


Coronavirus Risk Assessment

Site	Gemini	Area/Work Activity Covered	ALL	Risk Assessment N°	RA22F	
Lead Assessor (Name)	Matt Lawrence	Lead Assessor (Signature)	M .Lawrence	Date of Assessment	07/09/20	
Assessment Team (Names)	Ionut Andor			Review Date	07/03/21	
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
<p>People interaction when completing Parcel Sort from Collar to cage.</p> <p>Scanning Cage to vehicle</p>	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
<p>Need for pre-post brief process</p> <p>Interaction outside of Hermes in drop/collect process</p> <p>Rare but some need for buddy, double manning in vehicles.</p>	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 				




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. 				

Personal Protective Equipment Required:	 Delete PPE NOT Required
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Reviewed by (Name)	Alannah Bascombe	Signature	
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Reason for the Review (tick relevant column)

Annual review	√	Accident/Near Miss		Change of staff		Change of equipment		Change of site layout	√	Change of process	√
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Status (Key)		
	= No further action required	 = Work has been started
	= No work started	