

Coronavirus Risk Assessment

Site	Tomlinson House	Area/Work Activity Covered	All activity areas within Hermes Head Office	Risk Assessment N°	RA22F	
Lead Assessor (Name)	Ken Sweeney	Lead Assessor (Signature)	<i>Ken Sweeney</i>	Date of Assessment	17/5/20	
Assessment Team (Names)	Paul Fosterjohn			Review Date	17/5/21	
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 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	Tomlinson House	Area/Work Activity Covered	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 can follow on there laptops from their desk to follow the training make notes on and ask any questions All enquiries with issues on training to be done via Micro soft Team 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 All Operative facing one way with 12 foot gap minimum 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, 08:00 – 16:30</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 8 • 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. 		
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Personal Protective Equipment Required:					
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Reviewed by (Name)	Ken Sweeney	Signature	Ken Sweeney	
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17/05/2020 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