

Covid Risk Assessments

ROI | Santry

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	<p>Where practicable colleagues are working from home</p> <ul style="list-style-type: none"> Defined by role review Home workers are kept up to date with relevant information via electronic communication such as video conferencing or emails etc Colleagues working from home were given advanced notice to take equipment home, and can contact line manager to arrange any further required equipment Clinically extremely vulnerable colleagues have been shielded and where working from home is not possible, are absent from the business Colleagues welfare questionnaire being performed 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	<p>Identify key personnel</p> <ul style="list-style-type: none"> A defined response structure that identifies the team as per BCP shown on health and safety board 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	<p>A response plan to deal with a suspected case of COVID-19.</p> <ul style="list-style-type: none"> This is detailed within the Business continuity plan. The First Aid room and proposed new locker room at reception have been identified as isolation rooms. Equipment in each follow's guidelines document 	N/A	N/A	N/A	Complete



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Contingency measures to address increased rates of worker absenteeism <ul style="list-style-type: none"> measures include multiple shift start times, staggered break times, two canteens are segregated for office and warehouse staff. Social distancing is in place for key common areas (clock machine at shift end). Mass contact points such as the main entrance are being cleaned multiple times a day, also covered within Business continuity plan 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Keep a log of contact/group work to facilitate contact tracing. <ul style="list-style-type: none"> Signing in process in place for contractors and visitors signing in process for colleagues pre return questionnaire 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Display information on signs and symptoms of COVID-19. <ul style="list-style-type: none"> posters and guidance have been displayed around site and specifically on the health and safety notice board Such as how to wash hands, guidance on symptoms etc up to date guidance has been displayed information given on what to do if display symptoms 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Implement no hand shaking policy <ul style="list-style-type: none"> Site adopted process 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Communication on how colleagues can address concerns <ul style="list-style-type: none"> The workplace wellbeing hotline number is displayed throughout the building and on notice boards for staff. Also covered within return to work induction, as well as shift briefings and staff communications 	N/A	N/A	N/A	Complete



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Establish and issue a pre-return to work form for workers to complete <ul style="list-style-type: none"> Process complete and form in use 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Provide induction training for all workers. <ul style="list-style-type: none"> Induction created and rolled out as per guidance 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Identify a designated isolation area with provision of ventilation, sanitation etc <ul style="list-style-type: none"> First aid room and new locker room at front of building, equipment available in room as per process 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Construct infected person process <ul style="list-style-type: none"> Process has been put into place 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Appropriate hygiene facilities in place <ul style="list-style-type: none"> hand sanitisers as well as normal hand washing facilities available guidance displayed throughout site and provided at induction cleaning schedule revised 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	make available advice and training on how to perform hand hygiene <ul style="list-style-type: none"> posters throughout building guidance in induction 	N/A	N/A	N/A	Complete



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Provide advice on good respiratory practice. <ul style="list-style-type: none"> Via Induction Via guidance throughout site in poster format 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Review of office set up <ul style="list-style-type: none"> social distancing and above measures performed in the office environment 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	<ul style="list-style-type: none"> Review of teams and planning breaks have been staggered by shift and start time 50% of tables removed from canteen guidance in induction 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Specific times for collections, appointments and deliverables <ul style="list-style-type: none"> Goods in deliveries are staggered. Security stop all personnel visiting site before allowed on site. 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Meeting process reviewed <ul style="list-style-type: none"> where practicable electronic meeting held using Microsoft teams face to face meetings strictly observe social distancing 	N/A	N/A	N/A	Complete



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	adapt existing sign-in/sign-out measures and systems, to ensure that physical distancing can be maintained <ul style="list-style-type: none"> Sanitisers at reception for entry to building and at clock machine to be used by employees entering/exiting warehouse. All sign in paperwork at a separate table in reception. Security press randomiser button and are only in contact with staff during routine searches 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Workers sharing collective areas <ul style="list-style-type: none"> Goods in team have tables separated Hot spot areas taped out on floor for distance markers. 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Review of communal facilities <ul style="list-style-type: none"> Warehouse staff use canteen in warehouse. All drivers are only allowed into warehouse one at a time Drivers use canteen at front of building. Office staff in building use canteen facilities within their office 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Prevent gatherings of workers in the workplace at the beginning and end of working hour <ul style="list-style-type: none"> Social distancing markers in place on the floor for queueing to clock out and be searched on leaving the premises. 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Controls where social distancing cannot be achieved <ul style="list-style-type: none"> Hotspots identified and floor markings put in place for workers to observe social distancing as much as is practicable 	N/A	N/A	N/A	Complete



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	For necessary work-related trips, the use of the same vehicles by multiple workers is not encouraged. The number of workers who share a vehicle – simultaneously or consecutively – should be kept to a minimum as far as is reasonably practicable <ul style="list-style-type: none"> Most warehouse workers commute to work by foot or bike. Car sharing is not in place 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Workers provided with hand sanitisers and cleaning equipment for their work vehicle. <ul style="list-style-type: none"> Staff are allocated to specific MHE, all drivers have cleaning equipment and gloves in vehicles MHE allocated to max two persons, cleaning equipment provided 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Restriction of visitors and contractors to site <ul style="list-style-type: none"> Only essential contractors allowed onsite, site rules regarding Covid control measures given 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Implement thorough and regular cleaning of frequently touched surfaces <ul style="list-style-type: none"> Staff are cleaning areas as required during the day and cleaning company on site daily Major contact points (main entrance, warehouse entrance) cleaned by security 3x day with records kept 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	<ul style="list-style-type: none"> Provide workers with essential cleaning materials to keep their own workspace clean gloves, sanitisers, wipes, masks, and kits for company vehicles 	N/A	N/A	N/A	Complete



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Increase number of waste collection points and ensure these are emptied regularly <ul style="list-style-type: none"> Completed as part of daily hygiene process within warehouse 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Eliminate physical interaction between workers and customers as much as is reasonably practicable <ul style="list-style-type: none"> Branch are following business guidelines regarding social distancing etc 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Install physical barriers <ul style="list-style-type: none"> installation of Perspex barriers underway in branches 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Implemented a cleaning regime to ensure that contact points for workers and customers are always kept visibly cleaned <ul style="list-style-type: none"> as per company guidelines 	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups	Further guidance for first aiders <ul style="list-style-type: none"> First aiders have been provided further information 	N/A	N/A	N/A	Complete

