


Coronavirus Risk Assessment

Site	Morley	Area/Work Activity Covered	All activity areas within Hermes Head Office	Risk Assessment N°	RA22F	
Lead Assessor (Name)	Stuart Crockford	Lead Assessor (Signature)	<i>Stuart Crockford</i>	Date of Assessment	24/4/20	
Assessment Team (Names)	Paul Fosterjohn			Review Date	24/4/21	
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> <p>Work & activity driven potential for 2m social distancing rule breaks & /or poor behaviours</p> <ul style="list-style-type: none"> • Arrival & leave site • General welfare routines in the floor kitchen areas. • Use of restrooms • Smoking • Sharing of a lift • Use of people lift 	<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"> • Regular Internal communication & 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 • Subject to regular cleaning frequency and thoroughness across the Hermes network & as needed deep clean • Open door policy in depots where these are not Fire doors / part of Fire route • Stop all non-essential face-to-face meetings unless business critical where needed limit meeting participants enabling 2m distancing between each attendee. • Promote Microsoft Teams and other technologies as alternatives • 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 • Wearing of latex gloves for all tasks that require them • Front of House and Reception desk monitoring entry & exit. • 1 person only signage on lift doors • Observations completed during CW daily tours – drop off post etc, • Weekly compliance between SC, Same Stones & Carol Wright. 	<ul style="list-style-type: none"> • New front of building defined by 2m markings • New additional smoking area marking to allow additional smokers • All building users to follow distance rule - 2m as per SSW24F incl. <ul style="list-style-type: none"> • Mandatory standards for congregating before and after entering / leaving the building • Mini kitchens, use of Dishwasher, access to fridge. • Use of Smoke area, • Gents & ladies restroom • Use of office equipment Photocopiers/shredders • Desk layout • Delivery of training & on the job mentoring • Introduction to & signed record held for all existing staff & new starter. 			

Site	Morley	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
<p>Use of DSE, telephony, very low potential for share, some working together opportunity</p> <p>Use of equipment where some potential for queueing i.e. photocopier, shredder</p>	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> As above plus <ul style="list-style-type: none"> If communal DSE and telephone equipment to be cleaned with wipes after each use Stop all non-essential face-to-face meetings unless business critical – promote Microsoft Teams and other technologies as alternatives Social distancing 2m apart signage through the building 	<ul style="list-style-type: none"> Follow Minimum distance rule - 2m as per SSW24F incl. Use of office equipment Photocopiers/shredder Do not sit within 2m of any other desk in use by another person 			
Site	Morley	Area/Work Activity Covered	CS specific – Ground Floor			
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>Completion of Training</p> <p>Need to congregate in a single room</p> <p>Need for 121 coaching, gain full understanding, possible a show & tell.</p>	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> As above <ul style="list-style-type: none"> Allocated training room(s) ground floor 2 x on-site trainers observing from afar Maximum 6 person per session 1 person allocated to a single table, 6 foot gap between All user facing same direction Sanitiser wipes in the room 	<ul style="list-style-type: none"> Training will be done via a power point with each person having a pack on their desk to follow the training make notes on and ask any questions Sanitiser wipes in the room 			..
<p>Completion of CS advisor role</p> <p>Use of DSE, telephony, very low potential for share, some working together opportunity</p> <p>Use of equipment where some potential for queueing i.e. photocopier, shredder</p> <p>Role Is subject to monitoring, feedback, further 121 coaching & continual improvement</p>	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> As above <ul style="list-style-type: none"> 2 persons per desk row, 10 foot gap Maximum of 24 people in the room Task & activity subject to monitoring local to area How do we manage 121 coaching with getting within 2m? 	<ul style="list-style-type: none"> Sanitiser wipes available per desk area Two managers in the room to assist with 1-2-1 coaching which will be done via Micro Soft Team Video/shared screen or via telephone conversation. 			




<p>Welfare & wellbeing, 0800 – 17:30</p> <p>En-mass leave for break & lunch, smoking.</p> <p>Multi occupation of kitchen area, access to fridge, microwave</p> <p>Collection & store of personal belongings/ coats etc in a single point</p>		<ul style="list-style-type: none"> • As above • Staggered breaks, maximum people away from desk @ XXX • Single person allocated to tea making, bring to communal area for individual collection. • Clothing belongings stored safely at desk 	<ul style="list-style-type: none"> • Need for suitable line marks, 1 person only signage in the kitchen area. • Breaks will be monitored on a staggered basis • Set up PODS to enable lunch away from desk & 2m distancing • Clothes to be stored in a safe and tidy manner at the desk • All employees will get an individual Start time 5 minutes apart and must wait in their cars until its their designated time to enter the building this will prevent congregation. 		
---	--	--	--	--	--

Personal Protective Equipment Required:	
--	---

Reviewed by (Name)	Stuart Crockford	Signature	Stuart Crockford 24/4/20	
---------------------------	------------------	------------------	--------------------------	--

24Reason for the Review (tick relevant column)

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