



Workplace Risk Assessment

Dept/Location:	Hexthorpe DC Hexthorpe Rd, Doncaster, DN1 1QY	Date Completed:	13/5/2020
Completed by:	G Masterson	Next Assessment Due (<i>Following Change/12Months</i>):	25/5/2020
Contributors:	S Courts, J Musgrave, L Hancock	Version:	1.0

Description of workplace being assessed Site with regard to control measures in place for coronavirus

Description of activity /process to be assessed: all activities to reduce spread of coronavirus

Reviews carried out:

21/05/20 - Added section on two person operations. (GM).
 22/05/20 - Added section relating to Emergency Assembly Point. (GM)
 05/06/20 - FFP3 face mask and Face Shield added as PPE for First Aiders dealing with potentially infected persons. (GM)
 Reviewed by GM 28/08/20
 Review 05/10/20 GM
 15/10/20 Added text regarding temperature checking GM
 16/10/20 J Store staff required to fill out Fire Register themselves GM
 09/11/20 Updated to reflect lockdown restrictions GM
 13/01/21 - added the requirement for face coverings in communal areas and the call out service level agreement with Express Medicals to conduct rapid response Covid testing in the event of a "Cluster" outbreak on site.

Specific hazards: failure to ensure social distancing, poor hygiene practices

Groups Affected: All Unipart Rail employees, Client employees, visitors and contractors on site

No of employees: 80 approximately.

Management of Health & Safety at Work Regulations 1999

Workplace Risk Assessment - Unipart Rail

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, Hives, 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 & nursing mothers, young persons, people with disabilities and define how they may be harmed for example: *Injury due to wet surface, debris, damage to stairs, footwear or lose of footing, manual handling due to overloaded boxes, Overturned vehicle due to overloading or forks or incorrect centre of gravity on forks.*

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

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:

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

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 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.

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
Arriving leaving/work							
13/1/2021	site	Entrance through turnstiles/gates/doors	Employees, visitors, contractors - spread of Covid-19	<p>Hand sanitisation station in area at all entrance/exit routes (away from direct sunlight) and throughout Business Units (BUs)</p> <p>Visual Management at entrance to site and through BUs detailing site Covid rules</p> <p>Marked the floor to create a safe queue zone where needed (locker rooms)</p> <p>Staggered start times to prevent queuing.</p> <p>SOs/TLs record time and attendance</p> <p>Touch point cleaning (doors/handles etc.) throughout day</p> <p>Face coverings to be worn in all communal areas.</p>	Moderate	Rare	Low Risk
16/10/2020	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
13/1/2021	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 <p>Face coverings to be worn in communal areas</p>	Moderate	Rare	Low Risk

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
13/1/2021	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. Face coverings to be worn in communal areas.	Moderate	Rare	Low Risk
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 wand no longer takes place. Security control T-cards for Incident controllers	Moderate	Rare	Low Risk
		Shift Start					
13/1/2021	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. Face coverings to be worn in communal areas.	Moderate	Rare	Low Risk

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
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 Face coverings to be worn in communal areas. 	Moderate	Rare	Low Risk
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
13/1/2021	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 Face coverings to be worn in communal areas 	Moderate	Rare	Low Risk
		Goods In					

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
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 (portaloo) Driver keys returned in a way to reduce interaction, driver alerted (left externally to vehicle for collection) 	Moderate	Rare	Low Risk
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
		Putaway and Replenishment					
13/1/2021	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 Behavioural observation programme Face coverings to be worn in communal areas. 	Moderate	Rare	Low Risk
		Picking					

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
13/5/2020	site	MHE Picking -leading to congestion/difficulty maintaining social distancing/shared equipment	Employees - spread of Covid-19	<p>All processes reviewed to ensure social distancing can be maintained.</p> <p>2 bay rule MHE supports social distancing.</p> <p>Limited space in aisles prevents overtaking.</p> <p>Risk assessment presentation and individual vulnerable persons risk assessment.</p> <p>Hand sanitizer available.</p> <p>Gloves worn.</p> <p>Antibacterial wipes available to wipe down all equipment at start/end of shift.</p> <p>Staff must not pick from same location simultaneously.</p> <p>Picker must wait until location is free to maintain social distancing.</p> <p>While face coverings are to be worn in communal areas, MHE operatives are not required to wear face coverings while driving.</p>	Moderate	Rare	Low Risk
13/1/2021	site	Pedestrian picking - leading to congestion/difficulty maintaining social distancing/shared equipment	Employees - spread of Covid-19	<p>All processes reviewed to ensure social distancing can be maintained</p> <p>.Staff numbers sufficiently low so as to allow social distancing.</p> <p>Width of aisles prevents overtaking</p> <p>.Risk assessment presentation and individual vulnerable persons risk assessment</p> <p>.Hand sanitizer available</p> <p>.Gloves worn</p> <p>.Antibacterial wipes available to wipe down all equipment at start/end of shift</p> <p>• Staff must not pick from same location simultaneously. Picker must wait until location is free to maintain social distancing</p> <p>Face coverings to be worn in communal areas.</p>	Moderate	Rare	Low Risk

Static workstations/operational benches etc.

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
13/1/2021	site	Fixed Workstations/Packing Benches/Machinery - difficulty maintaining social distancing	Employees - spread of Covid-19	<ul style="list-style-type: none"> • All fixed workstations allow for social distancing, all 2 metres apart • Floor marked to clearly define individual work zones. .Antibacterial wipes used to clean down workstations at start/end of shift Face coverings to be worn in communal areas. 	Moderate	Rare	Low Risk
		Marshalling Lanes					
13/1/2021	site	Marshalling lanes - crossover of staff in marshalling lanes - impacting social distancing	Employees - spread of Covid-19	<p>All processes reviewed to ensure social distancing can be maintained</p> <ul style="list-style-type: none"> .Limited staff in area to support social distancing .Risk assessment presentation and individual vulnerable persons risk assessment .Hand sanitizer available .Gloves worn .Antibacterial wipes available to wipe down all equipment at start/end of shift Face coverings to be worn in communal areas. 	Moderate	Rare	Low Risk
		Goods Out					
13/5/21	site	Loading of vehicles	Employees - spread of Covid-19	<ul style="list-style-type: none"> Outbound goods transported by Bibby. Outbound trailers loaded as standing trailers. 	Moderate	Rare	Low Risk
Canteen/shared rest areas/offices							

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
13/11/2021	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 • Canteen seats removed to ensure seating is 2 metres apart. • 2 metre space marked in front of microwaves and vending machines. • Encouraged staff to bring their own lunch. • Vending machines and communal fridges cleaned each shift • Posters displayed at entrance of canteen to remind people about “washing hands” before entering, with Unipart information posters. • Hand Sanitiser station available in canteen • Wipes available on station for staff to wipe tables/seats prior to use • Cleaning regime in canteen to cover all shifts • Face coverings to be worn in communal areas, however, these may be removed while eating and drinking in the mess area. 	Moderate	Rare	Low Risk
13/5/2020	site	Shared kitchens - uncontrolled spread of virus/social distancing	Employees, visitors, contractors - uncontrolled spread of virus through coughing/sneezing	<ul style="list-style-type: none"> .Reduced capacity in area, removed chairs at each table to manage social distancing .Regular communication on hand hygiene/personal hygiene through Unipart intranet/briefings .Posters displayed in relevant areas on hand hygiene/personal hygiene .Antibacterial gels available .Regular cleaning of all tables/seating/vending machines. 	Moderate	Rare	Low Risk

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
13/1/2021	site	Office areas	Employees, visitors, contractors - uncontrolled spread of virus	All non-essential staff working from home. All tables set up to allow 2 metre social distancing. Maximum occupancy signs on all offices and meeting rooms. Antibacterial hand gels and wipes available. Cleaning regime. Antibacterial wipes used to wipe down equipment at start end of shift. Face coverings to be worn in communal areas, but not required while sitting at your own office workstation	Moderate	Rare	Low Risk
13/5/2020	site	Smoking area	Employees, visitors, contractors - uncontrolled spread of virus	.Staff briefing on ensuring social distances are maintained .Daily Social distancing audit .Social distancing posters in smoking area .Mark floor in area to promote social distancing	Moderate	Rare	Low Risk
13/1/2021	site	Watercoolers	Employees, visitors, contractors - uncontrolled spread of virus through handling items	Watercoolers cleaned throughout each shift. Hand sanitizer and wipes available. Face coverings to be worn in communal areas	Moderate	Rare	Low Risk
13/5/2020	site	Carpark	Employees, Visitors, Contractors - Due to shift finish time changes congestion may occur in car park	.One way system in place to improve flow and control of traffic in main staff carpark .All staff briefed on one way system .Security monitor car park at shift change over .10 mph speed limit . Reverse parking compulsory across site.	Moderate	Rare	Low Risk
13/1/2021	site	Toilets	Employees, visitors, contractors - uncontrolled spread of virus	.All toilets cleaned multiple times throughout the operational day. Hand soap and paper towels available. Handwashing posters displayed to promote this. Hygiene Audits. Face coverings to be worn in communal areas.	Moderate	Rare	Low Risk
		General					

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
9/11/2020	Site	Spread of disease from interaction with external visitors to site	Employees, visitors, contractors - spread of Covid-19	<p>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 contractos and external visitors operating in the warehouse and indoor Operational areas.</p>	Moderate	Rare	Low Risk

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
13/1/2021	site	Spread of virus through staff contact on site.	Employees, visitors, contractors - uncontrolled spread of virus	<p>Communication and briefs on control measures, handwashing.</p> <p>Risk assessment presentation and individual sign off.</p> <p>Individual risk assessment for those identified as vulnerable.</p> <p>Self isolation policy.</p> <p>Cleaning regimes (regular "touchpoint" cleaning regime")</p> <p>Regular hand washing practices.</p> <p>Awareness posters on safe handwashing, personal hygiene.</p> <p>Separate handwashing basins.</p> <p>Antibacterial hand gels throughout site.</p> <p>Workplace audits.</p> <p>Antibacterial Wipes available to wipe down all equipment at start/end of shift.</p> <p>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 thier line manager will implement Track and Trace procedures.</p> <p>Face coverings to be worn in communal areas.</p>	Moderate	Rare	Low Risk
13/1/2021	site	Spread of virus through staff becoming unwell either at work/or off site	Employees, visitors, contractors - uncontrolled spread of virus	<p>.Sickness and Absence policy and procedures,</p> <p>.Regular communication to staff on current Covid 19 procedures</p> <p>.Return to work interview/process</p> <p>.Supervision</p> <p>.Quarantine room process</p> <p>.FFP3 mask for IP and First Aider. Face shield for first aider</p> <p>Face coverings to be worn in communal areas.</p>	Moderate	Rare	Low Risk

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
13/1/2021	Site	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 in all communal areas. Powder free nitrile gloves are available in operational areas.	Moderate	Rare	Low Risk
13/1/2021	Site	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. Facemasks to be worn if possible.	Moderate	Rare	Low Risk
16/10/2020	Site	Unsuitable cleaning chemicals being used by contract cleaners and staff	Employees, visitors, contractors - uncontrolled spread of virus	- Cleaning provider to ensure cleaning chemicals to virucial grade EN 14476	Moderate	Rare	Low Risk

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
20/11/2020	Site	The use of face coverings in Operational Areas	Operatives may be impeded in operating MHE as a result of wearing face coverings resulting in injury or damage.	FLT operatives are not required to wear face coverings while operating vehicles. During Bogie lifting operations Operatives are exempt from wearing face coverings in order to give and receive clear verbal communications to colleagues assisting in this task. Operatives must immediately replace face coverings in Operational areas once these tasks are completed.	Catastrophic	Rare	Medium
			Operatives wearing spectacles and face masks may have their vision obscured due to condensation resulting in injury, e.g. slip/trip incidents	Operatives who require spectacles have the option of wearing face coverings over their mouths only provided that they also wear a face shield as well.	Moderate	Rare	Low Risk

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Risk Rating	Likelihood	Severity	What are we already doing? (ERICPD)	Who might be harmed and how? (Potential Injury / Loss/Damage)	Hazard	Area	Assessment Date
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What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
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
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.			



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
Face masks not yet required to be worn in corridors or office areas. Will be reviewed based upon Government recommendations.			
Face masks not currently required. This will be reviewed based upon Government recommendations.			



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
Perspex to be fixed to some workstations. Floors to be marked 2m from desks.	SC JM	May-20	22/05/20



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
Review Key Process	JM	May-20	
JM to review requirement for quarantine of stock.	JM	May-20	



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
Face masks not currently required in office areas. This will be reviewed based upon Government recommendations.			
Places floor marking to denote 2m distance	JM		



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
<p>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.</p> <p>Only Operationally critical visits allowed during lockdown.</p>	J Musgrave	Oct-20	26/10/20



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
<p>As of 24/10/20 South Yorkshire placed into Tier 3 restrictions, therefor all staff and visitors to site must wear face masks in all communal and indoor Operational areas as per H&S brief.</p> <p>Operatives driving MHE are not required to wear face masks while operating vehicles.</p> <p>Operatives who wear glasses may wear a face mask over their mouth as well as a face shield covering the remainder of thier face to prevent their glasses steaming up (agreed upon in consultation between HSEF and Operations Staff).</p> <p>Safety Pause briefed 22/10/20 GM.</p> <p>Only Operationally critical Site to Site visits by UR staff allowed during lockdown. These are vetted by Senior management via individual Travel Risk Assessments.</p>	J Musgrave	Oct-20	27/10/20



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
<p>Behavioural audits to be conducted daily in each BU. Actions to be added to a 3C and reviewed weekly.</p> <p>Awaiting supply of FFP2 masks to be used by operatives performing tasks where 2m social distance is impossible.</p>	<p>J Musgrave</p> <p>G Masterson</p>	<p>Ongoing</p> <p>12/06/20</p>	
<p>Planned evacuation drills postponed during period of lockdown. This is monitored weekly by senior management.</p>	<p>J Musgrave</p>	<p>Ongoing</p>	
<p>The cleaning contractor has been contacted and has confirmed that cleaning chemical used on site are to the proscribed standard.</p> <p>Quote obtained for the Monthly "Fogging" of the Hexthorpe and Jupiter Sites by external cleaning contractor to begin w/c</p>	<p>S Courts</p> <p>G Masterson</p>	<p>07/12/20</p>	



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
Behavioural audits to be conducted daily in each BU. Actions to be added to a 3C and reviewed weekly.	Jason Musgrave	Ongoing	



What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
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Target Date

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