

Assessor Name: J. Malash	Location: ALL	Date: 01.11.2020
Activity being assessed: COVID19	Review date: 30.04.2021	Risk Assessment no: RA/11-20

Risk Matrix		Control Measures (Risk Assessment, Method Statement, Permit to Work, Sequencing)	Instructions for Completion																																																							
<table border="1"> <tr> <td>5</td> <td>Fatality</td> <td>25</td> <td>20</td> <td>15</td> <td>10</td> <td>5</td> </tr> <tr> <td>4</td> <td>Major Injury Dangerous Occurrence</td> <td>20</td> <td>16</td> <td>12</td> <td>8</td> <td>4</td> </tr> <tr> <td>3</td> <td>Injury Damage</td> <td>15</td> <td>12</td> <td>9</td> <td>6</td> <td>3</td> </tr> <tr> <td>2</td> <td>Minor Injury</td> <td>10</td> <td>8</td> <td>6</td> <td>4</td> <td>2</td> </tr> <tr> <td>1</td> <td>Negligible Effect</td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <td colspan="2"></td> <td colspan="5" style="text-align: center;">X Likelihood</td> </tr> <tr> <td></td> <td></td> <td>Likely</td> <td>Probable</td> <td>Occasional</td> <td>Remote</td> <td>Improbable</td> </tr> <tr> <td></td> <td></td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </table>	5	Fatality	25	20	15	10	5	4	Major Injury Dangerous Occurrence	20	16	12	8	4	3	Injury Damage	15	12	9	6	3	2	Minor Injury	10	8	6	4	2	1	Negligible Effect	5	4	3	2	1			X Likelihood							Likely	Probable	Occasional	Remote	Improbable			5	4	3	2	1	<ul style="list-style-type: none"> ■ 15-25: Very high risks with potential of serious consequences. Eliminate risk by review of options and change as a priority. ■ 8-12: Reduce risks identified to as low as reasonably practicable by specific controls, planning and supervision. Provision of special method statements and instruction of all parties involved. □ 3-6: Acceptable providing risks are managed and activities are carried out by competent personnel in accordance with safe working practices and statutory obligations. ■ 1-2: No further consideration required. 	<ul style="list-style-type: none"> ♦ A risk is the likelihood of a substance, activity or process to cause harm. Risk is also linked to the severity of its consequences and can be reduced. ♦ L = Likelihood S = Severity RR = Risk Rating (i.e. LxS) ♦ Risk improvement requirements should be listed in the Control Measures section in <i>Italic print</i>.
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Ref No	Description of Hazardous Activity, Interface or Works Process	Persons Affected	Associated Risks	Risk Evaluation			Control Measures & <i>Risk Improvement requirements</i>	Residual Risk			Responsibility for implementation	Responsibility for monitoring
				L	S	R		L	S	RR		

1	Collection of stock from 3 rd party site	Driver, drivers' mate. Site staff. Public	Infection – cross contamination	4	5	20	<ul style="list-style-type: none"> Revising pick-up and drop-off collection points, procedures, signage, and markings. Minimising unnecessary contact at gatehouse security, yard, and warehouse. For example, non-contact paperwork. Signatures not to be obtained at this time. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Where possible and safe, having single workers load or unload vehicles. Where possible, using the same pairs of people for loads where more than one is needed. Enabling drivers to access welfare facilities when required, consistent with other guidance. To maintain social-distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas 	2	5	10	Manager	GM
2	Handling-goods, textiles and other materials, and onsite textile banks (Off site)	Driver, drivers' mate	Infection – cross contamination	4	5	20	<ul style="list-style-type: none"> Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools, and vehicles, for example, pallet trucks and forklift trucks. Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical. Regular cleaning of vehicles. Regular cleaning of reusable collection bags Putting in place procedures to minimise person-to-person contact during deliveries to other sites. Maintaining consistent pairing where 2-person deliveries are required. Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents. 	2	5	10		GM

3	Handling-goods, textiles and other materials (on Site)	Warehouse personnel	Infection – cross contamination	4	5	20	<ul style="list-style-type: none"> Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Providing regular reminders and signage to maintain hygiene standards. Providing hand sanitiser in multiple locations in addition to washrooms. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Enhancing cleaning for busy areas. Special care should be taken for cleaning of portable toilets. Providing more waste facilities and more frequent rubbish collection. providing paper towels as an alternative to towels <p>The warehouse is segregated into 2 areas (today's delivery and stock ready for preparation), this will allow for all incoming stock to "rest" for 24 hours prior to being handled. The incoming stock is to be placed into the bay where it will remain untouched for 24 hours. Once it has been untouched for that period it may then be processed in the normal method.</p> <p>After unloading of the lorry, wash your hands.</p>	2	5	10	Manager	GM
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4	Shift patterns and working groups	Any Personnel on Site	Infection – cross contamination	4	5	20	<ul style="list-style-type: none"> As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that, where contact is unavoidable, this happens between the same people. Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones. Minimising non-essential travel – consider remote options first. Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. Cleaning shared vehicles between shifts or on handover. Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social-distancing guidelines. To change the way work is organised to create distinct groups and reduce the number of contacts each worker has. 	2	5	10	Manager	GM
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5	Moving around buildings and worksites	Any person within the area	Infection – cross contamination	4	5	20	<ul style="list-style-type: none"> Reviewing layouts, line set-ups or processes to allow people to work further apart from each other. Using floor tape or paint to mark areas to help workers keep to a 2m distance. move workstations further apart, arranging people to work side-by-side or facing away from each other rather than face-to-face. Using a consistent pairing system if people have to work in close proximity, for example, during 2-person working, lifting or maintenance activities that cannot be redesigned. Driver and mate to remain in pairs. A maximum of 2 staff to be on break at any given time, using the restroom. Rota in place Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use. 	2	5	10	Manager	GM
6	Meetings	Staff, contractors & buyers	Infection – cross contamination	4	5	20	<ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings. Only necessary participants should attend meetings and should maintain 2m separation throughout. Avoiding transmission during meetings, for example, from sharing pens and other objects. Providing hand sanitiser in meeting rooms. Holding meetings outdoors or in well-ventilated rooms whenever possible. For areas where regular meetings take place, using floor signage to help people maintain social distancing. 	2	5	10	Manager	GM

7	Maintain social distancing while using common areas.	Drivers / warehouse Operators	Infection – cross contamination	4	5	20	<ul style="list-style-type: none"> Staggering break times to reduce pressure on break rooms or places to eat. Using safe outside areas for breaks. Creating additional space by using other parts of the worksite or building that have been freed up by remote working. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. Encouraging staff to stay on-site during working hours. Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form. 	2	5	10	Manager	GM
8	Prioritise safety during incidents. ABNORMAL / EMERGENCY SITUATIONS	Everyone	In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.	4	5	20	<ul style="list-style-type: none"> People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards, including washing hands, wear PPE, gloves etc. 	3	5	15	Manager	GM
9	Manage contacts/ buyers	Everyone	Infection – cross contamination	4	5	20	<ul style="list-style-type: none"> Providing clear guidance on social-distancing and hygiene to people, for example, inbound delivery drivers or safety critical visitors, on arrival, for example, signage, visual aids, and before arrival, for example, by phone, on the website, by email. Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors. Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses, including with landlords and other tenants. (Gym etc.) 	2	5	20	Manager	GM

10	keep the workplace clean and prevent transmission by touching contaminated surfaces.	Everyone	Infection – cross contamination	4	5	20	<ul style="list-style-type: none"> • Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. • Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements. • Clearing workspaces and removing waste and belongings from the work area at the end of a shift. • If you are cleaning after a known or suspected case of COVID-19 then quarantine area for 72 hours 	2	5	10	Manager	GM
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Accepted on site by	Signed	Date
	J. Malash	11.05.20