Covid Risk Assessments

UK | T1 and T2 Transport

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 – Elderly, Pregnant workers, those with existing underlying health conditions	Where practicable colleagues are working from home ■ Defined by role review ■ 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 ■ Reviewed daily against current volume % ■ Weekly bitesize document is circulated to all colleagues in the business with updates on, as well as additional ad hoc comms messages. - Managers encouraged to hold regular meetings with colleagues through telephone or virtual conference calls and provided with resources to do ■ Arrangements made for colleagues to take with them or collect office equipment such as chair or monitor etc	N/A	N/A	N/A	Complete
Spread of coronavirus	Spread of coronavirus	Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites. ■ Locker room separation to aid in social distancing ■ Floor areas marked for 2 metres ■ Turnstiles removed to locker room to ease/remove congestion ■ Sanitisers at the foot and top of all stairways ■ Door plates/turnstiles/canteen surfaces all cleaned at regular intervals by Future ■ Security screens in reception/ security reception/canteen / E Comm ■ Quiet room/restricted to 4 colleagues with new access card process ■ Large smoking area with safe distancing created ■ Various communications such as inductions and posters to remind of importance of social distancing ■ Start/Finish & Break times split to support distancing?	Toilet safety segregation trial (one toilet awaiting colleague feedback) Further screens to be purchased for use around site such as canteen Review use of buddy system – Review of one-way systems onsite	David Cotterill/ Scott Seedhouse Scott Seedhouse Stephen Medland/ Tom Healey Tom Healey/ Neil Bates	08/06/20 04/07/20 08/06/20 20/07/20	Complete Complete Complete Complete

LKQ Companies

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Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites. ■ Proximity workers are side by side & divider screens to be fitted at works stations etc ■ Review of proximity working such as goods in area and small goods with a view where not reasonably practicable to social distance introduce “buddies” ■ All onsite meetings held via teams - or 2-meter distancing in place where this is not possible. ■ Any required face to face meetings are set at a maximum of 3 people only & held in sufficiently sized room to enable social distancing. ■ No objects are shared during meetings ■ Driving assessments have been reduced so that an assessor will spend NO MORE than 15 mins in the cab with the driver	N/A	N/A	N/A	Complete

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Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Minimise the number of unnecessary visits to warehouses/offices ■ No visitors to site unless an operational emergency ■ Any required visits are on a one person only basis ■ Maintenance schedules on hold where possible/ practicable ■ Tracing of all visitors as per normal contractor or visitor controls	N/A	N/A	N/A	Complete

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Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	To make sure people understand what they need to do to maintain safety. ■ Signage & guidance displayed across site ■ Induction created with guidance and updated site rules e.g. one-way system etc ■ Updates provided electronically to offsite colleagues – teams, email etc ■ updates to colleagues onsite provided through team briefs as well as posters etc	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Keep The workplace clean and prevent transmission by touching contaminated surfaces ■ Dedicated cleaning team is providing a more stringent cleaning schedule ■ provision of extra cleaning equipment for desks, pump trucks and MHE etc	■ Dedicated MHE cleaning stations or provisions on MHE – equipment being provided at locations	David Cotterill	08/06/20	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Help everyone keep good hygiene through the working day. ■ Information provided via induction and posters on how to wash hands ■ Dedicated cleaning team is providing a more stringent cleaning schedule ■ Sanitisers at the foot and top of all stairways ■ More stringent & frequent cleaning of common areas is in place via cleaning team	■ Review use of paper towels within toilets – not practicable ■ Sanitisers on entrance and exit to turnstiles T2	David Cotterill David Cotterill	08/06/20	Complete

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Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Minimise the risk of transmission in changing rooms and showers. ■ Additional locker areas in place to support social distancing. ■ Start/end & break times staggered to reduce locker room traffic ■ More stringent & frequent cleaning of common areas is in place via cleaning team	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Reduce transmission through contact with objects that come into the workplace and vehicles at the worksite. ■ MHE is cleaned before & after use by operator via provided cleaning eg pump truck, reach truck etc	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Change the way work is organised to create distinct groups and reduce the number of contacts each worker has. ■ Teams have been structured so not mixed where feasible and buddy systems put into place ■ HGV drivers are predominately lone workers	N/A	N/A	N/A	Complete

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Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	To avoid unnecessary work travel and keep people safe when they do need to travel between locations. ■ Any movement between sites is limited to essential only ■ Standard lift share is in place – guidance provided ■ Delivery drivers are lone workers ■ Transport have process in place as per transport plan for cleaning of vehicles	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices ■ Transport have process in place as per transport plan for cleaning of vehicles ■ Delivery drivers are mostly lone workers ■ Delivery times ensure extremely minimal contact with branch colleagues ■ Branch have delivery areas so do not go into branch	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Make sure all workers understand COVID-19 related safety procedures ■ Daily reminders in team briefs. ■ Signage up around the building and on TV's induction ■ Feedback sought at daily briefs	N/A	N/A	N/A	Complete

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Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Make sure all workers are kept up to date with how safety measures are being implemented or updated. ■ feedback sought at all opportunities such as daily brief etc ■ Full mental health support available ■ Signage & guidance available throughout the building. ■ Use of visual communications throughout the building such as TV etc.	N/A	N/A	N/A	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations e.g. despatch areas. ■ Process review so goods in drivers stay in cabs ■ No contact process for gatehouse ■ One colleague in trailer at any time ■ Buddy system in place to minimise cross contamination of teams	■ Buddy System Review	Stephen Medland/ Tom Healey	20/06/20	Complete
Spread of coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	To minimise the contact risk resulting from people in vehicles ■ No contact should be made with other users due to Silent deliveries ■ No more than 13 loads per hour scheduled to depart T2 in any one hour ■ Silent deliveries made to branch so there is no physical POD created ■ All delivery areas are segregated within the branch and due to silent delivery nature of our operation risk of contact with others is minimal.	N/A	N/A	N/A	Complete