



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. Removed one way system Nov			
	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	Clothing in/out - congestion	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> All clothing 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 Clothing in area Each department is allocated a specific clothing in/out machine to manage congestion around each machine 	Moderate	Rare	Low Risk	NO CLOCKING IN PROCESS IN PLACE			
	site	Movement through corridors	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> 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) Staff briefing on ensuring social distances are maintained Shift times staggered by 10 minutes to reduce interaction Floor marking at 2 metres in corridor Supervision at shift changeover Touch point cleaning on doors, handles etc. 	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	<ul style="list-style-type: none"> Floor marked for to create safe queue zone Physical wandling no longer takes place 	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 Unipart Cov-id 19 posters are displayed in all relevant areas. 	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 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 	Moderate	Rare	Low Risk	N/A			
	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	LAB FLOOR MARKED OUT SIGNAGE TO REMIND OF 2M RULES AND LIMITED NUMBERS IN MEETING ROOMS			
	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	HAND SANITISED STATION IN PLACE HANDWASHING SIGNS IN PLACE			



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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	DOORS TO BE CLEANED AT START OF EACH DAY BY FIRST PERSON IN				
Goods In											
site	External Driver Management	Employees/contractors - spread of Covid-19	<ul style="list-style-type: none"> All Drivers wait in their cabs during unloading Driver keys placed in external area for collection to reduce interaction with staff Driver welfare facilities provided externally (portaloos) Drivers communicate only through intercom Pallets/stillages placed in front of vehicle during loading. Driver keys returned in a way to reduce interaction, driver alerted (left externally to vehicle for collection) 	Moderate	Rare	Low Risk	ANY DELIVERIES NOW DROPPED IN PORCH AREA BY DRIVERS				
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 loose loaded vehicles - zones which ensure the segregation of colleagues with clearly marked handover areas between each (e.g. unloading cartons on pallet are placed in zone by one operative, another operative collects pallets, QC check) would be used All stock should be left for 72 hours where practicable Gloves worn Hand hygiene promoted 	Moderate	Rare	Low Risk	N/A				
Putaway and Replenishment											
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	N/A				
Picking											
site	MHE Picking -leading to congestion/difficulty maintaining social distancing/shared equipment	Employees - spread of Covid-19	<ul style="list-style-type: none"> All processes reviewed to ensure social distancing can be maintained 2 bay rule MHE supports social distancing Maximum number of LLOPs on site supports social distancing in aisles When overtaking staff complete this without stopping to avoid close contact 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 	Moderate	Rare	Low Risk	N/A				
site	Pedestrian picking - leading to congestion/difficulty maintaining social distancing/shared equipment	Employees - spread of Covid-19	<ul style="list-style-type: none"> All processes reviewed to ensure social distancing can be maintained Limited staff in area to support social distancing (approx. 6 per floor) Overtaking if required performed quickly or staff wait until operative has finished in front of them, limited numbers on each floor 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 	Moderate	Rare	Low Risk	N/A				
Processing secondary sortation stock											
site	Secondary sortation processes - congestion/difficulty maintaining social distancing	Employees - spread of Covid-19	<ul style="list-style-type: none"> All IDT 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 sanitizer available Gloves worn Antibacterial wipes available to wipe down all equipment at start/end of shift 	Moderate	Rare	Low Risk	DESK WIPEDOWN POLICY AT END OF DAY IS IN PLACE				
Static workstations/operational benches etc.											
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 Off line support feeds individual workstations reducing interaction of all staff Conveyors transfer totes Antibacterial wipes used to clean down workstations at start/end of shift 	Moderate	Rare	Low Risk	LAB AREA MARKED OUT AND SIGNS TO ENCOURAGE HOT DESKING AND MAINTAINING 2M DISTANCE IN PLACE				
Marshalling Lanes											



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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 sanitizer available Gloves worn Antibacterial wipes available to wipe down all equipment at start/end of shift	Moderate	Rare	Low Risk	MANAGING NUMBER OF STAFF ON SITE TO A MINIMUM. WHAT IS PROCESS TO GET MORE ANTIBACTERIAL WIPES TO INSTRUMENTEL?			
	Goods Out									
site	Loading of vehicles	Employees - spread of Covid-19	All processes reviewed to ensure social distancing can be maintained 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 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	N/A			
site	External Driver Management	Employees/contractors - spread of Covid-19	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)	Moderate	Rare	Low Risk	N/A SEE NOTE ON DELIVERIES BEING LEFT IN PORCHWAY			
Canteen/shared rest areas/offices										
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	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			
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 Antibacterial hand gels and wipes available Cleaning regime Antibacterial wipes used to wipe down equipment at start end of shift	Moderate	Rare	Low Risk	WIPE DOWN AT END OF DAY RULES IN PLACE			
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	FLOOR MARKED IN LAB. SIGNAGE UP AROUND SITE TO ENFORCE MESSAGE			
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	WIPES AVAILABLE WHAT IS PROCESS TO GET MORE?	GM TO ADVISE		
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 All staff briefed on one way system Security monitor car park at shift change over 5 mph speed limit Barriers in place to designate one way system	Moderate	Rare	Low Risk	N/A			



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	site	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	Moderate	Rare	Low Risk	SIGNAGE IN PLACE HANDTOWELS AVAILABLE CLEANER COME WEEKLY			
		General									
	site	Spread of disease from external visitors	Employees, visitors, contractors - spread of Covid-19	Gated site with access control Reception area All visitors asked to complete self declaration for Covid-19 Posters displayed controls - handwashing etc. All non-business critical visits prohibited	Moderate	Rare	Low Risk	OK			
	site	Spread of virus through staff	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 isolation policy Cleaning regimes (each shift has regular "touchpoint" cleaning regime) Regular hand washing practices, .Awareness posters on safe handwashing, personal hygiene .Separate handwashing basins .Antibacterial hand gels throughout site .Workplace audits .Antibacterial Wipes available to wipe down all equipment at start/end of shift Supervision	Moderate	Rare	Low Risk	REGULAR REMINDERS AT COMM CELLS WIPE AVAILABLE TO WIPE DESKS AT END OF DAY			
	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	Moderate	Rare	Low Risk	OK			