

Management of Health & Safety at Work Regulations 1999

Workplace Risk Assessment

Dept/Location:	Weedon DC	Date Completed:	13/5/2020
Completed by:	G Masterson/M Shipley	Next Assessment Due (<i>Following Change/12Months</i>) :	25/5/2020
Contributors:	S Courts, C Edwards.	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)

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:

50 approximately.

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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

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.

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:

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							
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							
5/10/2020	site	Entrance through turnstiles/gates/doors	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> • Hand sanitisation station on entrance/exit route (away from direct sunlight) - Visual Management in place at the entrances to Site and throughout building. • Marked the floor to create a safe queue zone where needed (locker rooms) - Staggered start times to prevent queuing. - Biometric time and attendance scanner not used for duration of pandemic. .Touch point cleaning (doors/handles etc.) throughout day 	Moderate	Rare	Low Risk
13/5/2020	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. - TL completes shift register to prevent sharing of Comm Cell computer to sign fire register. 	Moderate	Rare	Low Risk
13/5/2020	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 - 4 - signposted on door • “Grab & go” – all items contained in locker in bag to speed up collection 	Moderate	Rare	Low Risk

13/5/2020	site	Clocking in/out - congestion	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> All clocking in/out has been de activated and assumed clocking used for SMART. TL's collating hours on time sheets 	Moderate	Rare	Low Risk
13/5/2020	site	Movement through corridors	Employees, visitors, contractors - spread of Covid-19	<p>One way system from site entrance and around the FOT (signage/all staff briefed)</p> <p>Staff briefing on ensuring social distances are maintained.</p> <p>Shift times staggered by to reduce interaction</p> <p>Touch point cleaning on doors, handles etc.</p>	Moderate	Rare	Low Risk
13/5/2020	site	Security Checks	Employees, visitors, contractors - spread of Covid-19	<p>No entry to Security Gatehouse</p> <p>Physical wandering no longer takes place.</p> <p>.</p>	Moderate	Rare	Low Risk
Shift Start							
13/5/2020	site	Team briefs/comm cells	Employees - spread of Covid-19	<p>Group briefings to take place digitally where possible. Ensure no more than 10 people are in briefing and are maintaining social distancing.</p> <p>Shift meetings held only when essential and then, only in an open area where social distancing can be maintained.</p> <p>Unipart Covid-19 posters are displayed in all relevant areas.</p> <p>Floor markings in place so operators know were to stand during comm cells</p>	Moderate	Rare	Low Risk
15/9/2020	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
13/5/2020	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 • Gloves are worn in operational areas as prescribed • 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. hooked on a coat hanger and hung on wing mirror • Driver welfare facilities provided in the gatehouse • 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. Gloves worn. Hand hygiene promoted. 	Moderate	Rare	Low Risk
		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
		Picking					

13/5/2020	site	<p>MHE Picking -leading to congestion/difficulty maintaining social distancing/shared equipment</p>	<p>Employees - spread of Covid-19</p>	<p>All processes reviewed to ensure social distancing can be maintained. 2 bay rule MHE supports social distancing. Limited space in aisles prevents overtaking. 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. Staff must not pick from same location simultaneously. Picker must wait until location is free to maintain social distancing.</p>	<p>Moderate</p>	<p>Rare</p>	<p>Low Risk</p>
13/5/2020	site	<p>Pedestrian picking - leading to congestion/difficulty maintaining social distancing/shared equipment</p>	<p>Employees - spread of Covid-19</p>	<p>All processes reviewed to ensure social distancing can be maintained .Staff numbers sufficiently low so as to allow social distancing. .Width of aisles allows for safe overtaking .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 • Staff must not pick from same location simultaneously. Picker must wait until location is free to maintain social distancing</p>	<p>Moderate</p>	<p>Rare</p>	<p>Low Risk</p>
Static workstations/operational benches etc.							
13/5/2020	site	<p>Fixed Workstations/Packing Benches/Machinery - difficulty maintaining social distancing</p>	<p>Employees - spread of Covid-19</p>	<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 	<p>Moderate</p>	<p>Rare</p>	<p>Low Risk</p>

Marshalling Lanes							
13/5/2020	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 	Moderate	Rare	Low Risk
Goods Out							
13/5/2020	site	Loading of vehicles	Employees - spread of Covid-19	<p>Outbound goods transported by Bibby.</p> <p>Outbound trailers loaded as standing trailers on RSPB</p> <p>Anglian water outbound loads staggered in the morning to limit the amount of drivers in the yard</p>	Moderate	Rare	Low Risk
Canteen/shared rest areas/offices							
5/10/2020	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. - Communal cutlery not to be used. • 2 metre space marked in front of microwaves and vending machines. • Encouraged staff to bring their own lunch & cutlery. • 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 	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	.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
5/10/2020	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 signage displayed for all offices, meeting rooms, canteen and toilets. Antibacterial hand gels and wipes available. Cleaning regime. Antibacterial wipes used to wipe down equipment at start end of shift Face masks should be worn in multi occupancy offices	Moderate	Rare	Low Risk
5/10/2020	site	Smoking area	Employees, visitors, contractors - uncontrolled spread of virus	Staff briefing on ensuring social distances are maintained. Occupancy levels set Daily Social distancing audit. Social distancing posters in smoking area. Mark floor in area to promote social distancing	Moderate	Rare	Low Risk
13/5/2020	site	Watercoolers	Employees, visitors, contractors - uncontrolled spread of virus through handling items	Watercoolers cleaned throughout each shift. Hand sanitizer and wipes available	Moderate	Rare	Low Risk
13/5/2020	site	Carpark	Employees, Visitors, Contractors - Due to shift finish time changes congestion may occur in car park	Social distancing is to be maintained while moving to/from cars. This is communicated through safety pauses and team briefings.	Moderate	Rare	Low Risk

13/5/2020	site	Toilets	Employees, visitors, contractors - uncontrolled spread of virus	<p>All toilets cleaned multiple times throughout the operational day Signage is in place to restrict how many people are in the toilet block. The urinals and sinks in the gents have been taped off to maintain social distancing. Hand soap and paper towels available Handwashing posters displayed to promote this Hygiene Audits</p>	Moderate	Rare	Low Risk
General							
15/10/2020	site	Spread of disease from contact 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. Hand sanitising stations at entrances and throughout site. 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

15/10/2020	site	<p>Spread of virus through staff</p>	<p>Employees, visitors, contractors - uncontrolled spread of virus</p>	<p>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 Covid Control Audits conducted daily. 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.</p>	<p>Moderate</p>	<p>Rare</p>	<p>Low Risk</p>
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10/6/2020	Site	<p>Spread of virus through staff becoming unwell either at work/or off site</p>	<p>Employees, visitors, contractors - uncontrolled spread of virus</p>	<p>Sickness and Absence policy and procedures, Staff experiencing symptoms of Covid-19 are not to attend work. Regular communication to staff on current Covid 19 procedures Return to work interview/process Supervision Staff becoming symptomatic at work are to leave site immediately, or when this is impossible, follow the isolation process. Quarantine room process FFP3 mask for IP and First Aider. Face shield for first aider</p>	Moderate	Rare	Low Risk
15/10/2020	Site	<p>Spread of virus due to having to complete two person task with colleague, e.g. Manual Handling - two person lift</p>	<p>Employees - uncontrolled spread of virus</p>	<p>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 or 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.</p>	Moderate	Rare	Low Risk

15/9/2020	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.	Moderate	Rare	Low Risk
15/9/2020	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	Unlikely	Moderate
4/1/2021	Site	Spread of the virus from staff returning after the Christmas holidays	Employees, visitors, contractors - uncontrolled spread of virus	Voluntary LFD testing has been arranged for all employees, which will be carried out by trained clinicians. Employees that are tested positive will need to isolate and book for an NHS COVID test	Moderate	Likely	Medium
4/1/2021	Site	Suspected outbreak at site.	Employees, visitors, contractors - uncontrolled spread of virus	We have a 2 hour call out service level agreement with Express Medicals to contact rapid response Covid testing at any Unipart Rail site.	Moderate	Likely	Medium

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

Further one way system to be implemented for Anglian and Thales operative for walking to and from area.	JF	Jun-20	Jun-20

Perspex to be fixed to some workstations. Floors to be marked 2m from desks.	SC CE	May-20	

Review Key Process. Coat hangers to hang keys on wing mirrors implemented	CE	May-20	
CE to review requirement for quarantine of stock. Gravity roller solutionn required for containers on RSPB - WM	CE WM	Jun-20	

Review Smoking areas	CE		

As of 06/1/21 England placed into 3rd Lockdown.			
Only Operationally critical visits allowed during lockdown.			
All staff and visitors to site must wear face masks in all communal and indoor Operational areas as per H&S brief.			

<p>As of 5th November the country was placed into Lockdown again, 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>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>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>			
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<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>C Edwards</p> <p>G Masterson</p>	<p>Ongoing</p> <p>19/06/20</p>	

<p>Planned evacuation drills postponed during period of lockdown. This is monitored weekly by senior management.</p>	<p>C Edwards</p>	<p>Ongoing</p>	
<p>The cleaning contractor has been contacted and has confirmed that cleaning chemical used on site are to the prescribed standard. SC 26/08/20</p> <p>Fogging machine to be used to steralise delivery vehicles.</p>	<p>S Courts</p> <p>Liz Hancock</p>	<p>07/12/20</p>	





























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