwashing, etc. Self isolation policy. Government Guidelines. Cleaning regimes. Regular hand washing practices. Awareness posters on safe handwashing, personal hygiene, safe distancing, etc. Antibacterial hand gels throughout site. Antibacterial Wipes available to wipe down all equipment at start/end of shift. Supervision. 	Moderate	Rare	Low Risk	Risk assessment presentation and individual sign off	All Staff, Unipart Group.	05/06/20	05/06/20
site	Spread of virus through staff becoming unwell either at work/or off site	Employees, visitors, contractors - uncontrolled spread of virus	<ul style="list-style-type: none"> Sickness and Absence policy and procedures. Regular communication to staff on current Covid-19 procedures. Return to work interview/process (HR Support). Supervision. 	Moderate	Rare	Low Risk				













