





## Coronavirus Risk Assessment

<b>Site</b>	<b>Bridgwater</b>	<b>Area/Work Activity Covered</b>	<b>COVID – 19 , All work areas</b>	<b>Risk Assessment N°</b>	<b>RA22F</b>	
<b>Lead Assessor (Name)</b>	<b>Kirsty Bradley</b>	<b>Lead Assessor (Signature)</b>		<b>Date of Assessment</b>	<b>20/05/2020</b>	
<b>Assessment Team (Names)</b>	<b>Nicola Weir</b>			<b>Review Date</b>	<b>17/06/2020</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, business information displayed on notice boards</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, posters displayed in wash areas</li> <li>• Education around hygiene practice and keeping hands away from face</li> <li>• Increased cleaning frequency and thoroughness across the Hermes network- NIC twice per day, weekend cover</li> <li>• Open door policy in depots where these are not Fire doors / part of Fire route</li> <li>• Limit meeting participants to 6, 2m 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>• Follow testing guidelines for keyworkers if symptoms present</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</li> <li>• Follow Minimum distance rule - 2m as per SSW24F incl. <ul style="list-style-type: none"> <li>• Gents – separated urinals and sinks so</li> </ul> </li> </ul>				

		<ul style="list-style-type: none"> <li>2 m apart in mens and womens</li> <li>• Transport desk marked off 2 zones for debrief, screen in place</li> <li>• Follow Minimum distance rule - 2m as per SSW24F incl.</li> <li>• Mandatory standards for Clocking in area masked off so 2m distance between employees</li> <li>• Smoke area, barriers erected and painted area for employees to stand so 2m apart</li> <li>• Canteen tables spread around canteen and marked off 2m apart</li> <li>• Back of trailer</li> <li>• Signed records held for all existing staff / new starters</li> <li>• 30 % of total focus for Behaviour checks on social distance</li> <li>• Masks available for those that require, washed regularly by wearer and replaced after 5 weeks.</li> <li>• 1 way entry and exit point for staff / any visitors to reduce any chance of passing each other</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>• As above plus –</li> <li>• Where communal desk / DSE / Phones cleaned with wipes</li> <li>• Desks in offices marked out where 2m required distance</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.		<ul style="list-style-type: none"> <li>• 2 People control up to 4 Parcel Troughs</li> </ul>	<ul style="list-style-type: none"> <li>• Additional chutes to be sourced or alternatives to divide subs up further, potential for close working</li> </ul>	<b>Engineering / DGM / AM</b>	17/06/20	

			on middle chutes			
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>As above</li> <li>See SSoW 24 incl</li> <li>Mandatory use of gloves as first level of protection</li> <li>HHT regular sanitisation</li> <li>HHT in protective covers</li> <li>2 person staggered trailer operation, not working directly opposite each other</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, double manning in vehicles.  Potential to use a shared cab as part of vehicle use.	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> <li>As above</li> <li>See SSoW 24 to incl.</li> <li>Pre and debrief standards</li> <li>Floor marking for area incl wait zones.</li> <li>Part of vehicle check includes cab cleaning, drivers have hygiene packs</li> <li>Where drivers interact on the road, sub depots, shops</li> <li>Driver assessments completed by driver assessor in another vehicle</li> <li>Where 2 people cannot be avoided then to sit as far away as possible from each other, windows open (Breakdown / Recovery / Driver taken ill)</li> </ul>				
<b>Issues and personal hardship around long-term isolation – depression, inability to obtain supplies required</b>		<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>Offer OH / Counselling where appropriate</li> </ul>				
<b>Personal Protective Equipment Required:</b>	 Delete PPE <b>NOT</b> Required					
<b>Reviewed by</b> (Name)		<b>Signature</b>				
<b>Reason for the Review</b> (tick relevant column)						
<b>Annual review</b>	√	<b>Accident/Near Miss</b>		<b>Change of staff</b>		<b>Change of equipment</b>
						<b>Change of site layout</b>
						<b>Change of process</b>

Status (Key)					
	= No further action required		= Work has been started		= No work started