

PROFIT CENTRE: PRIMAFLOW LIMITED

DATE OF ASSESSMENT: 18.02.2021

COMPLETED BY: LISA HUNT - OPERATIONS COMPLIANCE MGR

See Best Practice Guide (BPG) for:	N/A but please refer to COVID 19 updates issued by the Service Centre / Health and Safety Auditor
See specific Risk Assessments (RA) for:	N/A but please note all activities and risk assessments will be affected

COMPLETING THE RISK ASSESSMENT

Risk Rating on Controls

L = Likelihood Rating

- 1 - Low = Unlikely
 2 - Medium = Possible
 3 - High = Likely

S = Severity Rating

- 1 - Low = First aid injury
 2 - Medium = Major injury / 3 days off work
 3 - High = Permanent incapacity or death

RR = Risk Rating = Likelihood plus Severity

- 1-3 = Very low/Low Risk - No action required but consider more effective controls and ensure controls maintained
 4 = Medium Risk - Attempt to reduce the risk further within a defined timescale, but consider cost implication
 5 = High Risk - Take rapid action to reduce the risk, Be prepared to spend considerable resources
 6 = Unacceptable Risk - Make safe at once using whatever resources necessary

HAZARD DESCRIPTION	PERSONS AT RISK	DETAILED ASSESSMENT	Y N N/A	RISK RATING ON CURRENT CONTROLS			CONTROL MEASURES REQUIRED TO REDUCE RISK	ACTION BY DATE	COMPLETION DATE	RISK RATING ON ENHANCED CONTROLS			
				L	S	RR				L	S	RR	
Increasing the risk of COVID infection through lack of organisation	Staff Customers Visitors	<i>Rules and regulations will vary from region to region and may change at short notice. Do you have sufficient procedures in place to make sure you and staff are aware of any national or regional changes?</i>	Y				Weekly operational and senior management team calls held to discuss current guidance/regulations applicable across the business						

		<i>Have vulnerable and extremely vulnerable staff been identified and appropriate action been taken? This must be recorded, e.g. on a People Risk Assessment, Form 1491.</i>	Y		Any colleagues that have been identified as vulnerable are working from home, or if this is not their preferred option, arrangements have been made to accommodate them on site in a safe manner eg segregated work area		
		<i>Have arrangements been made for staff to work from home wherever possible?</i>	Y		Where appropriate colleagues are working from home		
		<i>Are sufficient measures in place to prevent staff with COVID symptoms from attending work for the relevant period?</i>	Y		The Primaflow Coronavirus Safe System Of Work issued to all colleagues gives details of circumstances when colleagues should not attend work (in line with government guidance)		
		<i>Are arrangements in place to identify staff who may fall ill during work time and make sure they leave the premises immediately?</i>	Y		The Primaflow Coronavirus Safe System Of Work issued to all colleagues advises any colleague who feels ill with symptoms to report it to their line manager immediately Line managers will advise the colleague to leave immediately and also give details of how to obtain a Coronavirus test		
		<i>Are sufficient measures in place to prevent staff who live in a household with someone who has COVID symptoms from attending work for the relevant period?</i>	Y		The Primaflow Coronavirus Safe System Of Work issued to all colleagues gives details of circumstances when colleagues should not attend work (in line with government guidance)		
		<i>Are all contact details and emergency contact details accurate and up-to-date?</i>	Y				

		<p>Are suitable arrangements in place to safely communicate with staff and others on issues that may affect their health and safety? These include:</p> <ul style="list-style-type: none"> ● Good use of video conferencing and other IT solutions. ● Regular reminders on social distancing, hygiene and local procedures. ● Display suitable posters, reminders and warnings. 	Y				<p>Signage is posted throughout the premises</p> <p>Daily socially distanced pre/post shift briefings held for on site colleagues</p> <p>Regular video hangouts held with teams and individuals</p>			
		<ul style="list-style-type: none"> ● Has Form 1516B (checklist) been completed and is it reviewed at least once a fortnight? 	Y							
		RISK RATING		1	2	3				
Getting or spreading COVID through lack of hygiene	Staff Customers Visitors	<p>Are sufficient arrangements in place to meet the Company and Government requirements on maintaining good hygiene? This must include all areas:</p> <ul style="list-style-type: none"> ● Office ● Kitchen ● Yard ● Warehouse ● Workshops ● Vehicles ● Trade Counter ● Shop Front ● Work on Site and at Customer's premises 	Y				<p>Distribution centres cleaned twice daily</p> <p>All equipment including vehicles cleaned before and after use</p> <p>Ample supplies of hand sanitiser, cleaning wipes etc available</p> <p>Hygiene protocols for specific areas communicated to relevant colleagues through the Primaflow Coronavirus Safe System of Work</p>			
		<p>Are sufficient cleaning materials and consumables available?</p> <ul style="list-style-type: none"> ● Sanitiser gel ● Standard cleaning products ● Disinfectant spray and wipes ● Tissues ● Hot water 	Y				<p>Supplies regularly checked and replenished</p>			

		<p><i>Are frequent touch points such as doorknobs, work equipment (but see WAREHOUSE below), key pads etc. frequently cleaned / disinfected?</i></p> <p><i>This must be at least twice a day.</i></p>	Y																
		<p><i>Where possible, are internal doors left open? Curtains and blinds left open? And key pads disabled? (But do not compromise security).</i></p>	Y																
		<p><i>Are staff aware, and reminded, of the requirement to wash their hands properly and frequently?</i></p>	Y																
		<p><i>Do staff always wash / disinfect their hands before dealing with mail and other deliveries?</i></p>	Y																
		<p><i>Do staff wipe down these items with disinfectant before passing to the recipient?</i></p>	Y																
		<p><i>If disposable gloves are provided: do they comply with EN 374 or 455? And are they disposed of after each use?</i></p>	Y																
		RISK RATING		1	2	3													

<p>Getting or spreading COVID through lack of social distancing</p>	<p>Staff Customers Visitors</p>	<p><i>Are you able to demonstrate and give confidence to your workforce that you can consistently practice safe social distancing (including the 2-metre separation) without compromising other health and safety requirements?</i></p> <p><i>(There are only a very small number of situations where social distancing can be relaxed; examples include construction work and some key industries. The explicit agreement of the COO or equivalent is required and the H&S Auditor must also be consulted).</i></p>	Y		<p>Mandatory PPE identified where social distancing cannot be practiced and other H&S requirements would be compromised to do so (2 man picks/First Aid)</p> <p>Lifts have been signed to indicate 1 passenger only at a time</p>		
		<p><i>Have you taken sufficient measures to reduce day-to-day contact between staff, customers and others as much as possible? You may consider shift work, staggering activities and night work.</i></p>	Y		<p>No external visitors allowed in the premises unless authorised to do so. These are limited to contractors undertaking statutory H&S maintenance visits eg LOLER, Fire Alarm systems</p> <p>Split shifts have been adopted to ease congestion at shift changes</p>		
		<p><i>If staff work in teams, have you made arrangements to keep team members working together to avoid cross-contamination between teams?</i></p>	Y		<p>Only authorised colleagues allowed for 2 man picks</p>		
		<p><i>Have procedures been implemented to reduce the sharing of toilet and washroom facilities as far as possible?</i></p>	Y		<p>Split breaks adopted to reduce use at any one time, where necessary occupants limited to 1 person at a time</p>		
		<p><i>Canteen and rest areas:</i></p> <ul style="list-style-type: none"> ● <i>Have meal and rest breaks been varied?</i> ● <i>Do staff clean / disinfect everything they use before and after their break?</i> 	Y		<p>Split breaks adopted</p> <p>SSOW advises hygiene routine for use of the facilities</p> <p>Ample cleaning supplies are provided, checked and replenished</p>		

		RISK RATING	1	2	3						
Getting or spreading COVID through lack of good practice in warehouses and yards	Staff	<i>Has sharing of FLT's and other equipment been eliminated? If not:</i> <ul style="list-style-type: none"> <i>Has sharing been reduced as much as possible?</i> <i>Are touch points such as controls and keys cleaned / disinfected at every handover?</i> 	Y								
	Customers										
	3 rd Party Drivers	<i>Are touch points in the warehouse cleaned / disinfected at the start and end of every shift? This should include doorknobs, telephones, handrails and equipment.</i>	Y								
	Visitors										
		RISK RATING	1	2	3						
Getting or spreading COVID through lack of good practice in trade counter and shop areas	Staff	<i>Are arrangements sufficient to enforce social distancing? Use signage, floor markings and physical barriers.</i>	Y								
		<i>Is access to the trade counter or shop properly controlled?</i>	NA								
	Customers	<i>Are touch points cleaned / maintained regularly?</i>	NA								
	3 rd Party Drivers	<i>Are arrangements in place to encourage online and contactless payments? And is cash discouraged as much as possible?</i>	NA								
	Visitors	<i>Is there sufficient clear signage to inform customers of the requirements? And that they must not enter if experiencing symptoms?</i>	NA								
		RISK RATING	1	2	3						

Getting or spreading COVID through lack of good practice when making deliveries	Staff Customers	Are all vehicles up-to-date with MOT, tax, servicing and statutory inspections for HGVs?	Y							
		Are delivery drivers aware of the rules and procedures in place to protect them?	Y		Specific protocols for drivers delivering to customers have been identified in the Primaflow Coronavirus Safe System of Work					
		Can all deliveries be made by a single person? (2-person deliveries breach the social distancing rules and may only be permitted subject to the conditions of social distancing outlined above).	Y		2 man pick products are loaded to enable offloading at the customers by the driver alone					
		Are procedures in place to avoid physical contact between drivers and customer's staff? This should include: <ul style="list-style-type: none"> No sharing of pens and no physical signatures. Arrangements to leave deliveries outside in a safe place. Drivers are not required to enter a customers' premises. Drivers must remain 2 metres away from other people. Drivers must not share or borrow any equipment. 	Y		No signed PODs undertaken Specific protocols for drivers delivering to customers have been identified in the Primaflow Coronavirus Safe System of Work					
		Is suitable cleaning equipment and consumables provided?	Y		Cleaning equipment and consumables supplied in each vehicle					
		Are drivers provided with single use gloves (EN374 or 455 compliant) to dispose of after every use?	Y							
					RISK RATING		1			

All hazards and activities that may be affected by COVID requirements	Staff	<i>Have all risk assessments been reviewed to identify activities or hazards that have been affected by reduced resources or changes to work procedures?</i>	Y				Tasks & activities with an increased risk level have been identified in the Primaflow Coronavirus Safe System of Work and the protocols established			
	Customers	<i>For any activities or hazards with an increased risk level:</i> ● <i>Are appropriate control measures in place?</i>	Y				Tasks & activities with an increased risk level have been identified in the Primaflow Coronavirus Safe System of Work and the protocols established			
	3 rd Party Drivers	● <i>Has the risk been reduced to an acceptable level?</i>								
	Visitors	● <i>Can you confirm that social distancing or other COVID requirements have not been compromised?</i>								
		<i>If there is a requirement for lone working, is this properly risk assessed, controlled, and safe?</i>	Y							
		RISK RATING		1	1	2				
Lack of first aid cover due to COVID requirements	Staff	<i>Is appropriate first aid cover provided?</i>	Y				Sufficient numbers of First Aiders are in place to provide appropriate cover during working hours			
	Customers									
	3 rd Party Drivers	<i>If not, have appropriate arrangements been put in place?</i>	NA							
		RISK RATING		1	1	2				
Musculo-skeletal disorders and threats to wellbeing as a result of staff working from home (WFH)	Staff	<i>Are arrangements in place to keep in touch with staff working from home?</i>	Y				Regular contact calls made			
		<i>Have all staff temporarily WFH been issued with BPG 1440 (Temp)?</i>	Y							
		<i>Have staff been provided with adequate basic IT equipment?</i>	Y							

		Have staff been given basic advice on setting up a workstation at home and working safely?	Y							
		Do staff working from home have a suitable way to contact their manager to raise any concerns?	Y			All colleagues available via phone, email, hangouts				
		Do staff have a secondary emergency contact in case their manager is unavailable?	Y							
		RISK RATING		1	1	2				
Mechanical failure as a result of disruptions to statutory inspections	Staff	<p>Are the following statutory inspections up to date?</p> <ul style="list-style-type: none"> • FLT's including man-riders & PPTs • Pallet trucks • Unloading platforms • Roller shutter doors • Electrical Installation Condition Report (EICR) • Gas Safe inspections • Fire alarm and emergency lighting • Cable reeling machines • Access cages • Tail lifts • Local and general ventilation systems • Hi-abs and similar equipment • Other work equipment such as HV testers, welding kits, generators etc. <p>(There may be some official dispensation for some of these inspections in which case, confirmation by the H&S Auditor will be required – unless already included in an H&S Update).</p>	Y			Any statutory visits due are undertaken following Covid-19 Secure protocols and where possible in an external area				
	Customers									
	Visitors									
		RISK RATING		1	1	2				

Lack of training	Staff	<p>Are the following training requirements in-date?</p> <ul style="list-style-type: none"> • FLTs including man-riders and PPTs • HGV drivers' CPC • Manual handling • iHasco online modules • First aid • Specialist training such as welding and job-specific. <p>Any dispensation must be approved by the H&S Auditor unless already included in an H&S Update.</p>	Y																			
	Customers																					
	Visitors																					
		RISK RATING		1	1	2																
Contractors on Site	Staff	<p>Have the H&S Manual requirements been met?</p> <ul style="list-style-type: none"> • Contractors' own risk assessment • NIUK assessment and checklist • Suitable control measures to keep people safe. 	Y																			
	Customers																					
	Visitors																					
	Contractors	<p>Have you considered whether the work should be delayed until COVID</p>	Y																			
Contractors on Site	Staff	<p>Does the contractor's risk assessment contain details of how they will protect their staff and yours from contagion?</p>	Y																			
	Customers																					
	Visitors																					
	Contractors	<p>Are arrangements in place to maintain social distancing?</p>	Y																			

		<i>Have the contractors either got their own cleaning materials and spray or have you provided a suitable product so they can wipe down touch points before they start and when they leave?</i>	Y							
		<i>Have you considered safe access to toilets and the canteen?</i>	Y			External visitors are only allowed to use specific site facilities				
		<i>Have you briefed staff on how to deal with the contractors if they behave irresponsibly or contrary to their method statements?</i>	Y			Any breach of protocols by a contractor witnessed by colleagues will be immediately reported to their line manager				
		RISK RATING		1	2	3				