

Coronavirus Risk Assessment

Site	Rugby	Area/Work Activity Covered	ALL area on site warehouse incl. 2 in trailer, driver & on the road	Risk Assessment N°	RUG RA22F	
Lead Assessor (Name)	Stuart Crockford	Lead Assessor (Signature)		Date of Assessment	14/5/20	
Assessment Team (Names)	Barry Hayward			Review Date	13/8/20	
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, waiting for shift commence • Clear bag security transfer • Clock in • General welfare routines canteen & rest room • Clock out • Security checking X-ray &/or randomiser 	<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"> • Front of house social distancing poster campaign • Catch it, bin it, kill it poster campaign • Daily briefings on Coronavirus • Provision of wipes, hand sanitizer & soap for improved hygiene • Washing hands in soap and water for 20 seconds or using hand sanitizer • Education poster campaigns 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, 2m rules between each participant for meetings • Manage all who experience symptoms, or who are exposed to confirmed cases to self-isolate for 7 or 14 days • 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 incl. <ul style="list-style-type: none"> • Mandatory standards for Clocking in /out • Smoke area, • Use of restroom M&F 	<ul style="list-style-type: none"> • Target 30% of total focus on social distance mark as SDF or SDP on tracker of behaviour checks 	KS/ BH/ All Shift Leadership	13/8/20	

		<ul style="list-style-type: none"> • Canteen set up & use • Queue management for Transport desk • Pre/de brief process for transport desk • Introduction to & signed record held for all existing staff. • Additional of COVID awareness via SSW 24 for all new starter. 				
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 Use of office equipment i.e. photocopier, printer, scanner, laminator	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 <ul style="list-style-type: none"> • Use of desks for DSE & associated equipment • Introduction to & signed record held for all existing staff. 				
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
People interaction when completing Parcel Sort from belt to collar.		<ul style="list-style-type: none"> • As above plus • People control up to 3 cage width. • Line marking in place for 2m guide • Therefore close contact is eliminated. 				
Load & Unload trailers, Note working area is 2.45m wide Behaviours <ul style="list-style-type: none"> • Failure to follow hygiene & PPE issued, • Failure to wear non mandatory mask – heat, summer temperatures • Failure follow 2 man standing positions as per SSW, incl. worse case F2F set up Process <ul style="list-style-type: none"> • Completed with non regular operative • Lack of equipment sanitisation 	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> • As above 	<ul style="list-style-type: none"> • Issue of face masks recorded & held locally. • New SSoW 25F – 2 in a trailer incl. • Mandatory use of gloves by all employees as a first level of protection • Ensure equipment pre-use sanitization • 2 person trailer operation visual guide re master/servant, stand positions, red, amber, green zones • Tracking of load teams per shift per bay to ensure regular operatives working together, every shift 	KS/ BH/ All Shift Leadership	13/8/20	

pre use • Side load commences too early (100% full) – not 6 foot in Check regimes • Failure to log & track regular working teams, rectify. • Failure to meet 30% behaviour check focus on social distancing			• Monitor mask wear whilst not mandatory, due to user comfort, trailer heat through the summer, potential for remove, need for increased issue per person to allow for regular change.			
Site	ALL	Area/Work Activity Covered	TRANSPORT			
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
Need for pre-post brief process & tacho graph down load. Interaction outside of Hermes in drop/collect process	As with ALL element of the Risk Assessment	• 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 client collection/drop				
Rare but some need for buddy, double manning in vehicles. Use a shared cab as part of vehicle us, new driver assessment		• As above • 1 man in cab mandatory process incl. new driver assessment issued 30/3/20				
Issues and personal hardship around long-term isolation – depression, inability to obtain supplies required		• 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:






Reviewed by (Name)	Kris Langsdale/ Andy Pitt	Signature	<i>Kris Langsdale / Andy Pitt</i>	14/5/20
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Reason for the Review (tick relevant column)

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
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