

HEALTH & SAFETY AT WORK

COVID 19 - RISK ASSESSMENT

PRIMAFLOW F&P	DATE OF ASSESSMENT: 18.05.2020	COMPLETED BY: Lisa Hunt (OPERATIONS COMPLIANCE MANAGER)
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	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
		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					
Staff		Are sufficient measures in place to prevent staff with COVID symptoms from attending work for the relevant period?	Y			Coronavirus SSOW issued to all colleagues - gives details of circumstances when colleagues should not attend work					
Organisational	Customers Visitors	Are arrangements in place to identify staff who may fall ill during work time and make sure they leave the premises immediately?	Y			Coronavirus SSOW 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					

		Where possible, are internal doors left open? Curtains and blinds left open? And key pads disabled? (But do not compromise security?)	N/a	Internal doors not left open, keypads not disabled for security reasons
		Are staff aware, and reminded, of the requirement to wash their hands properly and frequently?	Y	Coronavirus SSOW and signage
Lack of Hygiene (General)	Staff	Do staff always wash / disinfect their hands before dealing with mail and other deliveries?	Y	Small infrequent amounts of mail received, deliveries via goods in process
	Customers	Do staff wipe down these items with disinfectant before passing to the recipient?	Y	Small infrequent amounts of mail received, deliveries via goods in process
	Visitors	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	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	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)
	Customers	(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).		
	Visitors	Have you taken sufficient measures to reduce day-to-day contact between staff, customers and others as much as possible?	Y	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

		If staff work in teams, have you made arrangements to keep team members working together to avoid cross-contamination between teams?		Only authorised colleagues allowed for 2 man picks	
		Have procedures been implemented to reduce the sharing of toilet and washroom facilities as far as possible?		Split breaks to reduce use at any one time	
Social Distancing	Staff	<ul style="list-style-type: none"> • Canteen and rest areas: • Have meal and rest breaks been varied? • Do staff clean / disinfect everything they use before and after their break? • Are sufficient cleaning materials provided? 		<ul style="list-style-type: none"> • Split breaks enforced SSOW advises hygiene routine for use of the facilities Ample cleaning supplies provided, checked and replenished 	
	Customers				
Social Distancing	Visitors				
		RISK RATING			
		<p>Has sharing of FLTs and other equipment been eliminated? If not:</p> <ul style="list-style-type: none"> • Has sharing been reduced as much as possible? • Are touch points such as controls and keys cleaned / disinfected at every handover? 		<p>Protocols in place to ensure equipment cleaned before and after each use and each shift</p>	
				<p>Cleaning schedule in place</p>	
		RISK RATING			
		<p>Are touch points in the warehouse cleaned disinfected at the start and end of every shift? This should include door knobs, telephones, handrails and equipment.</p>			
		RISK RATING			
		<p>Are arrangements sufficient to enforce social distancing? Use signage, floor markings and physical barriers.</p>		<p>Customer collections are by appointment and are undertaken in a designated external area, observing social distancing protocols 3rd Party Drivers are to remain within their vehicles</p>	
		RISK RATING			
		<p>Is access to the trade counter or shop properly controlled?</p>		<p>N/A</p>	

		<i>You must decide how many people are allowed in, and enforce this. The presumption is one-at-a-time unless the PCM stipulates otherwise.</i>		
		<i>Are touch points cleaned / maintained regularly?</i>	N/A	
	Staff	<i>Are arrangements in place to encourage online and contactless payments? And is cash discouraged as much as possible?</i>	N/A	
Trade Counter and Shop Areas	Customers 3 rd Party Drivers Visitors	<i>Is there sufficient clear signage to inform customers of the requirements? And that they must not enter if experiencing symptoms?</i>	N/A	
		RISK RATING		
		<i>Are all vehicles up-to-date with MOT, tax, servicing and statutory inspections for HGVs?</i>	Y	
		<i>Are delivery drivers aware of the rules and procedures in place to protect them?</i>	Y	
		<i>Can all deliveries be made by a single person?</i>	Y	
		<i>(2-person deliveries breach the social distancing rules and may only be permitted subject to the conditions of social distancing outlined above).</i>		
	Staff	<i>Are procedures in place to avoid physical contact between drivers and customers' staff? This should include:</i>		
	Deliveries	<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	
		<i>Is suitable cleaning equipment and consumables provided?</i>	Y	

Are drivers provided with single use gloves (EN374 compliant) to dispose of after every use?	Y			
Are suitable arrangements in place for mothballed vehicles to be properly maintained and safely brought back into use when required?	Y			
		RISK RATING		
Fabrication, Construction, Site Work and Work at 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		
All hazards and activities that may be affected by COVID requirements	Staff Customers 3rd Party Drivers Visitors	<p>Have all risk assessments been reviewed to identify activities or hazards that have been affected by reduced resources or changes to work procedures?</p> <p>For any activities or hazards with an increased risk level:</p> <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? 	<p>Any changes to work procedures have been identified in the SSOW</p> <p>Tasks with an increase risk level have been identified in the SSOW and the protocols established</p>	
		RISK RATING		
First Aid Cover	Staff Customers 3rd Party Drivers Visitors	<p>Is appropriate first aid cover provided?</p> <p>If not, have appropriate arrangements been put in place?</p>	N/A	

		RISK RATING	
Staff temporarily working from home (WFH)	Staff	Are arrangements in place to keep in touch with staff working from home?	Y
		Have all staff temporarily WFH been issued with BPG 1440 (Temp)?	N/A
		Have staff been provided with adequate basic IT equipment?	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
		Do staff have a secondary emergency contact in case their manager is unavailable?	Y
		RISK RATING	
		Are the following statutory inspections up to date?	
		<ul style="list-style-type: none"> • FLTs 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 HIV testers, welding kits, generators etc. 	Any statutory visits due are undertaken following Covid-19 Secure protocols and where possible in an external area
		Statutory Inspections	<p>Staff</p> <p>Customers</p> <p>Visitors</p> <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>

		RISK RATING			
		<i>Are the following training requirements in-date?</i>			
		<ul style="list-style-type: none"> • FLTs including man-riders and PPTs • HGV drivers' CPC • Manual handling • iFasco online modules 			
Training	Staff	First aid	Y		
	Customers	Specialist training such as welding and job-specific.			
	Visitors	(There may be some official dispensation here, in which case, confirmation by the H&S Auditor will be required – unless already included in an H&S Update).			
		RISK RATING			
		<i>Have the H&S Manual requirements been met?</i>			
		<ul style="list-style-type: none"> • Contractors' own risk assessment • NIUK assessment and checklist • Suitable control measures to keep people safe. 	Y		
	Staff	Have you considered whether the work should be delayed until COVID requirements have been removed?	Y		
	Customers	Does the contractor's risk assessment contain details of how they will protect their staff and yours from contagion?	Y		
	Visitors				
Contractors on Site	Contractors	Are arrangements in place to maintain social distancing?	Y		
		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?			
		Have you considered safe access to toilets and the canteen?	Y		
		External visitors are only allowed to use specific site facilities			

Contractors on Site	Staff					Any breach of protocols by a contractor witnessed by colleagues will be immediately reported to their line manager			
		Customers	Visitors	Contractors	RISK RATING				