

HEALTH & SAFETY AT WORK

COVID 19 - RISK ASSESSMENT

PRIMAFLW F&P	COMPLETED BY: LISA HUNT (OPERATIONS COMPLIANCE MANAGER)
DATE OF ASSESSMENT: 18.05.2020	

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	
Organisational	Staff Customers Visitors	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.	Y				Any identified colleagues that have been identified as vulnerable are either furloughed or working from home						
		Have arrangements been made for staff to work from home wherever possible?	Y			All non furloughed colleagues not directly involved with site activities have been enabled to work from home							
		Are sufficient measures in place to prevent staff with COVID symptoms from attending work for the relevant period?	Y			Coronavirus SSOV issued to all colleagues - gives details of circumstances when colleagues should not attend work							
		Are arrangements in place to identify staff who may fall ill during work time and make sure they leave the premises immediately?	Y			Coronavirus SSOV issued - 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 Coronavirus test							

		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? Are all contact details and emergency contact details accurate and up-to-date?	Y		Coronavirus SSOV issued - gives details of circumstances when colleagues should not attend work			
Organisational	Staff Customers Visitors	Are suitable arrangements in place to safely communicate with staff and others on issues that may affect their health and safety? These include: • 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		Signage posted throughout the premises Daily socially distanced pre/post shift briefings held for on site colleagues Daily video hangouts held with teams and individuals			
		RISK RATING						
Lack of Hygiene (General)	Staff Customers Visitors	Are sufficient arrangements in place to meet the company and Government requirements on maintaining good hygiene? This must include all areas: • Office • Kitchen • Yard • Warehouse • Workshops • Vehicles • Trade Counter • Shop Front • Work on Site • and at Customers' premises Are sufficient cleaning materials and consumables available? • Sanitiser gel • Standard cleaning products • Disinfectant spray and wipes • Tissues • Hot water Are frequent touch points such as door knobs, work equipment (but see WAREHOUSE below), key pads etc. frequently cleaned / disinfected?	Y		Distribution centres cleaned twice daily All equipment including vehicles cleaned before and after use Ample supplies of hand sanitiser, cleaning wipes etc available Hygiene protocols for specific areas communicated to relevant colleagues in the SSOV Supplies regularly checked and replenished Touchpoints cleaned twice daily, equipment cleaned before and after each use and shift			

			Where possible, are internal doors left open? Curtains and blinds left open? And key pads disabled? (But do not compromise security)	N/a											
Lack of Hygiene (General)	Staff Customers Visitors		Are staff aware, and reminded, of the requirement to wash their hands properly and frequently?	Y											
			Do staff always wash / disinfect their hands before dealing with mail and other deliveries?	Y											
			Do staff wipe down these items with disinfectant before passing to the recipient?	Y											
			If disposable gloves are provided: do they comply with EN 374? And are they disposed of after each use?	Y											
			RISK RATING												
Social Distancing	Staff Customers Visitors		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? If not then contact the COO or equivalent and the H&S Auditor immediately and cease the offending activities.	Y											
			(There is 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).												
			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.	Y											

		You must decide how many people are allowed in, and enforce this. The presumption is one-at-a-time unless the PCM stipulates otherwise.							
		Are touch points cleaned / maintained regularly?	N/A						
Trade Counter and Shop Areas	Staff	Are arrangements in place to encourage online and contactless payments? And is cash discouraged as much as possible?	N/A					No trade counters within PFP	
	Customers	Is there sufficient clear signage to inform customers of the requirements? And that they must not enter if experiencing symptoms?	N/A					No trade counters within PFP	
	3 rd Party Drivers Visitors	RISK RATING							
		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 identified in the SSOW	
		Can all deliveries be made by a single person?	Y					2 man pick products are loaded to enable offloading at the customers by the driver alone	
Deliveries	Staff Customers	Are procedures in place to avoid physical contact between drivers and customers' 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 Protocols for deliveries identified in the SSOW		
		Is suitable cleaning equipment and consumables provided?	Y						

			Are drivers provided with single use gloves (EN374 compliant) to dispose of after every use?	Y					
			Are suitable arrangements in place for motorbikes to be properly maintained and safely brought back into use when required?	Y					
			RISK RATING						
Fabrication, Construction, Site Work and Customers' Homes	Staff Customers Other Trades		Is all such work in accordance with trade-specific Government guidance and Industry bodies? (e.g. Construction Leadership Council's Site Operating Procedures)	N/A					
			RISK RATING						
			Have all risk assessments been reviewed to identify activities or hazards that have been affected by reduced resources or changes to work procedures?	Y			Any changes to work procedures have been identified in the SSOW		
All hazards and activities that may be affected by COVID requirements	Staff Customers 3 rd Party Drivers Visitors		For any activities or hazards with an increased risk level: <ul style="list-style-type: none"> Are appropriate control measures in place? Has the risk been reduced to an acceptable level? Can you confirm that social distancing or other COVID requirements have not been compromised? If there is a requirement for lone working, is this properly risk assessed, controlled, and safe?	Y			Tasks with an increase risk level have been identified in the SSOW and the protocols established		
			RISK RATING						
			Is appropriate first aid cover provided?	Y					
First Aid Cover	Staff Customers 3 rd Party Drivers Visitors		If not, have appropriate arrangements been put in place?	N/A					

Contractors on Site	Staff Customers Visitors Contractors	Have you briefed staff on how to deal with the contractors if they behave irresponsibly or contrary to their method statements?	Y	[Redacted]	Any breach of protocols by a contractor witnessed by colleagues will be immediately reported to their line manager	[Redacted]	[Redacted]
		RISK RATING					