






Coronavirus Risk Assessment

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|--|---|---|---|---------------------------|-----------------|---------------|
| Site | Gemini | Area/Work Activity Covered | ALL | Risk Assessment N° | RA22F | |
| Lead Assessor (Name) | Matt Lawrence | Lead Assessor (Signature) | M .Lawrence | Date of Assessment | 25/03/20 | |
| Assessment Team (Names) | Ionut Andor | | | Review Date | 25/09/20 | |
| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is required? | By Who? | By when? | Status |
| <p>Transmission of Coronavirus between individuals - leading to respiratory illness and potential fatality for certain vulnerable groups</p> <ul style="list-style-type: none"> • Arrival • Clock in/out • General welfare routines | <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"> • Daily briefings on Coronavirus • Catch it, bin it, kill it poster campaign • Provision of wipes, hand sanitizer & soap for improved hygiene • Washing hands in soap and water for 20 seconds or using hand sanitizer • Education around hygiene practice and keeping hands away from face • Increased cleaning frequency and thoroughness across the Hermes network • Open door policy in depots where these are not Fire doors / part of Fire route • Limit meeting participants to 6, empty chair between each participant • Encourage all who experience symptoms, or who are exposed to confirmed cases to self-isolate for 7 or 14 days • Closure of head office canteen • Removal of turnstiles • Wearing of gloves for all tasks that require them • Stop all non-essential face-to-face meetings unless business critical – promote Microsoft Teams and other technologies as alternatives • Stop & Search process to take place 1-2-1 basis keeping the 2m exclusion zone, staff member to hold up bag showing contents • Following minimum distance – 2m as per SSW24F in smoking area, Gents, Canteen, transport office <ul style="list-style-type: none"> • Signage displaying the new process for queuing or waiting to be served. | | | | |

| Site | ALL | Area/Work Activity Covered | OFFICE | | | |
|---|--|---|----------------------------------|---------|----------|--------|
| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is required? | By Who? | By when? | Status |
| Use of DSE, telephony, potential for share, working together | As with ALL element of the Risk Assessment | <ul style="list-style-type: none"> Using laptops Working from home where possible to lower number of staff in main office Communal DSE and telephone equipment to be cleaned after each use | | | | |
| Site | ALL | Area/Work Activity Covered | WAREHOUSE | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is required? | By Who? | By when? | Status |
| People interaction when completing Parcel Sort from Collar to cage. Scanning Cage to vehicle | As with ALL element of the Risk Assessment | <ul style="list-style-type: none"> People control up to 8 Parcel Troughs, therefore close contact is eliminated. Subs 90, 92, 97 and 98 number of sorters limited to two Sub 95 – max of people 4 – one person scanning and 3 sorters with 2meter distance from each other Reducing number of vehicles in the bays and increasing the space between the vehicles – couriers to load only to the RIGHT to the vehicle to keep the safe distance Mark out specific zones for couriers to load in which maintains 2 metre distance Brief all on the new standard and display signage | | | | |
| Site | ALL | Area/Work Activity Covered | DRIVERS | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is required? | By Who? | By when? | Status |
| Need for pre-post brief process Interaction outside of Hermes in drop/collect process Rare but some need for buddy, double manning in vehicles. | As with ALL element of the Risk Assessment | <ul style="list-style-type: none"> See SSoW 24 to incl. Pre and debrief standards Floor marking for area incl wait zones. Cab hygiene routines Where Drivers interact on the road and sub-depots/Shops. Signage displaying the new process for queuing when clocking in or waiting to be served | | | | |

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|--|---|--|--|------------------------|--------------------------|---|--------------------------|------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Potential shared use of van as per SOP | | | | | | | | | | | |
| Issues and personal hardship around long-term isolation – depression, inability to obtain supplies required | As with ALL element of the Risk Assessment | <ul style="list-style-type: none"> Maintain a register of all in self-isolation, including start date HR issued standards for working at home and isolation Business applying Government Standards regards to at risk persons Communicate regularly with those in isolation. | | | | | | ML | | | |
| Personal Protective Equipment Required: |  Delete PPE NOT Required | | | | | | | | | | |
| Reviewed by (Name) | Alannah Bascombe | | | | Signature |  | | | | | |
| Reason for the Review (tick relevant column) | | | | | | | | | | | |
| Annual review | <input checked="" type="checkbox"/> | Accident/Near Miss | <input type="checkbox"/> | Change of staff | <input type="checkbox"/> | Change of equipment | <input type="checkbox"/> | Change of site layout | <input checked="" type="checkbox"/> | Change of process | <input checked="" type="checkbox"/> |
| Status (Key) | | | | | | | | | | | |
|  = No further action required | | |  = Work has been started | | |  = No work started | | | | | |