

| Crewe RA                   |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |            |             |
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| Hazard                     | Who might be harmed and how? (Potential Injury / Loss/Damage) | What are we already doing? (ERICPD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Severity | Likelihood | Risk Rating |
| 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 accomadate 2m distance</li> <li>• Touch point cleaning (doors/handles etc.) throughout day</li> </ul> - Thermal Cameras to check temperature within the reception with visual management and a privacy notice displayed.<br>- Covid specific visual management outlining social distancing and controls in place is displayed.<br>- Face masks to be worn at all times within communal areas such as reception, visual management in place on entrance. | Moderate | Rare       | Low Risk    |
| Movement through corridors | Employees, visitors, contractors - spread of Covid-19         | -Staff briefing on ensuring social distances are maintained .Touch point cleaning on doors, handles etc.<br>- Face masks to be worn in all communal areas such as corridors, which has been briefed to all employees on site.                                                                                                                                                                                                                                                                                                                                                   | Moderate | Rare       | Low Risk    |
| Team briefs/comm cells     | Employees - spread of Covid-19                                | <ul style="list-style-type: none"> <li>• Briefing is only to be carried out 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> </ul> - Unipart Cov-id 19 posters are displayed in all relevant areas.                                                                                                                                                                                                                                                                        | Moderate | Rare       | Low Risk    |

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| 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> </ul>            | Moderate | Rare | Low Risk |

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| 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> </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>• Clear visual management</li> <li>• Staff hygiene kits supplied</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Moderate | Rare | Low Risk |
| 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 .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Moderate | Rare | Low Risk |
| Watercoolers                                                            | Employees, visitors, contractors - uncontrolled spread of virus through handling items               | . Watercoolers cleaned throughout each shift<br>.Hand sanitizer and wipes available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Moderate | Rare | Low Risk |
| Carpark                                                                 | Employees, Visitors, Contractors - Due to shift finish time changes congestion may occur in car park | - Employees briefed on social distancing measures and to remain 2m apart.<br>- Site speed limit is 8mph.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Moderate | Rare | Low Risk |

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| Toilets | Employees, visitors, contractors - uncontrolled spread of virus | .All toilets cleaned once per shift .Hand soap and paper towels available .Handwashing posters displayed to promote this .Hygiene Audits<br>- Hand sanitisers available upon entering toilets.<br>- Face masks to be worn in all communal areas such as toilets. | Moderate | Rare | Low Risk |
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| <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>Face masks to be worn in high congestion areas.</p> <p>Nhs lateral flow testing kits available to all staff, staff encourage to complete two tests a week.</p> <p>We have a 2 clinician call out service level agreement with Express Medicals to contact rapid response Coviids 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>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>HSE team to regularly monitor government sites and the news for any updates on the virus and guidance.</p> <p>Managing absence policy is in place and accesible for all staff.</p> <p>Continuous briefs given to employees on site</p> | <p>Catastrophic</p> | <p>Possible</p> | <p>High</p> |
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| <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>Catastrophic</p> | <p>Possible</p> | <p>High</p> |
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| <p>Contracting and spreading COVID-19</p> | <p>Risk of germ spread from individual to individual due to poor personal hygiene</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<br/>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 used</p> | <p>Major</p> | <p>Possible</p> | <p>Medium</p> |
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| 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 |
| 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>                                                                                                                                                                                                                                                                                                                | Moderate | Possible | Medium |
| Contracting and spreading COVID    | Risk that someone unwell arrives on site               | <p>Top tips for working at home safety notice issued</p> <p>visitor questionnaire / visitor booking form</p> <p>Assessment prior to accessing site</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Major    | Possible | Medium |



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| 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 • Canteen seats removed to ensure seating is 2 metres apart • Additional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Moderate | Rare     | Low Risk |
| <b>Spread of disease from interaction with external visitors to site</b>       | Employees, visitors, contractors - spread of Covid-19           | 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. Any visitor with a temperature of 37.8 degrees celsius or above must leave site immediately. | Moderate | Rare     | Low Risk |
| <b>Unsuitable cleaning chemicals being used by contract cleaners and staff</b> | Employees, visitors, contractors - uncontrolled spread of virus | - Cleaning provider to ensure cleaning chemicals to virucial grade EN 14476                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Moderate | Rare     | Low Risk |

|                                   |                         |             | Actual Completion Date |
|-----------------------------------|-------------------------|-------------|------------------------|
| What further action is necessary? | Actions to be taken by? | Target Date | Actual Completion Date |
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Ongoing monitoring of the situation

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| Site management |  |  |
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| Ongoing communications between individuals and HR/health surveillance | HR |  |  |
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| Continually updating and communicating briefs | Site management |  |  |
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| Continuous site cleaning                                                | Cleaners, Site staff |  |  |
| DSE assessments to be issued/reviewed by HSE dept.                      | HSE                  |  |  |
| All visitors to site will be asked to complete the questionnaire before | HSE                  |  |  |

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