

Covid Risk Assessments

Wembley

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	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Where practicable colleagues are working from home</p> <ul style="list-style-type: none"> 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 .3so 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	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.</p> <ul style="list-style-type: none"> Locker room separation to aid in social distancing Canteen seating separated as per guidelines Floor areas marked for 2 metres Door plates/turnstiles/canteen surfaces all cleaned at regular intervals Smoking area with safe distancing Various communications such as inductions and posters to remind of importance of social distancing Sanitisation station at all entrances Job rotation limited to operational needs. Sales and warehouse staff separated 	N/A	N/A	N/A	Complete



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Spread of coronavirus	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.</p> <ul style="list-style-type: none"> All onsite meetings held via teams – or 2-meter distancing in place where this is not possible. Briefs are being held outside in small groups No objects are shared during meetings 	N/A	N/A	N/A	Complete
Spread of coronavirus	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Minimise the number of unnecessary visits to warehouses/offices</p> <ul style="list-style-type: none"> 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
Spread of coronavirus	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>To make sure people understand what they need to do to maintain safety.</p> <ul style="list-style-type: none"> 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



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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 <ul style="list-style-type: none"> Dedicated cleaning team is providing a more stringent cleaning schedule Provision of extra cleaning equipment for desks, pump trucks and MHE 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	Help everyone keep good hygiene through the working day. <ul style="list-style-type: none"> Information provided via induction and posters on how to wash hands Dedicated cleaning team is providing a more stringent cleaning schedule More stringent & frequent cleaning of common areas 	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	Minimise the risk of transmission in changing rooms and showers. <ul style="list-style-type: none"> More stringent & frequent cleaning of common areas is in place 	N/A	N/A	N/A	Complete



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Spread of coronavirus	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Change the way work is organised to create distinct groups and reduce the number of contacts each worker has.</p> <ul style="list-style-type: none"> Teams have been structured so not mixed where feasible and buddy systems put into place 	N/A	N/A	N/A	Complete
Spread of coronavirus	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>To avoid unnecessary work travel and keep people safe when they do need to travel between locations.</p> <ul style="list-style-type: none"> Delivery drivers are lone workers, masks, gloves and sanitation equipment available to drivers 	N/A	N/A	N/A	Complete



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Spread of coronavirus	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Help workers delivering to other sites such as factories, logistics sites or customers’ premises to maintain social distancing and hygiene practices</p> <ul style="list-style-type: none"> Delivery drivers are lone workers, masks, gloves and sanitation equipment available to drivers 	N/A	N/A	N/A	Complete
Spread of coronavirus	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Make sure all workers understand COVID-19 related safety procedures</p> <ul style="list-style-type: none"> Reminders in team briefs. Induction Feedback sought at briefs 	N/A	N/A	N/A	Complete
Spread of coronavirus	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Make sure all workers are kept up to date with how safety measures are being implemented or updated.</p> <ul style="list-style-type: none"> Feedback sought at all opportunities such as daily brief etc Full mental health support available Signage & guidance available throughout the building. 	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	Maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations e.g. despatch areas. <ul style="list-style-type: none"> ■ Goods in drivers stay in cabs ■ One colleague in trailer at any time ■ Non-contact delivery methods 	N/A	N/A	N/A	Complete



