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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
20/10/2021	site	Entrance through turnstiles/gates/doors	Employees, visitors, contractors - spread of Covid-19	Arriving leaving/wor Staff are not to attend Site if they are symptomatic. Hand sanitisation station in area at all entrance/exit routes (away from direct sunlight) and throughout Business Units (BUS) Visual Management at entrance to site and throught BUs detailing site Covid rules Marked the floor to create a safe queue zone where needed (locker rooms) Staggered start times to prevent queuing. SOs/TLs record time and attendance Touch point cleaning (doors/handles etc.) throughout day Face coverings to be worn in high pedestrian traffic communal areas such as corridors and toliets and where 2m social distance cannot be maintained.	Moderate	Rare	Low Risk	Additional Sanitiser dispensers on order. Awaiting supplier restock. Fitted by HVAC <i>Wc</i> 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
16/10/2020	site	Congestion at shift start time	Employees, visitors, contractors - spread of Covid-19	 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	Due to staff dispursai 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 regaister 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.			
13/1/2021	site	Locker room - congestion	Employees, visitors, contractors - spread of Covid-19	 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 Face coverings to be worn in communal areas 	Moderate	Rare	Low Risk				
20/10/2021	site	Movement through corridors	Employees, visitors, contractors - spread of Covid-19	One way system in J. Store shared corridor- (signage/al-stafl-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 while travelling through corridors.	Moderate	Rare	Low Risk	Face-masks not-yst-required-to-be- worn-in-corridors-or-office areas Will be-reviewed-based-upon- Government-recommendations GM-31/08/21			
24/9/2021	site	Security Checks Shift Start	Employees, visitors, contractors - spread of Covid-19	No entry to Security Gatehouse, visitors' details taken from their vehicles. Physical wanding no longer takes place. Security control T-cards for Incident controllers Perspex screen in Gatehouse to segregate visitors when signing into and out of Site.	Moderate	Rare	Low Risk				
20/10/2021	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 aditional brifings if required to reduce numbers at each brief (8U 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 high pedestrian communal areas and where 2m social distancing	Moderate	Rare	Low Risk	Face masks not currently required. This will be reviewed based upon- Government recommendations. Face masks to be worn during in person briefs. 31/08/21 GM			
28/8/2020	site	Collection of equipment (RF scanners/MHE keys/tools/etc.)		cannot be maintained. • 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, niftle gloves and Blue Roll -Specific-bins-installed-for-the-disposal-of-used-PPE- GM 31/08/21	Moderate	Rare	Low Risk				
20/10/2021	site	Operational enquiry desks (pick/transport/maintena nce etc.)	Employees/contractors - spread of Covid-19	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 high pedestrian communal areas and where 2m social distancing cannot be maintained.	Moderate	Rare	Low Risk	Perspex to be fixed to some workstations. Floors to be marked 2m from desks.	SC JM	May-20	22/05/20
28/8/2020	site	Used of shared equipment (pcs, machinery etc.)	Employees, visitors, contractors - spread of Covid-19	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				
20/10/2021	site	Contact with surfaces (railings/barriers etc.) Goods In	Employees - spread of Covid-19	 Hand Santilser, 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 high pedestrian communal areas and where 2m social distancing cannot be maintained. 	Moderate	Rare	Low Risk				
13/5/2020	site	Goods in External Driver Management	Employees/contractors - spread of Covid-19	All Drivers walt 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- (portables) (M3 10/8/2) Driver keys returned in a way to reduce interaction, driver alterted (left externally to vehicle for collection) - Delivery drivers use "magic number" instead of seeking Yard Operative's signiture.	Moderate	Rare	Low Risk	Review Key Process	JM	May-20	20/06/21
13/5/2020	site	Unloading vehicles/containers	Employees - spread of Covid-19	 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 worm. Hand hygiene promoted. 	Moderate	Rare	Low Risk				

		Putaway and Replenishment								1
20/10/2021	site	Putaway and Putaway and Replenishment -leading to congestion/difficulty maintaining social distancing Picking	Employees - spread of Covid-19	 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 asile immediately Behavioural observation programme Face coverings to be worm in high pedestrian communal areas and where 2m social distancing cannot be maintained. 	Moderate	Rare	Low Risk			
31/8/2021	site	MHE Picking -leading to congestion/difficulty maintaining social distancing/shared equipment	Employees - spread of Covid-19	All processes reviewed to ensure social distancing can be maintaned. 2 bay rule MHE supports social distancing. Limited space in alsks prevents overtaking. Risk assessment presentation and individual vulnerable persons risk assessment. Hand sanitizer available. Gloves worn. Antibacterial wijes available to wipe down all aquipment at starkend of shift. Staff must not pick from same location simultaneously. Picker must wait until location is free to maintain social distancing. While face coverings are to be worn in communal areas where 2m social distancing cannot be maintained, GM 31/08/21 MHE operatives are not required to wear face coverings while driving.	Moderate	Rare	Low Risk			
20/10/2021	site	Pedestrian picking - leading to congestion/difficulty maintaining social distang/shared equipment	Employees - spread of Covid-19	All processes reviewed to ensure social distancing can be maintained Staff numbers sufficiently low so as to allow social distancing. Width of aiales prevents overtaking Risk assessment presentation and individual vulnerable persons risk assessment Hand samitzer available Gloves wom Antibacterial wipes available to wipe down all equipment at star/end of shift - Staff must not pick from same location simultaneously. Picker must wait until location is free to maintain social distancing Face coverings to be wom in high pedestrian communal areas and where 2m social distancing cannot be maintained.	Moderate	Rare	Low Risk			
		Fired		Static workstations/operational I • All fixed workstations allow for social distancing, all	benches etc.					
13/1/2021	site	Fixed Workstations/Packing Benches/Machinery - difficulty maintaining social distancing Marshalling Lanes	Employees - spread of Covid-19	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			
20/10/2021	site	Marshalling lanes - crossover of staff in marshalling lanes - impacting social distancing	Employees - spread of Covid-19	All processes reviewed to ensure social distancing can be maintained Limited staff in area to support social distancing Risk assessment presentation and individual vulnerable persons risk assessment Hand samitzer available Gloves wom Antibacterial wipes available to wipe down all equipment at start/end of shift Face coverings to be wom in high pedestrian	Moderate	Rare	Low Risk			
_				communal areas and where 2m social distancing cannot be maintained.						
#######	site	Goods Out Loading of vehicles	Employees - spread of Covid-19	cannot be maintained. Outbound goods transported by Bibby. Outbound trailers loaded as standing trailers.	Moderate	Rare	Low Risk			
####### 13/1/2021			Employees - spread of Covid-19 Employees, visitors, contractors - spread of Covid-19	cannot be maintained. Outbound goods transported by Bibby.		Rare				
	site	Loading of vehicles	Employees, visitors, contractors - spread	cannot be maintained. Outbound goods transported by Bibby. Outbound trailers loaded as standing trailers. Canteenestes 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 Unpart information posiers. • Idans 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	offices		Risk			
13/1/2021	site site	Loading of vehicles Canteen/overflow canteen - lack of social distancing/food hygiene Shared kitchens - uncontrolled spread of	Employees, visitors, contractors - spread of Covid-19 Employees, visitors, contractors - uncontrolled spread of virus through	cannot be maintained. Qutbound goods transported by Bibby. Qutbound trailers loaded as standing trailers. Canteen/shared rest areas Staggered breaks Canteen seats removed to ensure seating is 2 metres apart. 2 metre space marked in front of microwaves and vending machines. I encouraged staff to bring their own lunch. 4 Vending machines and communal fridges cleaned each shift Posters displayed at entrance of canteen to remind people about Ywashing hands" before entering, with Unipart information posters. 4 Hand Sanities ration for staff to wipe tables/seats prior to use Change regime in canteen to cover all shifts Face coverings to be worn in communal and drinking in the mess area. Reduced capacity in area, removed chairs at each table for analoge 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 All tables/seats prioring of all tables/seating/vending machines. All non-essential staff working from home. All tables exit point of all offices and meeting Maximum occupany signs on all offices and meeting machines. All non-essential staff working from home. All tables set up to allow 2 meter social distancing. Maximum occupany signs on all offices and meeting rooms. Antibacterial where used to wipe down equipment at start end of shift. Face coverings to be wown in communal areas, but not required while sitting at your own office work station	Moderate	Rare	Low Low Risk	Face masks not currently required in office areas. This will be reviewed based upon Government recommendations.		
13/1/2021 13/5/2020	site site site	Loading of vehicles Canteen/overflow canteen - lack of social distancing/food hygiene Shared kitchens - uncontrolled spread of virus/social distancing	Employees, visitors, contractors - spread of Covid-19 Employees, visitors, contractors - uncontrolled spread of virus through coughing/sneezing Employees, visitors, contractors -	cannot be maintained. Qutbound goods transported by Bibby. Qutbound trailers loaded as standing trailers. Canteen/shared rest areas Staggered breaks Canteen seats removed to ensure seating is 2 metres apart. Paretre space marked in front of microwaves and vending machines. I encouraged staff to bring their own lunch. Posters displayed at entrance of canteen to remind people shout Ywashing hands' before entering, with Unpart information posters. Hand Sanliters ration available in canteen VWpes available on staff to wipe tables/seats prior to use Categories tation for staff to wipe tables/seats prior to use Categories to be worn in communal and mixing in the mess area. Reduced capacity in area, removed chairs at each table to manage social distancing Regular communication on hand hygiene/personal hygiene through Unipart intranet/brefings Regular celaning of all tables/seating/vending machines. All non-essential staff working from home. All tables est up to allow 2 metres available. Cleaning regime. Antibacterial pages available	Moderate	Rare	Low Risk	in office areas. This will be reviewed based upon Government	ML	20/05/20
13/1/2021 13/5/2020 13/1/2021 13/5/2020	site site site site	Loading of vehicles Canteen/overflow canteen - lack of social distancing/food hygiene Shared kitchens - uncontrolled spread of virus/social distancing Office areas	Employees, visitors, contractors - spread of Covid-19 Employees, visitors, contractors - uncontrolled spread of virus through coughing/sneezing Employees, visitors, contractors - uncontrolled spread of virus Employees, visitors, contractors - uncontrolled spread of virus -	cannot be maintained. Cutbound goods transported by Bibby. Outbound trailers loaded as standing trailers. Canteendshared rest areas Staggered breaks Canteen seats removed to ensure seating is 2 metres apart. Canteen seats removed to ensure seating is 2 metres apart. Canteen seats removed to ensure seating is 2 metres apart. Canteen seats removed to ensure seating is 2 metres displayed at entrance of canteen to remind people about Yvashing hands' before entering, with Unipart information posters. Landa Sanites ration available in canteen Wipes available on station for staff to wipe tables/east prior to use Ceaning 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. Reduced capacity in area, removed chairs at each table to manage social distancing Regular ceanil hygiene (Jansovich) in areas, nemoved chairs at each table to manage social distancing Regular ceanil hygiene Antibacterial gels available Antibacterial gels available Antibacterial pod all and wipes available. Cleaning regime. Antibacterial pod all and wipes available. Cleaning regime. Antibacterial wipes used to wipe down equipment at stant end of shift. Face coverings to be worn in communal areas, hut nor required while sitting at your own office work station Staff thereing on ensuring social distancing. Mark floor in area to promote social distancing Mark floor in ar	Moderate Moderate Moderate	Rare	Risk Low Risk Low Risk	in office areas. This will be reviewed based upon Government recommendations. Places floor marking to denote 2m	JM	2005/20
13/1/2021 13/5/2020 13/1/2021	site site site site	Loading of vehicles Canteen/overflow canteen - lack of social distancing/food hygiene Shared kitchens - uncontrolled spread of virus/social distancing Office areas Smoking area	Employees, visitors, contractors - spread of Covid-19 Employees, visitors, contractors - uncontrolled spread of virus through coughing/sneezing Employees, visitors, contractors - uncontrolled spread of virus Employees, visitors, contractors - uncontrolled spread of virus	cannot be maintained. Cutbound goods transported by Bibby. Outbound trailers loaded as standing trailers. Canteen/shared rest areas Staggered breaks Canteen seats removed to ensure seating is 2 metres apart. Canteen seats removed to ensure seating is 2 metres apart. Canteen seats removed to ensure seating is 2 metres displayed at entrance of canteen to remind people about Yvashing hands' before entering, with Unipart information posters. Hand Sanliters ration available in canteen Vilpes available on station for staff to wipe tables/seats prior to use Calcapacity in area, removed chairs at each table capacity in area, removed chairs at each table capacity in area, removed chairs at each table to manage social distancing Regular communication on hand hygiene/personal hygiene through Unipart intranebrefings Regular cells available Reguler cells available Regule	Moderate Moderate Moderate Moderate	Rare Rare Rare	Risk Low Risk Low Risk	in office areas. This will be reviewed based upon Government recommendations. Places floor marking to denote 2m	ML	2005/20
13/1/2021 13/5/2020 13/1/2021 13/5/2020 ########	site site site site site	Loading of vehicles Canteen/overflow canteen - lack of social distancing/food hygiene Shared kitchens - uncontrolled spread of virus/social distancing Office areas Smoking area Watercoolers	Employees, visitors, contractors - spread of Covid-19 Employees, visitors, contractors - uncontrolled spread of virus through coughing/sneezing Employees, visitors, contractors - uncontrolled spread of virus Employees, visitors, contractors - uncontrolled spread of virus through handling items	cannot be maintained. Cutbound goods transported by Bibby. Cutbound trailers loaded as standing trailers. Canteendshared rest areas Staggered breaks Canteen seats removed to ensure seating is 2 metres apart. Canteen seats removed to ensure seating is 2 metres apart. Canteen seats removed to ensure seating is 2 metres apart. Canteen seats removed to ensure seating is 2 metres displayed at entrance of canteen to remind people about Yvashing hands' before entering, with Unipart information posters. Hand Sanities ration available in canteen Wipes available on station for staff to wipe tables/seats prior to use Ceaning regime in canteen to cover all shifts Face coverings to be wom in communal areas, however, these may be removed while sating and drinking in the mess area. Reduced capacity in area, removed chairs at each table to manage social distancing Regular deant hygiene/personal hygiene dersonal hygiene Antibacterial gels available Antibacterial gels available Antibacterial gels and wipes available. Cleaning regime. Antibacterial of all staff working from home. All tables seats prime. All tables seats prime. Antibacterial of all staff working from home. Alt tables seats and wipes available. Cleaning regime. Antibacterial of all staff working from home. Alt babes and wipes available. Cleaning regime. Antibacterial posters in smoking area Antibacterial posters in smoking area Antibacterial posters in smoking area Mark low in area to promote social distancing. Watercoolers cleaned throughout each shift. Hand sanitizer and wipes available. Face coverings to be wom in communal areas, but not required while sitting at your own office work station Caening regime. Antibacterial posters in smoking area Mark low in area to promote social distancing. Mark low in area to promote social distancing. Caening regime. Antibacterial the and be to mark be communal areas. Done way system in place to improve thin areas Communal threase to promote social distancing Mark low in area to promote s	Moderate Moderate Moderate Moderate Moderate	Rare Rare Rare Rare Rare	Risk Low Risk Low Risk Low Risk	in office areas. This will be reviewed based upon Government recommendations. Places floor marking to denote 2m	JM	2005/20

20/10/2021		Spread of disease from interaction with external visitors to site	Employees, visitors, contractors - spread	All non-business critical visits vetted. Contractors only allowed on site following pre-visit screening and induction upon arrival. All external visitors to Site requested to complete a lateral flow test within 24 hrs prior to attending Site. 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 coverings to be worn in high pedestrian communal areas and where 2m social distancing cannot be maintained.	Moderate	Rare	Low Risk	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. Only Operationally critical visits allowed during lockdown.	C Edwards	Oct-20	26/10/20
13/1/2021	site	Spread of virus through staff contact on site.	Employees, visitors, contractors - uncontrolled spread of virus	Communication and briefs on control measures, handwashing. Risk assessment presentation and individual sign off. Individual risk assessment for those identified as vulnerable. Self solation policy. Cleaning regimes (regular 'touchpoint' cleaning regime') Regular hand washing practices. Awareness posters on safe handwashing, personal hygiene. Separate handwashing basins. Antibacterial Wipes available to wipe down all equipment at start/end of shift. Thermometer on site. Al 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. Face converings to be worm in high pedestrian communal areas and where 2m social distancing cannot be mantained.	Moderate	Rare	Low Risk	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. Operatives driving MHE are not required to wear face masks while operating vehicles. Operatives who wear glasses may wear a face mask over their mouth as well as a face shield covering the remainder of their face to prevent their glasses steaming up (agreed upon in consultation between HSEF and Operations Staff). Safety Pause briefed 22/10/20 GM. Only Operationally critical Site to Site visits by UR staff allowed during lockdown. These are veted by Senior management via individual Travel Risk Assessments.	C Edwards	Oct-20	27/10/20
13/1/2021	site	Spread of virus through staff becoming unwell either at work/or off site	Employees, visitors, contractors - uncontrolled spread of virus	Sickness and Absence policy and procedures, Regular communication to staff on current Covid 19 procedures Return to work interview/process Supervision Quarantine room process FPP3 mask for IP and First Aider. Face shield for first aider Face coverings to be worm in communal areas.	Moderate	Rare	Low Risk				
20/10/2021	Site	Spread of virus due to having to complete two person task with colleague, e.g. Manual Handling - two preson 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 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. Hands must be washed before and after two person tasks. Face coverings to be worn in high pedestrian communal areas and where 2m social distancing cannot be maintained. Powder free nitrile gloves are available in operational areas.	Moderate	Rare	Low Risk	Behavioural audits to be conducted daily in each BU. Actions to be added to a 3C and reviewed weekly. Awaiting supply of FFP2 masks to be used by operatives performing tasks where 2m social distance is impossible.	C Edwards G Masterson	Ongoing 12/06/20	
20/10/2021	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	areas. 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. Emergency assembly point is external. Facemasks to be worn if possible.	Moderate	Rare	Low Risk	Planned evacuation drills postponed during period of lockdown. This is monitored weekly by senior management.	C Edwards	Ongoing	
20/10/2021	Site	Unsuitable cleaning chemictals being used by contract cleaners and staff	Employees, visitors, contractors - uncontrolled spread of virus	- Cleaning povider to to ensure cleaning chemicals to virucial grade EN 14476	Moderate	Rare	Low Risk	The cleaning contractor has been contacted and has confirmed that cleaning chemical used on site are to the proscribed standard. Quote obtained for the Monthly "Fogging of the Haxthorpe and upplier Stee by external cleaning contractor to begin w/c 08/02/21 Fogging ceased in Hex June 2021.	S Courts G Masterson	07/12/20	24/06/21
20/10/2021	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 colleages assisting in this task. Operatives must immediately replace face coverings in Operational areas once these tasks are completed if 2m social distancing cannot be maintained.	Catastrophic	Rare	Medium	Behavioural audits to be conducted daily in each BU. Actions to be added to a 3C and reviewed weekly.	Ch <i>ri</i> stian Edwards	Ongoing	
#	ii 9	Unvaccinated Staff	Operatives wearing spectacles and face masks may have their vision obscurred due to condensation resulting in injury, e.g. slip/trip incidents Greater risk to staff, contractors and	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. Unvaccinated staff have been asked to identify	Moderate	Rare Unlikely	Low Risk Moderat				