

## Coronavirus Risk Assessment

<b>Site</b>	<b>Enfield</b>	<b>Area/Work Activity Covered</b>	<b>ALL</b>	<b>Risk Assessment N°</b>	<b>RA22F</b>	
<b>Lead Assessor (Name)</b>	<b>Dave Hale</b>	<b>Lead Assessor (Signature)</b>		<b>Date of Assessment</b>	<b>25/03/20</b>	
<b>Assessment Team (Names)</b>	<b>Amy Sare</b>			<b>Review Date</b>	<b>03/04/2020</b>	
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is required?</b>	<b>By Who?</b>	<b>By when?</b>	<b>Status</b>
<p>Transmission of Coronavirus between individuals - leading to respiratory illness and potential fatality for certain vulnerable groups</p> <ul style="list-style-type: none"> <li>• Arrival</li> <li>• Clock in/out</li> <li>• General welfare routines</li> </ul>	<p>Work colleagues, their families and associates – particularly those with compromised immune systems, pre-existing respiratory illness, heart conditions, diabetes, those undergoing cancer treatment, elderly etc.</p>	<ul style="list-style-type: none"> <li>• Daily briefings on Coronavirus</li> <li>• Catch it, bin it, kill it poster campaign</li> <li>• Provision of wipes, hand sanitizer &amp; soap for improved hygiene</li> <li>• Washing hands in soap and water for 20 seconds or using hand sanitizer</li> <li>• Education around hygiene practice and keeping hands away from face</li> <li>• Increased cleaning frequency and thoroughness across the Hermes network</li> <li>• Open door policy in depots where these are not Fire doors / part of Fire route</li> <li>• Limit meeting participants to 6, empty chair between each participant</li> <li>• Encourage all who experience symptoms, or who are exposed to confirmed cases to self-isolate for 7 or 14 days</li> <li>• Closure of head office canteen</li> <li>• Removal of turnstiles</li> <li>• Wearing of gloves for all tasks that require them</li> <li>• Stop all non-essential face-to-face meetings unless business critical – promote Microsoft Teams and other technologies as alternatives</li> <li>• Stop &amp; Search process to take place 1-2-1 basis keeping the 2m exclusion zone, staff member to hold up bag showing contents <ul style="list-style-type: none"> <li>• Follow Minimum distance rule - 2m as per SSW24F incl.</li> <li>• Mandatory standards for Clocking in</li> <li>• Smoke area,</li> <li>• Bathrooms</li> </ul> </li> </ul>				

		<ul style="list-style-type: none"> <li>• Canteen</li> <li>• Transport desk</li> <li>• Back of trailer</li> <li>• Introduction to &amp; signed record held for all existing staff &amp; new starter.</li> <li>• Signage at the point of entry explaining the correct queuing procedure</li> </ul>				
<b>Site</b>	<b>ALL</b>	<b>Area/Work Activity Covered</b>	<b>OFFICE</b>			
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is required?</b>	<b>By Who?</b>	<b>By when?</b>	<b>Status</b>
Use of DSE, telephony, potential for share, working together	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> <li>• If communal DSE and telephone equipment to be cleaned with wipes after each use</li> </ul>				
<b>Site</b>	<b>ALL</b>	<b>Area/Work Activity Covered</b>	<b>WAREHOUSE</b>			
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is required?</b>	<b>By Who?</b>	<b>By when?</b>	<b>Status</b>
People interaction when completing Parcel Sort from belt to collar.	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> <li>• People control up to 4 Parcel Troughs</li> <li>• Where close contact is necessary masks are made available to all workers</li> </ul>				
Need to tip trailers a 2 person task, use of HHT as part of tracking process.	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> <li>• See SSoW 24 incl</li> <li>• Mandatory use of gloves by all employees as a first level of protection –</li> <li>• Ensure HHT is subject to regular sanitization</li> <li>• 2 person trailer operation</li> <li>• Target 30% of total focus on social distance mark as SDF or SDP on tracker of behaviour checks</li> </ul>				
<b>Site</b>	<b>ALL</b>	<b>Area/Work Activity Covered</b>	<b>DRIVERS</b>			
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is required?</b>	<b>By Who?</b>	<b>By when?</b>	<b>Status</b>
Need for pre-post brief process & tacho graph down load.  Interaction outside of Hermes in drop/collect process	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> <li>• See SSoW 24 to incl.</li> <li>• Cab hygiene routines</li> <li>• Where Drivers interact on the road and sub-depots/Shops.</li> <li>• Signage displaying new queuing procedure</li> <li>• Pre and debrief standards</li> <li>• Floor marking for area incl wait zones.</li> </ul>				

<p>Rare but some need for buddy, double manning in vehicles.</p> <p>Potential to use a shared cab as part of vehicle use.</p>		<ul style="list-style-type: none"> <li>•</li> </ul>				
<p><b>Issues and personal hardship around long-term isolation</b> – depression, inability to obtain supplies required</p>	<p>As with ALL element of the Risk Assessment</p>	<ul style="list-style-type: none"> <li>• Maintain a register of all in self-isolation, including start date</li> <li>• HR issued standards for working at home and isolation</li> <li>• Business applying Government Standards regards to at risk persons</li> <li>• Maintaining regular contact with anyone who places themselves into isolation.</li> </ul>				

<p><b>Personal Protective Equipment Required:</b></p>	<div data-bbox="474 528 607 595" style="display: inline-block; border: 1px solid black; padding: 2px;">  </div> <p>Delete PPE <b>NOT</b> Required</p>					
---	--	--	--	--	--	--

<p><b>Reviewed by</b> (Name)</p>	<p>Dave Hale</p>	<p><b>Signature</b></p>	
----------------------------------	------------------	-------------------------	--

**Reason for the Review** (tick relevant column)

<p>Annual review</p>	√	<p>Accident/Near Miss</p>		<p>Change of staff</p>		<p>Change of equipment</p>		<p>Change of site layout</p>	√	<p>Change of process</p>	√
----------------------	---	---------------------------	--	------------------------	--	----------------------------	--	------------------------------	---	--------------------------	---

<p><b>Status (Key)</b></p>		
	<p>= No further action required</p>	
<p>= Work has been started</p>		<p>= No work started</p>