

# RISK ASSESSMENT



GENERAL INFORMATION			
<b>Assessors Name:</b>	M. Ivanova	<b>Date of Assessment Update:</b>	July 2020
<b>Company:</b>	Essential Trading	<b>Reference No.</b>	COVID19V4
<b>Location:</b>	Units 3&4 Lodge Causeway Trading Estate.		
<b>Applicable Areas:</b>	Warehouse, Bristol & Bath shops, Transport sector		

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. The risk for the workers can vary from low to high depending on their work place. Employees that may be at higher risk are retail and transport workers.**

This is a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. For further detail on the existing control measures please refer to the Covid-19 Team Protocols and the Prevention of Cross infection Policy and Procedure.

# RISK ASSESSMENT



What are the hazards?	Who might be harmed	Controls In place	Additional Controls	Action by whom?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li>All Staff</li> <li>Visitors to the premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly (70+), Pregnant or those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact in relation to the business</li> </ul>	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and hot water provided including portable sinks.</li> <li>Delivery vehicles supplied with hand sanitiser, paper towels, 20l water dispensers and soap.</li> <li>Stringent hand washing taking place.</li> <li>Paper towels for drying of hands.</li> <li>Hand washing guidance posters distributed throughout the facilities.</li> <li>All workers and visitors wash/sanitise their hands on arrival and before leaving the premises.</li> <li>Hand sanitisers provided for staff and customers.</li> </ul> <p><b><u>Wearing of Gloves and Masks</u></b></p> <ul style="list-style-type: none"> <li>Disposable gloves provided for all workers and contractors. Staff</li> </ul>	<p>Staff to be reminded that wearing of gloves is not a</p>	<p>Coordinators, QA, H&amp;S</p>	<p>Regular basis</p>	

# RISK ASSESSMENT



What are the hazards?	Who might be harmed	Controls In place	Additional Controls	Action by whom?	Action by when?	Done
		<p>instructed on how to reuse and remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <ul style="list-style-type: none"> <li>• Disposable masks are provided and staff instructed on how to use them properly.</li> <li>• Shop customers required to wear face covering unless they have an age, health or disability reason for not wearing one. Disposable masks are provided.</li> <li>• Face guards and reusable washable masks are provided with instructions for use and care.</li> </ul> <p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Reducing the number of persons in any work and communal area, to comply with the 2-metre gap recommended by Public Health England.</li> <li>• Where not possible to comply with</li> </ul>	<p>substitute for good hand washing.</p>			

# RISK ASSESSMENT



What are the hazards?	Who might be harmed	Controls In place	Additional Controls	Action by whom?	Action by when?	Done
		<p>2m distance, workers to work at 1m plus and side by side/back to back.</p> <ul style="list-style-type: none"> <li>• Guide posters on social distancing distributed.</li> <li>• People to work in the same pairs where possible in order to reduce social interaction (reducing job and equipment rotation).</li> <li>• If considered more at risk, workers are placed to work alone.</li> <li>• Conference calls to be used instead of face to face meetings when possible.</li> <li>• Meetings of high importance to be held in Unit 4 Plus or in offices where 2 metre gap can be maintained between people.</li> <li>• Introducing shift working in the Warehouse with maximum of 20 people per shift.</li> <li>• Limited amount of customers at a time in the shops.</li> <li>• Till guards installed where possible.</li> </ul>				

# RISK ASSESSMENT



What are the hazards?	Who might be harmed	Controls In place	Additional Controls	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>• Only one person in a delivery vehicle.</li> <li>• Deliveries left outside customers shops.</li> <li>• Single workers load/unload vehicles.</li> <li>• Floors clearly marked to reflect the two metre distance.</li> <li>• Shielding and furloughed workers phase returning to work after appropriate meetings and risk assessments are conducted.</li> <li>• Where possible, office workers to work from home.</li> <li>• Ensuring sufficient rest breaks for staff.</li> <li>• Staggering break times so that people are not using kitchen, canteen, smoking area or changing room at the same time to maintain social distancing.</li> <li>• Workers in the vulnerable group to take breaks at different times than the other workers.</li> <li>• Tables/chairs in the canteen</li> </ul>				

# RISK ASSESSMENT



What are the hazards?	Who might be harmed	Controls In place	Additional Controls	Action by whom?	Action by when?	Done
		<p>moved around so they are 2m apart.</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Travel off-site is eliminated or reduced where possible.</li> <li>• Access to our premises by non-employees is restricted and strictly controlled with reasonable precautions to be followed in line with the circumstances (e.g. Contractors to maintain social distancing and to wear appropriate PPE and to complete their own risk assessments including their impact on infection control before allowed on site.) Where appropriate access to premises could be denied.</li> <li>• Work garments, especially High Vis should be laundered as often as reasonably possible.</li> <li>• Warehouse workers advised to change their work clothes after arriving and before leaving the</li> </ul>				

# RISK ASSESSMENT



What are the hazards?	Who might be harmed	Controls In place	Additional Controls	Action by whom?	Action by when?	Done
		<p>WH.</p> <ul style="list-style-type: none"> <li>• Office equipment (e.g. Computers, keyboards, mice, etc.) not to be shared and to be cleaned on a daily basis or before each use if sharing can't be avoided.</li> <li>• Workers avoid using shared objects, such as pens, paper etc.</li> <li>• All communal hotspots (incl. fridge/freezer door handles, flaps, curtains, dispenser handles, lids, jars, shopping baskets and scoops/spoons) are cleaned and sanitised as per existing procedures and cleaning rotas.</li> <li>• All vehicle cabins are cleaned and sanitised on a daily basis.</li> <li>• All trucks, pumphtrucks, forklifts, trolleys, sack trolleys and fridge/freezer boxes are sanitised on a daily basis or in regular intervals if shared.</li> <li>• In an emergency, for example an accident or fire, people do not</li> </ul>				

# RISK ASSESSMENT



What are the hazards?	Who might be harmed	Controls In place	Additional Controls	Action by whom?	Action by when?	Done
		<p>have to stay 2m apart if it would be unsafe.</p> <ul style="list-style-type: none"> <li>• Doors are left open to avoid touching points and are being closed at the end of the day by the last worker in the premises.</li> <li>• Sanitising stations available throughout the warehouse.</li> <li>• Receiving electronic payments only.</li> <li>• Communicating new procedures and guidelines to workers prior to returning to work.</li> <li>• Signs distributed to remind avoiding face touching and to cough/sneeze into your arm.</li> </ul> <p><b><u>Symptoms of Covid-19</u></b></p> <ul style="list-style-type: none"> <li>• If a worker becomes unwell with coronavirus symptoms in the workplace they will be sent home and advised to follow the stay at home guidance.</li> </ul>				



# RISK ASSESSMENT



What are the hazards?	Who might be harmed	Controls In place	Additional Controls	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>• If a worker becomes unwell with coronavirus symptoms whilst at home they will self-isolate as per government advice.</li> <li>• Workers will book a coronavirus test appointment complying with the latest government guidance.</li> <li>• Coordinators/HR/Welfare will maintain regular contact with staff members during this time.</li> <li>• Welfare support provided.</li> <li>• Trained Mental Health First Aiders available.</li> </ul>				