


Coronavirus Risk Assessment

| Site | Tyneside | Area/Work Activity Covered | ALL | Risk Assessment N° | RA22F | |
|--|---|---|---|---------------------------|-------------------|---------------|
| Lead Assessor (Name) | Richard Mason | Lead Assessor (Signature) | | Date of Assessment | 27/03/2020 | |
| Assessment Team (Names) | Craig Hall | | | Review Date | 26/03/2021 | |
| 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 Follow Minimum distance rule - 2m as per SSW24F including <ul style="list-style-type: none"> • Mandatory standards for Clocking in • Smoke area, • Gents • Canteen | | | | |

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|--|--|---|---|----------------|-----------------|---------------|
| | | <ul style="list-style-type: none"> • Transport desk • Back of trailer • Introduction to & signed record held for all existing staff & new starter. | | | | |
| Site | Tyneside | 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"> • As above • If communal DSE and telephone equipment to be cleaned with wipes after each use | | | | |
| Site | Tyneside | Area/Work Activity Covered | WAREHOUSE | | | |

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|--|--|---|----------------------------------|---------|----------|--------|
| People interaction when completing Parcel Sort from belt to collar. | | <ul style="list-style-type: none"> People control up to 8 Parcel Troughs, therefore close contact is eliminated. | | | | |
| 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"> As above See SSoW 24 incl Mandatory use of gloves by all employees as a first level of protection – change after two hours Ensure HHT is subject to regular sanitization 2 person trailer operation Target 30% of total focus on social distance mark as SDF or SDP on tracker of behaviour checks | • | | | |
| Site | Tyneside | 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 & tacho graph down load.</p> <p>Interaction outside of Hermes in drop/collect process</p> <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> | As with ALL element of the Risk Assessment | <ul style="list-style-type: none"> As above 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. | | | | |
| Issues and personal hardship around long-term isolation – depression, inability to obtain supplies required | | <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 | | | | |
| Personal Protective Equipment Required: |  Delete PPE NOT Required | | | | | |
| Reviewed by (Name) | | | Signature | | | |
| Reason for the Review (tick relevant column) | | | | | | |

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