

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	on
Reception	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Hand sanitisation station in area. Signage in place Moved chairs to accommodate 2m distance Touch point cleaning (doors/handles etc.) throughout day Thermal Cameras to check temperature within the reception with visual management and a privacy notice displayed. Covid specific visual management outlining social distancing and controls in place is displayed. Face masks to be worn at all times within communal areas such as reception, visual management in place on entrance. Staff briefing on ensuring social distances are maintained 	Moderate	Rare	Low Risk				
Movement through corridors	Employees, visitors, contractors - spread of Covid-19	<ul style="list-style-type: none"> Touch point cleaning on doors, handles etc. 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"> Briefing is only to be carried out if space allows for the amount with social distancing. 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				
Collection of equipment (MHE keys/tools/etc.)	Employees - spread of Covid-19	<ul style="list-style-type: none"> All MHE drivers have wipes to use before and after entering code. Colleagues clean all equipment (MHE, tape dispensers, PDAs, keyboards, mice, stationary, touchscreens etc.) at start and end of use 	Moderate	Rare	Low Risk				
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				
External Driver Management	Employees/contractors - spread of Covid-19	<ul style="list-style-type: none"> All Drivers wait in their cabs during unloading Maintain 2m social distancing 	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"> 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 	Moderate	Rare	Low Risk				
Stores picking process	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 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				
Fixed Workstations/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 Clear visual management Staff hygiene kits supplied 	Moderate	Rare	Low Risk				
Smoking area	Employees, visitors, contractors - uncontrolled spread of virus	<ul style="list-style-type: none"> Staff briefing on ensuring social distances are maintained Daily Social distancing audit 	Moderate	Rare	Low Risk				
Watercoolers	Employees, visitors, contractors - uncontrolled spread of virus through handling items	<ul style="list-style-type: none"> Watercoolers cleaned throughout each shift 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.	Moderate	Rare	Low Risk				
Toilets	Employees, visitors, contractors - uncontrolled spread of virus	<ul style="list-style-type: none"> All toilets cleaned once per shift Hand soap and paper towels available Handwashing posters displayed to promote this Hygiene Audits 	Moderate	Rare	Low Risk				

Contracting and spreading COVID-19	All unipart employees, Visitors, Contractors, may be infected with the virus, and become ill due to the effects.	<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 8 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 accessible for all staff.</p> <p>Continuous briefs given to employees on site.</p> <p>Social Distancing adopted on site.</p> <p>Employees with the ability to work from home will be at home, and not accessing the site.</p> <p>Meetings are undertaken in office spaces with 2</p>	Major	Possible	Medium	Ongoing monitoring of the situation	Site management	
Contracting and spreading COVID-19	Risk to individuals with specific health complaints for catching coronavirus.	<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>Return to work inductions for all returning to site.</p>	Major	Possible	Medium	Ongoing communications between individuals and HR/health surveillance	HR	
Contracting and spreading COVID-19	Risk of germ spread from individual to individual due to poor personal hygiene	<p>Weekly Safety pauses</p> <p>Communications & 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 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</p>	Major	Possible	Medium	Continually updating and communicating briefs	Site management	
Contracting and spreading COVID-19	Risk of germ spread due to unclean surfaces.	<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>	Major	Possible	Medium	Continuous site cleaning	Cleaners, Site staff	

Poor DSE setup	Risk to persons working from home - ergonomics and DSE	Advice provided on desk layout. keyboards and Mouse can be provided Advised not to work from laptop in bed or sofa - to use a chair that provides lower back support Online DSE risk assessment Top tips for working at home safety pause issued	Moderate	Possible	Medium	DSE assessments to be issued/reviewed by HSE dept.	HSE		
Contracting and COVID	Risk that someone unwell arrives on site	visitor questionnaire / visitor booking form	Major	Possible	Medium	All visitors to site will be asked to	HSE		
Contracting and COVID	Risk that areas run out of alcohol gel	Hand washing facilities across site.	Moderate	Likely	Medium	Hand gel on order, awaiting delivery	HSE		
Contracting and COVID	Risk of germs on food from vending machine	Antibacterial wipes to be used to clean handover /	Moderate	Possible	Medium				
Canteen - lack of social	Employees, visitors, contractors - spread of Covid-19	Staggered breaks Canteen seats removed to ensure seating is 2	Moderate	Rare	Low Risk				