

Covid Risk Assessments

Branch Warehouse

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
Exposure to Covid – Visitor to Staff	Staff Visitors Vulnerable Persons	<ul style="list-style-type: none"> Whse area is restricted by headcount, only limited staff in area at once. Visitors not permitted in Whse. Patrol staff required to wear masks in branch Staff briefings and posters indicate 2m social distancing Hand sanitisers/Masks are available to staff. Prominent signage to display control measures. 	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	Branch Manager Whse Staff	Immediate and ongoing	Yes
Exposure to Covid – Staff to Staff	Staff Vulnerable Persons	<ul style="list-style-type: none"> Whse area is restricted by headcount, only limited staff in area at once. Staff briefings/posters indicate 2m social distancing Hand sanitiser is available to staff. Staff encouraged to wear face covering if in close proximity to each to each other All touch points – printers/keyboards cleaned after every use. Increased cleaning regime on all touch points – door handles etc. Prominent signage to display control measures. Staff encouraged to avoid each other, and pass back to back if necessary. 	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	Branch Manager Staff	Immediate and ongoing	Yes
Exposure to Covid – Hard surface to Staff	Staff Vulnerable Persons	<ul style="list-style-type: none"> Increased cleaning hygiene regime is on place at all branches Poster on personal hygiene are displayed at all branches Cleaning materials are readily available in all areas. 	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	Branch Manager Whse Staff	Immediate and ongoing	Yes

