

## Coronavirus Risk Assessment

Site	Hemel	Area/Work Activity Covered	ALL	Risk Assessment N°	RA22F		
Lead Assessor (Name)		Lead Assessor (Signature)		Date of Assessment	23/03/20		
Assessment Team (Names)				Review Date	20/05/2020		
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"> <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>• Gents</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</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> </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 8 Parcel Troughs, therefore close contact is eliminated.</li> </ul>	<ul style="list-style-type: none"> <li>• N/a</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 – change after two hours</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  Rare but some need for buddy,	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> <li>• See SSoW 24 to incl.</li> <li>• Pre and debrief standards</li> <li>• Floor marking for area incl wait zones.</li> <li>• Cab hygiene routines</li> <li>• Where Drivers interact on the road and sub-depots/Shops.</li> </ul>				

