

## Management of Health & Safety at Work Regulations 1999

### Workplace Risk Assessment

#### Unipart Rail Crewe - Gresty Road CW2 6EH

|                |                             |   |           |
|----------------|-----------------------------|---|-----------|
| Dept/Location: | Crewe                       | Date Completed:   | 29/1/2020 |
| Reference      | CRA017                      | Version Number:   | 7         |
| Completed by:  | Shaun Jones & Shaun Bentley | Next Assessment Due ( <i>Following Change/12Months</i> ): | 1/6/2021  |

**Description of workplace being assessed**

Crewe Site

**Description of activity /process to be assessed:**

Pandemic outbreak of Influenza (Coronavirus)

**Reviews carried out:**

**26/03/2020 - S.Jones (V1)**

**Specific hazards:**

Viral Respiratory Disease

**Groups Affected:**

All Unipart employees, Contractors, Visitors

**No of employees:**

Circa 160









**Management of Health & Safety at Work Regulations 1999**  
**Workplace Risk Assessment - Unipart Logistics**

**Workplace Risk Assessment Process – 5 Stages**

**Stage 1 - Establish Hazards**

**Consider what hazards there may be by:**

- \* walking around your workplace;
- \* asking your team what they think;
- \* visiting the *Your industry* areas of the HSE
- \* website or calling HSE Info line;
- \* checking manufacturers' instructions;
- \* contacting your trade association.
- \* Consider any long-term health hazards. - Hearing loss, Haves, Respiratory etc.

**Stage 2 - Who could be affected by these hazards and how?**

Identify groups of people who may come in contact with the hazard: employees, public, contractors, visitors. Consider if additional controls would be needed for expectant &

Using this information complete columns C - D.

**Stage 3:**

**Identify the Controls in place to Manage the Risk**

Consider the controls already in place to reduce the likelihood of harm or make harm less serious and detail this is column E.

**Quantify the Remaining Risk**

First Identify the severity and then likelihood of the remaining risk. There is a drop down box in the column to select from. This will automatically calculate a risk rating.



|   |  | SEVERITY  |  |  |   |  |
|---|--|---|--|--|---|--|
| Code:<br><b>Green - Low(2,3,4)</b> - No Action required<br><b>Beige - (Moderate(5))</b> - Monitoring, supervision, Behavioural Observations<br><b>Yellow - Medium(6,7)</b> - Monitoring and Actions<br><b>Amber - High(8)</b> - Action required<br><b>RED - CATASTROPHIC(9,10)</b> - STOP activity or implement process safety controls |  | <b>INSIGNIFICANT (1)</b><br>No Injury or ill health/<br>Damage/ No Financial loss | <b>MINOR (2)</b><br>First Aid treatment/<br>Minor injury or ill health/Minor Damage > £500 /Minimal Financial loss | <b>MODERATE (3)</b><br>Medical Treatment-<br>short term lost time injury or ill health/<br>Damage >£1000/<br>Medium Financial Loss | <b>MAJOR (4)</b><br>Hospitalisation - Long term injury or ill health/<br>Damage > £5000/ Large Financial loss | <b>CATASTROPHIC (5)</b><br>Death - Life Changing injury or ill health/<br>Massive financial loss |
| <b>LIKELIHOOD</b>   | <b>ALMOST CERTAIN(5)</b><br>Often Occurs/ once a day   | <b>6</b>  | <b>7</b>   | <b>8</b>   | <b>9</b>  | <b>10</b>  |
|   | <b>LIKELY (4)</b><br>Could easily happen once a month  | <b>5</b>  | <b>6</b>   | <b>7</b>   | <b>8</b>  | <b>9</b>   |
|   | <b>POSSIBLE (3)</b><br>Could happen or know it to happen once a year   | <b>4</b>  | <b>5</b>   | <b>6</b>   | <b>7</b>  | <b>8</b>   |
|   | <b>UNLIKELY (2)</b><br>Could happen or know it to happen in the next 5 years                                     | <b>3</b>  | <b>4</b>   | <b>5</b>   | <b>6</b>  | <b>7</b>   |
|   | <b>RARE (1)</b><br>Conceivable but only in extreme circumstances or known to have happened more than 5 years ago | <b>2</b>  | <b>3</b>   | <b>4</b>   | <b>5</b>  | <b>6</b>   |

**Stage 4: What further action is need to be taken to reduce the residual risk further?**

You need to make sure that you have reduced risks 'so far as is reasonably practicable.

Risk rating above Green will require further action. See table below:



|               |                            |  |
|---------------|----------------------------|--|
| <b>Red</b>    | <b>Catastrophic (9,10)</b> | <b>Stop activity, thoroughly review and if activity is required seek competent advice (implement Permit to work)</b> |
| <b>Amber</b>  | <b>High (8)</b>            | <b>Action required to reduce the risk</b>  |
| <b>Yellow</b> | <b>Medium (6,7)</b>        | <b>Action required to reduce the risk</b>  |
| <b>Grey</b>   | <b>Moderate (5)</b>        | <b>Monitor, supervision, Behavioural Observations.</b>   |
| <b>Green</b>  | <b>Low risk (2,3,4)</b>    | <b>No action required</b>  |

An easy way of doing this is to compare what you are already doing with good practice. During risk assessment reviews ensure you review your trend data for hazards and Near misses to see if further controls are required.

Remember to apply the hierarchy of controls when considering reducing risk.

**ERIC PD:** Eliminate (automate), Reduce (reduce weights, use MHE), Isolate (enclose a process, separate traffic & pedestrians), Control (training, SOP), PPE (gloves, safety shoes) & Disciplines (behavioural observations, workplace audits).

**Complete columns I.**

Who will be responsible for completing the actions?

Remember to issue the actions to a specific person who has the capability/ competency and authority to consider and complete them

**Complete columns J.**

What time scale are the actions to be completed in?



Ensure that a suitable and sufficient period of time is given to consider and complete the actions, but not too long and they will get forgotten!

**Complete columns K.**

When was the action actually complete?

Use the traffic light system to show actions that are outstanding (Red), actions in progress (amber) and actions that are complete including a 28 day review period (Green)

**Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.**

**Stage 5: Review Risk Assessment**

Regular review of the risk assessment is required:

- i. Annually as a minimum
- ii. If there has been a significant change to a process, use or premises or workplace layout.
- iii. If there has been an incident/accident as part of the incident investigation process.
- iv. To ensure actions have been completed.



| Risk Assessment   |   |  |          |            |             |                                   |                         |             |      |
|---|---|--|----------|------------|-------------|-----------------------------------|-------------------------|-------------|------|
| 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 | Date |
| Reception   | Employees, visitors, contractors - spread of Covid-19         | <ul style="list-style-type: none"> <li>• Hand sanitisation station in area. Signage in place</li> <li>• Moved chairs to accomodate 2m distance</li> <li>• Touch point cleaning (doors/handles etc.) throughout day</li> <li>- Thermal Cameras to check temperature within the reception with visual management and a privacy notice displayed.</li> <li>- Covid specific visual management outlining social distancing and controls in place is displayed.</li> <li>- Face masks to be worn at all times within communal areas such as reception, visual management in place on entrance.</li> </ul> | Moderate | Rare       | Low Risk    |                                   |                         |             |      |
| Movement through corridors                                | Employees, visitors, contractors - spread of Covid-19         | <ul style="list-style-type: none"> <li>.One way system in place - staff only enter by certain doors and exit by other designated doors.</li> <li>-Staff briefing on ensuring social distances are maintained</li> <li>- Floor marking at 2 metres in corridor</li> <li>.Touch point cleaning on doors, handles etc.</li> <li>- Face masks to be worn in all communal areas such as corridors, which has been briefed to all employees on site.</li> </ul>  | Moderate | Rare       | Low Risk    |                                   |                         |             |      |
| Team briefs/comm cells                                    | Employees - spread of Covid-19                                | <ul style="list-style-type: none"> <li>• Ensure no more than 10 people are in briefing if space allows for the amount with social distancing.</li> <li>• Shift meetings held in an open area where social distancing can be maintained.</li> <li>- Unipart Cov-id 19 posters are displayed in all relevant areas.</li> </ul>   | Moderate | Rare       | Low Risk    |                                   |                         |             |      |
| Collection of equipment (RF scanners/MHE keys/tools/etc.) | Employees - spread of Covid-19                                | <ul style="list-style-type: none"> <li>• All MHE drivers have their own keys</li> <li>• Colleagues clean all equipment (MHE, tape dispensers, PDAs, keyboards, mice, stationary, touchscreens etc.) at start and end of use</li> </ul>   | Moderate | Rare       | Low Risk    |                                   |                         |             |      |
| Contact with surfaces (railings/barriers etc.)            | Employees - spread of Covid-19                                | <ul style="list-style-type: none"> <li>• Hand Sanitiser, surface cleaners are available</li> <li>• Gloves are worn in operational areas as prescribed</li> <li>.Regular touch point cleaning of all barriers etc. every shift</li> <li>.Posters, briefs reminding staff of handwashing</li> </ul>  | Moderate | Rare       | Low Risk    |                                   |                         |             |      |
| External Driver Management                                | Employees/contractors - spread of Covid-19                    | <ul style="list-style-type: none"> <li>• All Drivers wait in their cabs during unloading</li> <li>• Maintain 2m social distancing</li> </ul>   | Moderate | Rare       | Low Risk    |                                   |                         |             |      |



|  |  |   |          |      |          |  |  |  |
|--|--|---|----------|------|----------|--|--|--|
| Putaway and Replenishment leading to congestion/difficulty maintaining social distancing | Employees - spread of Covid-19   | <ul style="list-style-type: none"> <li>Put away/replenishment is completed using MHE, normal safe working distances (2 bay rules) exceed social distancing measures.</li> <li>Put away / replenishment staff complete task and then move from picking aisle immediately</li> <li>One way system</li> </ul>  | Moderate | Rare | Low Risk |  |  |  |
| Central stores picking process   | Employees - spread of Covid-19   | <ul style="list-style-type: none"> <li>All processes reviewed to ensure social distancing can be maintained</li> <li>Limited staff in area to support social distancing</li> <li>Overtaking if required performed quickly or staff wait until operative has finished in front of them, limited numbers on each floor</li> <li>Risk assessment presentation and individual vulnerable persons risk assessment</li> <li>Hand sanitizer available</li> <li>Gloves worn</li> <li>Antibacterial wipes available to wipe down all equipment at start/end of shift</li> <li>Staff must not pick from same location simultaneously. Picker must wait until location is free to maintain social distancing</li> <li>Distancing floor signs in place</li> <li>One way system</li> </ul> | Moderate | Rare | Low Risk |  |  |  |
| Fixed Workstations/Machinery - difficulty maintaining social distancing                  | Employees - spread of Covid-19   | <ul style="list-style-type: none"> <li>All fixed workstations allow for social distancing, all 2 metres apart</li> <li>Floor marked to clearly define individual work zones</li> <li>Clear visual management</li> <li>Staff hygiene kits supplied</li> </ul>  | Moderate | Rare | Low Risk |  |  |  |
| Smoking area   | Employees, visitors, contractors - uncontrolled spread of virus                                      | <ul style="list-style-type: none"> <li>Staff briefing on ensuring social distances are maintained</li> <li>Daily Social distancing audit</li> <li>Social distancing posters in smoking area</li> <li>Floor has social distancing markers in area to promote social distancing</li> <li>Maximum of 5 people to be around the smoking shelter at one time</li> </ul>  | Moderate | Rare | Low Risk |  |  |  |
| Watercoolers   | Employees, visitors, contractors - uncontrolled spread of virus through handling items               | <ul style="list-style-type: none"> <li>Watercoolers cleaned throughout each shift</li> <li>Hand sanitizer and wipes available</li> </ul>  | Moderate | Rare | Low Risk |  |  |  |
| Carpark  | Employees, Visitors, Contractors - Due to shift finish time changes congestion may occur in car park | <ul style="list-style-type: none"> <li>Employees briefed on social distancing measures and to remain 2m apart.</li> <li>Site speed limit is 8mph.</li> </ul>  | Moderate | Rare | Low Risk |  |  |  |
| Toilets  | Employees, visitors, contractors - uncontrolled spread of virus                                      | <ul style="list-style-type: none"> <li>All toilets cleaned once per shift</li> <li>Hand soap and paper towels available</li> <li>Handwashing posters displayed to promote this</li> <li>Hygiene Audits</li> <li>Hand sanitisers available upon entering toilets.</li> <li>Face masks to be worn in all communal areas such as toilets.</li> </ul>   | Moderate | Rare | Low Risk |  |  |  |

|   |   |   |                     |                 |             |  |                        |  |  |
|---|---|---|---------------------|-----------------|-------------|--|------------------------|--|--|
| <p>Contracting and spreading COVID-19</p> | <p>All unipart employees, Visitors, Contractors, may be infected with the virus, and become ill due to the effects.</p> | <p>All staff to wear face masks at all times on site, except from eating/ drinking/ smoking or as per risk assessment.</p> <p>Rapid response testing carried out post Christmas Holidays, rapid response tests on site incase of outbreak.</p> <p>We have a 2 clinician call out service level agreement with Express Medicals to contact rapid response Covids testing at any Unipart Rail site.</p> <p>First Aid trained staff available across the whole site.</p> <p>Hand sanitizers, washroom facilities available throughout site.</p> <p>Weekly updates from the government are received on any viral or infectious disease outbreaks within the region.</p> <p>Staff made aware of maintaining personal hygiene, with the use of hand sanitizers, disposal of tissues and to maintain cleanliness within the working environment.</p> <p>Within 3 miles of a hospital.</p> <p>Daily cleaning carried out on site, with months worth of cleaning supplies stocked on site.</p> | <p>Catastrophic</p> | <p>Possible</p> | <p>High</p> | <p>Ongoing monitoring of the situation</p>                                   | <p>Site management</p> |  |  |
| <p>Contracting and spreading COVID-19</p> | <p>Risk to individuals with specific health complaints for catching coronavirus.</p>                                    | <p>See other sections for what we are doing overall as a site.</p> <p>High risk employees captured through helpline 16/03/20 with HR</p> <p>NHS to contact those at extremely high risk. These individuals will self isolate for 12 weeks.</p> <p>Vulnerable persons identified within government guidance will communicate with health surveillance to identify specific controls.</p> <p>Specific risk assessments undertaken for high risk colleagues returning to site.</p> <p>Return to work inductions for all returning to site.</p>   | <p>Catastrophic</p> | <p>Possible</p> | <p>High</p> | <p>Ongoing communications between individuals and HR/health surveillance</p> | <p>HR</p>              |  |  |

|                                    |  |  |       |          |        |   |                      |  |  |
|------------------------------------|--|--|-------|----------|--------|---|----------------------|--|--|
| Contracting and spreading COVID-19 | Risk of germ spread from individual to individual due to poor personal hygiene | <p>Weekly Safety pauses</p> <p>Communications &amp; Posters briefed</p> <p>Government advertisements</p> <p>Advice on Coronavirus intranet</p> <p>COVID -19 Absence policy</p> <p>Social distancing instructions 2metres / 6feet</p> <p>Removal of chairs in canteens and offices to maintain 2 metre rule</p> <p>Home working where the business allows</p> <p>Small comm cell meetings</p> <p>Coronavirus isolation room procedure Suitable Procedure required to clean room after use</p> <p>Encourage good physical hygiene practices, responsible use of tissues, good hand cleanliness, minimise close human contact at work – hand shaking and other such greetings etc</p> <p>Anti bac wipes provided in common areas for cleaning work surfaces</p> <p>Suitable receptacles provided for safe disposal of</p> | Major | Possible | Medium | Continually updating and communicating briefs | Site management      |  |  |
| Contracting and spreading COVID-19 | Risk of germ spread due to unclean surfaces.                                   | <p>Cleaning contract and Daily cleaning schedule</p> <p>Enhanced cleaning regime, wet cleaning with disinfectant.</p> <p>Enhanced cleaning regime is followed, with particular attention to door handles, light switches.</p> <p>Anti bacterial wipes made available in shared office areas and frequently used areas</p> <p>Meetings restricted - strict 2 metre social distancing maintained.</p> <p>Meetings by hangout between sites</p> <p>No unnecessary visits into warehouses or across sites</p> <p>PPE Covid secure bins are on site for disposal of face masks, gloves and cleaning items.</p>  | Major | Possible | Medium | Continuous site cleaning                      | Cleaners, Site staff |  |  |

|  |   |  |          |          |          |   |     |  |  |
|--|---|--|----------|----------|----------|---|-----|--|--|
| Poor DSE setup   | Risk to persons working from home - ergonomics and DSE          | <p>Advice provided on desk layout. keyboards and Mouse can be provided</p> <p>Advised not to work from laptop in bed or sofa - to use a chair that provides lower back support</p> <p>Online DSE risk assessment, reviewed by line managers to provide any required equipment/support.</p> <p>Top tips for working at home safety pause issued</p>   | Moderate | Possible | Medium   | DSE assessments to be issued/reviewed by HSE dept.                      | HSE |  |  |
| Contracting and spreading COVID  | Risk that someone unwell arrives on site                        | visitor questionnaire / visitor booking form<br>Assessment prior to accessing site.  | Major    | Possible | Medium   | All visitors to site will be asked to complete the questionnaire before | HSE |  |  |
| Contracting and spreading COVID  | Risk that areas run out of alcohol gel                          | Hand washing facilities across the site.   | Moderate | Rare     | Low Risk |   |     |  |  |
| Contracting and spreading COVID  | Risk of germs on food from vending machine                      | Antibacterial wipes to be used to clean handles / buttons and food coming out of machine.  | Moderate | Unlikely | low Risk |   |     |  |  |
| Canteen - lack of social   | Employees, visitors, contractors - spread of Covid-19           | • Staggered breaks<br>Canteen seats removed to ensure seating is 2 metres  | Moderate | Rare     | Low Risk |   |     |  |  |
| <b>Spread of disease from interaction with external visitors to site</b>       | Employees, visitors, contractors - spread of Covid-19           | <p>All non-business critical visits vetted.<br/>Contractors only allowed on site following pre-visit screening and induction upon arrival.<br/>Site rules explained by visitors host (observing social distancing) prior to being granted access to site.<br/>All visitors asked to complete a Covid-19 self declaration form prior to being admitted to site.<br/>Posters displayed controls - handwashing etc.<br/>Thermometer on site. All visitors to site must have their temperatures checked upon arrival.<br/>Any visitor with a temperature of 37.8 degrees celsius or above must leave site immediately.<br/>Face masks required for non-regular contractos and external visitors operating in the warehouse and indoor Operational areas.</p> | Moderate | Rare     | Low Risk |   |     |  |  |
| <b>Unsuitable cleaning chemicals being used by contract cleaners and staff</b> | Employees, visitors, contractors - uncontrolled spread of virus | - Cleaning povider to to ensure cleaning chemicals to virucial grade EN 14476  | Moderate | Rare     | Low Risk |   |     |  |  |