

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 <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 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 so Arrangements made for colleagues to take with them or collect office equipment such as chair or monitor etc Temperature checking is being performed of all persons entering site via thermal cameras in place at all entrances to building, with handheld equipment as a secondary test 	N/A	N/A	N/A	Complete
		Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites. <ul style="list-style-type: none"> 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? 	<ul style="list-style-type: none"> 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



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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"> ■ End of shift staggered finish times ■ Canteen operating hours extended ■ Additional hand sanitisers throughout the building and on external entrance/exit ■ Transport colleagues enter via differing route to warehouse(T2) to ensure separation and aid entrance and exit congestion ■ All movement limited to operational & essential only between T1 and T2 ■ Job rotation limited to operational needs. ■ Lifts are restricted only one person at time with appropriate signage ■ review of location of water dispensers to aid social distancing 	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"> ■ 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	<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"> ■ Office layout reviewed to include social distancing measures and screens ■ Deliveries to stores to not involve contact with store staff – silent delivery ■ Inbound and inbound ECP drivers do not require access to gatehouse personnel but instead swipe in and out with access card ■ Despatch and Goods ins schedules are electronic for gatehouse to see – reviewed process is for Despatch to email the paperwork to Transport so there is no physical transfer. ■ Within Transport of an evening if there is a delay to the loading schedule then drivers are asked to wait in their vehicles ■ Managers wearing face coverings all time, face covering available for colleagues to use ■ Face coverings (masks or visors) to be worn by all colleagues in the following areas <ul style="list-style-type: none"> • Fast Tote (T2) • Goods in/ Small Goods (T2) • Pick Tower 1 and 2 (T2) • Security • if more than one on back of trailer (despatch/dekit/goods in eg handball etc) • Wide aisle (T2) do not need to wear whilst operating reach truck or VNA • Training team • E Comm (T1) • all clerks ■ Review of process during search leaving site 	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	<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



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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. <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, tannoy announcements 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 <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 ■ Review of key retention process with drivers ■ Cleaning equipment available at water stations 	<ul style="list-style-type: none"> ■ 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. <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 ■ Sanitisers at the foot and top of all stairways ■ More stringent & frequent cleaning of common areas is in place via cleaning team 	<ul style="list-style-type: none"> ■ 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	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.</p> <ul style="list-style-type: none"> MHE is cleaned before & after use by operator via provided cleaning e.g. pump truck, reach truck etc Training programs have been revised to be in line with guidance regarding distancing and protection such as trainers being in vehicle cabs or VNA cabs, trainer and trainee to wear face masks and ensure ventilation such as windows open etc Signage in place to remind of need to clean equipment such MHE 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>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 HGV drivers are predominately lone workers 	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"> 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	<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"> 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	<p>Staff Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations e.g. despatch areas.</p> <ul style="list-style-type: none"> Process review so goods in drivers stay in cabs No contact process for gatehouse One colleague in trailer at any time Key retention of drivers reviewed to minimise contact with keys Buddy system in place to minimise cross contamination of teams 	<ul style="list-style-type: none"> Buddy System Review 	Stephen Medland/ Tom Healey	20/06/20	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 minimise the contact risk resulting from people in vehicles</p> <ul style="list-style-type: none"> 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. Training programs have been revised to be in line with guidance regarding distancing and protection such as trainers being in vehicle cabs or VNA cabs, trainer and trainee to wear face masks and ensure ventilation such as windows open etc 	N/A	N/A	N/A	Complete

Company name: Eurocarparts
Date of review: 11/01/2021

Assessment carried out by: Richard Bone
Date of next review: 11/02/2021

