

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											
5/1/2020	site	Entrance through turnstiles/gates/doors	Employees, visitors, contractors - spread of Covid-19	Hand sanitisation station in area at all entrance/exit routes (away from direct sunlight) and throughout Business Units (BUs) Visual Management at entrance to site and through BUs detailing site Covid rules Marked the floor to create a safe queue zone where needed (locker rooms) Staggered start times to prevent queuing. SOs/TLs record time and attendance Touch point cleaning (doors/handles etc.) throughout day	Moderate	Rare	Low Risk	Additional Sanitiser dispensers on order. Awaiting supplier restock. Fitted by HVAC w/c 10/08/20 GM Additional signage fitted to external entrances and mounted on Racking (J&C Stores) 29/09/20 GM	HSEF	30/06/20	12/08/20
16/1/2020	site	Congestion at shift start time	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Stagger start times by to reduce congestion in building. Marked the floor to create a safe queue zone in locker rooms. SO completes shift register to prevent sharing of Comm Cell computer to sign fire register. 	Moderate	Rare	Low Risk	Due to staff dispersal in J Store and Operatives having to use the same dashboard for their daily duties, SOs will not keep fire register. Operatives will be required to log into Fire register themselves as pre Covid. There will however be a cleaning station beside the log in computer with staff required to clean equipment after each use.			
28/8/2020	site	Locker room - congestion	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Mark the floor to show social distancing zone in room Limit number of persons allowed in locker room at each time – signposted on door *"Grab & go" – all items contained in locker in bag to speed up collection 	Moderate	Rare	Low Risk				
28/8/2020	site	Movement through corridors	Employees, visitors, contractors - spread of Covid-19	One way system in J Store shared corridor (signage/all staff briefed) Staff briefing on ensuring social distances are maintained. Shift times & breaks staggered to reduce interaction Touch point cleaning on doors, handles etc.	Moderate	Rare	Low Risk	Face masks not yet required to be worn in corridors or office areas. Will be reviewed based upon Government recommendations.			
13/5/2020	site	Security Checks	Employees, visitors, contractors - spread of Covid-19	No entry to Security Gatehouse, visitors' details taken from their vehicles. Physical wandling no longer takes place. Security control T-cards for Incident controllers	Moderate	Rare	Low Risk				
Shift Start											
5/1/2020	site	Team briefs/comm cells	Employees - spread of Covid-19	Group briefings to take place digitally where possible. Limit numbers attending briefing and are maintaining social distancing. Hold additional briefings if required to reduce numbers at each brief (BU specific) Shift meetings held only when essential and then, only in an open area where social distancing can be maintained. Floor marked to display 2m distances within Comm Cell areas. Unipart Covid-19 posters are displayed in all relevant areas. Floor markings in Comm Cell area to denote 2m distances.	Moderate	Rare	Low Risk	Face masks not currently required. This will be reviewed based upon Government recommendations.			
28/8/2020	site	Collection of equipment (RF scanners/MHE keys/tools/etc.)	Employees - spread of Covid-19	<ul style="list-style-type: none"> Colleagues clean all equipment (MHE, tape dispensers, PDAs, keyboards, mice, touchscreens etc.) at start and end of use. Cleaning Stations available throughout site containing antibacterial wipes, cleaning sprays, nitrile gloves and Blue Roll Specific bins installed for the disposal of used PPE 	Moderate	Rare	Low Risk				
13/5/2020	site	Operational enquiry desks (pick/transport/maintenance etc.)	Employees/contractors - spread of Covid-19	<ul style="list-style-type: none"> All Desks and workstations are spaced to allow social distancing to be maintained Floor marked in front of the area to allow social distancing to be maintained when people approach desk/office Limit number of persons in office at one time, post sign on door Temporary barriers placed in front of pick desk to allow social distancing to be maintained Perspex sheets provided over enquiry windows 	Moderate	Rare	Low Risk	Perspex to be fixed to some workstations. Floors to be marked 2m from desks.	SC JM	May-20	22/03/20
28/8/2020	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 Disposable gloves are available (disposable gloves to be available for use where we have shared keyboards in operational areas and these are used by a large numbers of people). Posters, briefs reminding staff of handwashing 	Moderate	Rare	Low Risk				
13/5/2020	site	Contact with surfaces (railings/barriers etc.)	Employees - spread of Covid-19	<ul style="list-style-type: none"> Hand Sanitiser, surface cleaners are available Gloves are worn in operational areas as prescribed Regular touch point cleaning of all barriers etc. every shift Posters, briefs reminding staff of handwashing 	Moderate	Rare	Low Risk				
Goods In											
13/5/2020	site	External Driver Management	Employees/contractors - spread of Covid-19	<ul style="list-style-type: none"> All Drivers wait in their cabs, or designated Driver area in Yard, during unloading Driver keys placed in external area for collection to reduce interaction with staff Driver welfare facilities provided externally (portaobos) Driver keys returned in a way to reduce interaction, driver alerted (left externally to vehicle for collection) 	Moderate	Rare	Low Risk	Review Key Process	JM	May-20	
13/5/2020	site	Unloading vehicles/containers	Employees - spread of Covid-19	<ul style="list-style-type: none"> All loads unloaded by a single colleague in order to maintain social distancing measures using a counterbalance. All stock should be left for 72 hours where practicable. Gloves worn. Hand hygiene promoted. 	Moderate	Rare	Low Risk	JM to review requirement for quarantine of stock.	JM	May-20	
Putaway and Replenishment											
13/5/2020	site	Putaway and Replenishment -leading to congestion/difficulty maintaining social distancing	Employees - spread of Covid-19	<ul style="list-style-type: none"> Put away/replenishment is completed using MHE, normal safe working distances (2 bay rules) exceed social distancing measures. Put away /replenishment staff complete task and then move from picking aisle immediately One way system Behavioural observation programme 	Moderate	Rare	Low Risk				

General											
Site	9/11/2020	Spread of disease from interaction with external visitors to site	Employees, visitors, contractors - spread of Covid-19	All non-business critical visits vetted. Contractors only allowed on site following pre-visit screening and induction upon arrival. Gated site with access control. Site rules explained by security (observing social distancing) prior to being granted access to site. All visitors asked to complete a Covid-19 self declaration form prior to being admitted to site. Posters displayed controls - handwashing etc. Thermometer on site. All visitors to site must have their temperatures checked upon arrival. Any visitor with a temperature of 37.8 degrees celsius or above must leave site immediately. Face masks required for non-regular contractors and external visitors operating in the warehouse and indoor Operational areas.	Moderate	Rare	Low Risk	As of 24/10/20 South Yorkshire placed into Tier 3 restrictions, therefore all staff and visitors to site must wear face masks in all communal and indoor Operational areas as per H&S brief. Only Operationally critical visits allowed during lockdown.	J Musgrave	Oct-20	26/10/20
Site	15/10/2020	Spread of virus through staff contact on site.	Employees, visitors, contractors - uncontrolled spread of virus	Communication and briefs on control measures, handwashing. Risk assessment presentation and individual sign off. Individual risk assessment for those identified as vulnerable. Self isolation policy. Cleaning regimes (regular "touchpoint" cleaning regime") Regular hand washing practices. Awareness posters on safe handwashing, personal hygiene. Separate handwashing basins. Antibacterial hand gels throughout site. Workplace audits. Antibacterial Wipes available to wipe down all equipment at start/end of shift. Thermometer on site. All staff must have their temperatures checked upon arrival. Any staff member with a temperature of 37.8 degrees celsius or above must leave site immediately whereupon their line manager will implement Track and Trace procedures.	Moderate	Rare	Low Risk	As of 24/10/20 South Yorkshire placed into Tier 3 restrictions, therefore all staff and visitors to site must wear face masks in all communal and indoor Operational areas as per H&S brief. Operatives driving MHE are not required to wear face masks while operating vehicles. Operatives who wear glasses may wear a face mask over their mouth as well as a face shield covering the remainder of their face to prevent their glasses steaming up (agreed upon in consultation between HSEF and Operations Staff). Safety Pause briefed 22/10/20 GM. Only Operationally critical Site to Site visits by UR staff allowed during lockdown. These are vetted by Senior management via individual Travel Risk Assessments.	J Musgrave	Oct-20	27/10/20
Site	13/5/2020	Spread of virus through staff becoming unwell either at work/or off site	Employees, visitors, contractors - uncontrolled spread of virus	Sickness and Absence policy and procedures. Regular communication to staff on current Covid 19 procedures. Return to work interview/process. Supervision. Quarantine room process. FFP3 mask for IP and First Aider. Face shield for first aider	Moderate	Rare	Low Risk				
Site	15/10/2020	Spread of virus due to having to complete two person task with colleague, e.g. Manual Handling - two person lift	Employees - uncontrolled spread of virus	Two person lifts to be avoided. When two person tasks are unavoidable, they are planned to be undertaken by the same two individuals, or pairs of individuals via identified work pairs. Paired activities must be completed in a timely fashion with individuals separating to observe social distancing as soon as possible. Hands must be washed before and after two person tasks. Hand sanitiser to be applied to the hands if hand washing not available. Face masks to be worn by persons involved in activities where 2m social distancing is not possible e.g. two person lifts, sharing computer screens for process training etc. Powder free nitrile gloves are available in operational areas.	Moderate	Rare	Low Risk	Behavioural audits to be conducted daily in each BU. Actions to be added to a 3C and reviewed weekly. Awaiting supply of FFP2 masks to be used by operatives performing tasks where 2m social distance is impossible.	J Musgrave G Masterson	Ongoing	12/08/20
Site	30/9/2020	Spread of virus due to sites occupants congregating at the same Emergency Assembly Point in the event of an Emergency.	Employees, visitors, contractors - uncontrolled spread of virus	In the event of an Emergency Evacuation of site, it is deemed an acceptable risk for staff to assemble together at their designated emergency assembly point while maintaining social distancing if possible.	Moderate	Rare	Low Risk	Planned evacuation drills postponed during period of lockdown. This is monitored weekly by senior management.	J Musgrave	Ongoing	
Site	16/10/2020	Unsuitable cleaning chemicals being used by contract cleaners and staff	Employees, visitors, contractors - uncontrolled spread of virus	- Cleaning powder to ensure cleaning chemicals to virucidal grade EN 14476	Moderate	Rare	Low Risk	The cleaning contractor has been contacted and has confirmed that cleaning chemical used on site are to the proscribed standard. Quote obtained for the Monthly "Fogging" of the Hexthorpe and Jupiter Sites by external cleaning contractor to begin w/c	S Courts G Masterson		07/12/20

