

Management of Health & Safety at Work Regulations 1999



Workplace Risk Assessment

Dept/Location:	INSTRUMENTEL	Date Completed:	13/05/2020
Completed by:	S.WALTER	Next Assessment Due (<i>Following Change/12Months</i>):	12/05/2020

Description of workplace being assessed

INSTRUMENTEL UNIT 6 LANDMARK COURT

Description of activity /process to be assessed:

MAIN OFFICE AREA
KITCHEN ROOM
LAB
MEETING ROOMS
UPSTAIRS OFFICE AREA

Reviews carried out:

01/11/2020 01/01/21

Specific hazards:

faikure to ensure social distancing, poor hygiene practices

Groups Affected:

eg: All Unipart employees, Client employees, visitors and contractors on site

No of employees:

20



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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 hot 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 loss of footing, manual handling injury due to overloaded boxes, Overturned vehicle due to overloading or forklift or incorrect centre of gravity on forklift.*

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				
Controls:		INSIGNIFICANT (1)	MINOR (2)	MODERATE (3)	MAJOR (4)	CATASTROPHIC (5)
Green - Low(1,2) - No Action required Single - (Minor/Noticed) - Minor/Noticed Supervision, Behavioural Observations Yellow - Medium(3) - Minor/Noticed and Actions Red - High(4) - Action required RED - CATASTROPHIC(5) - STOP activity or implement process safety controls		No injury or ill health/ Damage/No financial loss	First Aid treatment/ Minor injury or ill health/Minor Damage x 2000/Minor financial loss	Medical Treatment, short term lost time injury or ill health/ Damage >£5000/ Medium Financial Loss	Hospitalisation - Long term injury or ill health/ Damage > £2000/ Large Financial loss	Death - Life Changing injury or ill health/ Massive Financial loss
LIKELIHOOD	ALMOST CERTAIN(S) Often Occurs/once a day	6	7	8	9	10
	LIKELY (4) Could 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 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.





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 turnstiles/gates/doors	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Hand sanitisation station in area at all touchpoints on entrance/exit route (away from direct sunlight) Marked the floor to create a safe queue zone where needed Position Line Manager to manage flow of people Touch point cleaning (doors/handles etc.) throughout day 	Moderate	Rare	Low Risk	NONE				
site	Congestion at shift start time	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Stagger start times by a 10 minutes to reduce congestion in building Marked the floor to create a safe queue zone Introduced one way system, all staff enter building by two doors only, leave site by other identified doors Nominated Leaders to marshal start and finish pinch points to maintain Social distancing 	Moderate	Rare	Low Risk	NONE, PEOPLE DO NOT WORK ON SPECIFIC SHIFT START AND END TIMES				
site	Locker room - congestion	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Remove lockers to overflow area to increase social distancing Mark the floor to show social distancing zone in room Limit number of persons allowed in locker room at each time - 6 - signposted on door Position Line Manager in locker room to manage flow of people at shift handover "Grab & go" – all items contained in locker in bag to speed up collection 	Moderate	Rare	Low Risk	NO LOCKER ROOM KITCHEN AREA LIMITED TO 1 PERSON AT A TIME NOW				
site	Clocking in/out - congestion	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> All clocking in/out is card swiped to prevent touch Floor marked to create a safe queue zone Position Line Manager to manage flow of people by Clocking in area Each department is allocated a specific clocking in/out machine to manage congestion around each machine 	Moderate	Rare	Low Risk	NO CLOCKING IN PROCESS IN PLACE				



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
	site	Movement through corridors	Employees, visitors, contractors - spread of Covid-19	<p>.One way system in place - staff only enter by certain doors and exit by other designated doors. .One way system in main shared corridor (signage/all staff briefed)</p> <p>- Staff briefing on ensuring social distances are maintained</p> <p>- Shift times staggered by 10 minutes to reduce interaction</p> <p>- Floor marking at 2 metres in corridor</p> <p>- Supervision at shift changeover</p> <p>.Touch point cleaning on doors, handles etc.</p>	Moderate	Rare	Low Risk	KEEPING NUMBERS ON SITE LOW SIGNS POSTED TO REMIND STAFF OF 2M DISTANCING			
	site	Security Checks	Employees, visitors, contractors - spread of Covid-19	<p>.Floor marked for to create safe queue zone</p> <p>.Physical wandung no longer takes place</p>	Moderate	Rare	Low Risk	NUMBERS VERY LOW			
		Shift Start									
	site	Team briefs/comm cells	Employees - spread of Covid-19	<ul style="list-style-type: none"> • Ensure no more than 10 people are in briefing • Shift meetings held in an open area where social distancing can be maintained <p>.Unipart Cov-id 19 posters are displayed in all relevant areas.</p>	Moderate	Rare	Low Risk	DIGITAL COMM CELLS IN PLACE. WHEN ON SITE STAFF ATTEND EITHER VIA LAPTOPS OR IN BOARDROOM WHICH ALLOWS FOR LONGESTT SPACING BETWEEN STAFF			
	site	Collection of equipment (RF scanners/MHE keys/tools/etc.)	Employees - spread of Covid-19	<ul style="list-style-type: none"> • RF scanner storage moved to new area with queue zone established to manage social distancing . Line Manager in area to manage flow of people • Colleagues clean all equipment (MHE, tape dispensers, PDAs, keyboards, mice, touchscreens etc.) at start and end of use <p>.All LLOPs left in designated parking areas at end of shift with keys in, start of next shift LLOPs allocated to individuals through comm cell process</p>	Moderate	Rare	Low Risk	N/A			



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	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>.Maximum number of LLOPs on site supports social distancing in aisles</p> <p>. When overtaking staff complete this without stopping to avoid close contact</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>	Moderate	Rare	Low Risk	N/A			
	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>.Limited staff in area to support social distancing (approx. 6 per floor)</p> <p>.Overtaking if required performed quickly or staff wait until operative has finished in front of them, limited numbers on each floor</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>	Moderate	Rare	Low Risk	N/A			
Processing secondary sortation stock											



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
	site	Loading of vehicles	Employees - spread of Covid-19	<p>All processes reviewed to ensure social distancing can be maintained</p> <p>.Limited staff in area to support social distancing , one operative will load one vehicle, if two are involved zoned work - where one will load, the other will move cages to loading area, to reduce interaction</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>	Moderate	Rare	Low Risk	N/A			
	site	External Driver Management	Employees/contractors - spread of Covid-19	<ul style="list-style-type: none"> • All Drivers wait in their cabs during loading • Driver communicate through transport office window allowing social distancing to be maintained • Driver welfare facilities provided externally (portaloo's) 	Moderate	Rare	Low Risk	N/A SEE NOTE ON DELIVERIES BEING LEFT IN PORCHWAY			
Canteen/shared rest areas/offices											



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	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 • Additional "overflow" break areas set up • 2 metre spaces marked on the floor when staff are queuing and by till area • Encourage card payment where possible • Encouraged staff to bring their own lunch and eat outside/in own vehicle if practicable to reduce issues with seating capacity available • Take away service available for all food • All food to be covered when not being served – service of food must only be by the canteen staff • All self-service cutlery trays removed • All self-service condiments (salt/pepper/sauce) removed - now sachets and distributed by canteen staff • All bread rolls/bread rolls individually wrapped • Regular cleaning of hot plate and servery area • 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. • All cleaning and sanitising activities have documented frequencies and sign off with time and date for audit trail • Hand Sanitiser station available at entrance to 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	EMPLOYEES BRING OWN FOOD TO SITE. NO CANTEEN			
	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 machine - 4 times per shift 	Moderate	Rare	Low Risk	1 PERSON AT A TIME IN KITCHEN AREA RULE IN PLACE			

