

Risk Assessment Form - Warehouse safety to protect staff from COVID-19

Company	DD Group Ltd	Sites relating to this Assessment	Witham	Task Assessed	Warehouse safety to protect staff from COVID-19	Date of Assessment	05/10/2020	Assessment to be reviewed by:	On completion of each outstanding control measures; thereafter following a health and safety incident, changes in legislation, location or personnel or after a maximum period of one year.	Assessment reference Number	DDRACOV001
Assessed by	Steve Gracie	Approved by	David LeGood	Reason for Assessment	Government guidance on how businesses can operate safely during COVID-19 pandemic	Version Number	3	Persons Exposed	Staff, Visitors, Contractors, vulnerable persons	Overall assessment of risk is:	MEDIUM

Below: Identify each hazard at every step in the process. If many hazards use 2 rows. Risk Rating: Decide each category of risk rating from the key below for each activity in the process.

HAZARD AND POTENTIAL CONSEQUENCES	AREAS AFFECTED	WHAT CONTROL MEASURES ARE IN PLACE CURRENTLY?	CURRENT RISK SCORING (A) (key at bottom)		SCORE FOR (A)	WHAT ADDITIONAL CONTROL MEASURES SHOULD BE CONSIDERED TO REDUCE RISK?	REVISED SCORE WITH CONTROL MEASURES IN PLACE (B)		SCORE FOR (B)
			Severity	Likelihood			Severity	Likelihood	
Travelling to work using public transport where there are a number of touch points and potential for virus to spread	Off-Site	Government guidelines have urged employees not to use public transport wherever possible. Many staff currently working from home. New Govt. guidance instructs the mandatory use of face coverings when using public transport.	Severity	5	MEDIUM	Request staff do not car share with colleagues. Increase bike stations if possible	Severity	5	MEDIUM
			Likelihood	2			Likelihood	2	
Virus exposure to those attending site who may fall under the Government high risk category, or live with someone who is within that category.	All Areas	Survey was carried out with all employees to identify who may fall in to this category. Those who fell in to this category were either furloughed or asked to work from home. Each case is considered on it's individual merit	Severity	5	MEDIUM		Severity	5	MEDIUM
			Likelihood	2			Likelihood	2	
People attending site whilst feeling unwell, however slight. This may cause infection to spread across the site.	All Areas	Clear government guidelines about what approach individuals should take if they or anyone in their household display symptoms associated with COVID. If staff can work from home, they are being encouraged to do so. Anyone displaying symptoms of COVID are being encouraged to visit a test centre to be tested. Temperature scanners introduced at the three main entrances to Units 3 and 6. These are not mandatory but actively encouraged. Staff are asked to use their nearest entry / exit points within the buildings.	Severity	5	MEDIUM		Severity	5	MEDIUM
			Likelihood	2			Likelihood	2	
Mental health issues due to: Staff who have been off-site may find leaving their house (safe bubble) difficult and could cause anxiety and stress to the individual. Staff who have been working on-site throughout this pandemic may feel anxiety about the workplace being filled with people again.	All Areas	Line Managers regularly keep in contact with those individuals who are either on furlough or are working from home during lockdown. Regular communication issued by MD keeping people in the loop. Staff have access to the mental health and wellbeing page on the intranet which offers links to professional support through the employee assistance programme and organisations such as the Samaritans. Network of DD volunteers supporting mental health teams created. Mental Health guide for managers to be produced and issued. Improved mental health and wellbeing page created on the intranet (WIP) Enhance promoting of good mental health and wellbeing with increased posters & electronic content across the business	Severity	3	MEDIUM		Severity	3	MEDIUM
			Likelihood	3			Likelihood	3	
Staff working in close proximity of each other to meet deadlines and ensure goods are shipped to customer as intended	Warehouse, Despatch	Staff currently on site have been instructed to maintain distancing with their colleagues. There is appropriate supervision to remind staff over distancing measures introduced. Floor markings have been put in to areas of despatch to highlight distancing measures introduced Surgical face masks and nitrile surgical gloves have been made available to staff should they wish to wear them (not mandatory) Increased signage across the site. Number of staff on site monitored appropriately to ensure distancing measures are followed and staff are not working opposite each other at an unsafe distance currently. Non-operation staff not permitted within the warehouse. Shift patterns introduced within the warehouse to support social distancing measures introduced Personal etiquette training issued to all staff Perspex screening has been installed in various areas of the warehouse where social distancing may be difficult to manage.	Severity	5	MEDIUM	Consider mandatory use of PPE in areas where PPE can't be maintained - FFP2 face masks, visors, infection control products.	Severity	5	LOW
			Likelihood	2			Likelihood	1	
Inability to maintain social distancing measures in Stock control office which increases potential for virus to spread	Stock Control	Signage placed on desks that can't be used currently to enable the business maintain social distancing. Staff who can work from home are currently doing so, and will continue to do so until guidance changes. Staff are currently split in to two different offices to ensure social distancing is maintained. Increased signage across the business Constant review by Operations management on number of staff on site with considerations being made on shift patterns.	Severity	5	MEDIUM	Consider mandatory use of PPE in areas where PPE can't be maintained - FFP2 face masks, visors, infection control products.	Severity	5	LOW
			Likelihood	2			Likelihood	1	
Inability to maintain social distancing measures during multi-person activities such as unloading containers	Goods in areas	Goods In have instructed that all containers are unloaded by third party at logistics sites. Where this is not possible, then activity will be appropriately supervised with one person on the container unloading and staff well spread out on the floor. Mechanical equipment such as pallet trucks, fork lift trucks etc are available for trained operators to use where appropriate. Surgical face masks and nitrile surgical gloves have been made available to staff should they wish to wear them (not mandatory)	Severity	5	MEDIUM	Where multiple person activities can't be stopped, additional PPE in the form of FFP2 face respirators and disposable overalls must be worn at all times and the employees must be instructed to wash hands immediately after task has finished.	Severity	5	LOW
			Likelihood	2			Likelihood	1	
Social distancing measures difficult to adhere to during lunch breaks	Staff break rooms, External huts, Smoking shelters	Multiple areas & staff rooms available for staff to use for breaks. Number of chairs removed from staff rooms with clear signage indicating where to sit. Staff requested to eat at their desk / at home / in their cars wherever possible. Increased signage in these areas reminding staff on social distancing / good hygiene measures Staggered breaks to reduce number of staff going to break at one time. Lunch breaks reduced to 30 mins in some areas	Severity	5	LOW		Severity	5	LOW
			Likelihood	1			Likelihood	1	
		Multiple toilets and kitchen facilities across the site	Severity	5			Severity	5	
			Likelihood	2			Likelihood	1	

Social distancing measures difficult to adhere to in kitchens & toilets	Kitchens, toilets	Reduced number of staff on site. Reduced capacity in each WC and kitchens with signage indicating what is permitted.	Risk Score	10	MEDIUM	Consider the need for additional portable toilets for staff use when increased numbers are on site.	Risk Score	5	LOW
Staff movement between buildings and departments. People movement increases the likelihood of a virus spreading through social distancing not being adhered to and the carrier touching multiple points.	All Areas	Pedestrian route through Unit 3 building All non-operational staff are not permitted to use the warehouse pedestrian route in Unit 3. Where movement is needed to get between buildings, office based staff are asked to walk around the yard area in the safe pedestrian route to move between buildings. One way system in operation in units 6, 8 & 10. Restricted entry and exit points in use. Unit 3 has some passing places for staff to use when somebody is approaching them in the opposite direction. Use of teams or telephone is encouraged as first point of contact with colleagues. Physical barriers at entry points to Unit 3 warehouse to clearly show where the area is for operational staff only Face coverings must be worn if entering an area that isn't your normal working environment	Severity Likelihood	5 2	MEDIUM	One way system to be included in unit 3 (mezz floor) with warehouse improvements	Severity Likelihood	5 1	LOW
Multiple touch points including fire doors, hand rails, door handles, photocopiers, tablets, phones, keyboards and desks. Potential to increase spread of virus through touching objects.	All Areas	Increased number of sanitisation units Cleaning schedule increased to focus on touch points (5 hours per day, 5 days per week) Toe opening devices installed in WC outer doors to allow for staff to use these as an alternative to using the handles. Fire doors opened using Dorguards along main corridor of units 6, 8 & 10. These will automatically close upon activation of fire alarm.	Severity Likelihood	5 2	MEDIUM		Severity Likelihood	5 2	MEDIUM
Sharing equipment such as tape guns, staplers, scanners, stepladders, computers etc	All Areas	Sanitisation units installed at various points across the site. Staff encouraged to maintain good hand hygiene. Gloves and surgical masks available for staff use Clinell Wipes issued across the business to clean & disinfect equipment after use. Personal hand sanitisers and hand creams issued out to all the staff. Personal equipment issued to all staff within Goods in and Warehouse to reduce need for sharing equipment. This included safety knives, tapeguns, pens etc	Severity Likelihood	5 2	MEDIUM		Severity Likelihood	5 2	MEDIUM
Sharing material handling equipment without cleaning after use could result in risk of virus spreading	All Areas	Sanitisation units installed at various points across the site. Staff encouraged to maintain good hand hygiene. Gloves and surgical masks available for staff use Clinell Wipes issued across the business and staff are instructed to clean & disinfect equipment after use. Personal hand sanitisers and hand creams issued out to all the staff.	Severity Likelihood	5 2	MEDIUM		Severity Likelihood	5 2	MEDIUM
Receiving deliveries increases risk of infection from delivery drivers attending site and staff having to electronically sign for deliveries.	Goods in areas	Staff are instructed to adhere to social distancing measures when receiving deliveries. Sanitisation stations available at entry to Goods in for drivers to use. Perspex screen installed at Goods in desk. Drivers are only allowed inside the building if requiring use of toilet. Distancing floor signs added to Goods in floor indicating spot where driver should stand when delivering inside the office Time spent in the building is kept as short as possible	Severity Likelihood	5 2	MEDIUM		Severity Likelihood	5 2	MEDIUM
Operations daily meetings (scrum) in a small area for the number of teamleaders, supervisors and managers there are within the operations team.	Despatch area	Unit 3 VNA floor area is currently used for scrum. The area is managed so trucks do not operate during this time. Changes in shift patterns has resulted in lower attendees to the daily scrum Sanitisation stations in various parts of the building Personal hand sanitisers and hand creams issued out to all the staff. Staff are spread out at least one metre apart from each other.	Severity Likelihood	5 2	MEDIUM	Introduce PPE (Face coverings) where 2 metre distancing can't be maintained	Severity Likelihood	5 1	LOW
Lack of awareness / Poor behaviour / poor attitude towards control measures put in place which could result in virus spreading	All areas	Well publicised guidance about the seriousness about COVID-19 Appropriate signage across the site in relation to social distancing, with floor markings to guide persons on site. Appropriate supervision across the operations team to monitor. Management continually reminded to lead by example Personal etiquette training issued to all staff upon return to site COVID champions introduced across the business to try and educate peoples behaviours where possible.	Severity Likelihood	5 2	MEDIUM		Severity Likelihood	5 2	MEDIUM
Desks facing each other in areas of despatch and Goods in which allows people to face other colleagues directly, increasing the likelihood of virus spreading	Despatch, Goods in	There are generally other items in the way of direct face to face contact with colleagues such as boxes / envelopes / computer screens etc. Currently, there is a reduced number of staff on site who do not face each other at an unsafe distance Perspex screening has been installed in areas of Goods in and despatch where social distancing is difficult to maintain. This screening has been placed along main walkways, despatch packing desks and QA stations	Severity Likelihood	5 2	MEDIUM	PPE such as FFP2 face masks to be worn where distancing can't be followed.	Severity Likelihood	5 1	LOW
		Use of Microsoft Teams or Zoom should be considered as the alternative to	Severity Likelihood	5 1			Severity Likelihood	5 1	

Potential for ill visitors / contractors to inadvertently bring virus with them to site	All Areas	<p>a site visit. Where that is not possible, the contractors and visitors procedure has been amended to include the following precautions:</p> <p>Commencing Work</p> <p>1. Once all of the above has been reviewed, agree a start date for the work to commence. Consider who may be affected by the work that is undertaken and when the most suitable time will be for the agreed works to start. Consider the urgency of the works and plan for it to be undertaken out of normal working hours where number of staff on site is low.</p> <p>2. Visitors are to phone point of contact upon arrival to site and wherever possible, wait outside reception or in their vehicle until the person responsible for them meets them.</p> <p>3. Visitors will be provided with a single use visitors badge which must be worn at all times when on site.</p> <p>4. Shaking of hands is not permitted and social distancing guidance must be adhered to.</p> <p>5. All contractors on site must be notified of the fire and first aid procedures for the site. They should also be shown where the welfare facilities are, and given details of the local hazards they may face such as working in an area where forklift trucks operate.</p> <p>6. Importance of social distancing and infection control must be explained thoroughly to the contractor and included within their risk assessments.</p> <p>7. Ensure adequate segregation is implemented where required.</p>	Risk Score	5	LOW	Risk Score	5	LOW		
First aiders unable to adhere to social distancing measures when treating staff who have suffered an injury	All Areas	<p>First aiders have been provided with guidance from St. Johns with how to treat an injury.</p> <p>First aid boxes are maintained by first aiders on site</p> <p>First aid boxes have been checked and are fully stocked with additional PPE such as face masks for the first aider to use.</p>	Severity	5	MEDIUM	Ensure clear guidance is kept within the first aid boxes to remind first aiders of their safety when treating colleagues.	Severity	5	LOW	
			Likelihood	2				Likelihood		1
			Risk Score	10				Risk Score		5
Poor hand hygiene which can increase the spread of the virus	All Areas	<p>Hand wash posters are displayed in prominent positions by sinks which indicate how to wash hands correctly</p> <p>Sanitisation stations at entrances / exits to buildings</p> <p>Personal hand sanitisers and hand creams issued out to all the staff.</p>	Severity	5	MEDIUM	Consider portable sinks to allow staff to wash their hands more frequently, whilst reducing travel distances around the building	Severity	5	MEDIUM	
			Likelihood	2				Likelihood		2
			Risk Score	10				Risk Score		10
Emergency evacuation of the building due to reasons such as fire could result in social distancing measures being broken	All Areas	<p>Multiple points of exit to be used in an emergency situation</p> <p>Expected reduced number of staff on site</p> <p>Emergency situations such as fire must take priority over COVID as there would be an immediate threat to life. Whilst social distancing at the fire assembly points is expected wherever practicable, it is not expected upon evacuation of a building.</p>	Severity	5	MEDIUM	<p>Fire marshals on site to ensure exits are free from obstruction.</p> <p>Create clear guidance on what to do in an emergency.</p> <p>Clarify with our insurers the need for practice fire drills.</p>	Severity	5	MEDIUM	
			Likelihood	2				Likelihood		2
			Risk Score	10				Risk Score		10
Potential link to virus spreading through air con system	Pharmacy, staff break rooms, temperature controlled area on Mezzanine 3, Kitchens, Toilets	<p>All areas listed here has a fresh air system</p> <p>This system extracts air from offices and pumps it outside.</p> <p>The system also takes air directly from outside, and pumps in to the office through a filter at the desired temperature.</p> <p>All offices are on separate systems so there is minimal danger of this air being recirculated across multiple offices</p> <p>All multi occupancy offices air con systems have been locked and can't be tampered with by staff.</p> <p>Timers have been set so they come on automatically 2 hours before staff are on site, and turn off as they leave the building at night.</p>	Severity	5	LOW		Severity	5	LOW	
			Likelihood	1				Likelihood		1
			Risk Score	5				Risk Score		5
Potential link to virus spreading through industrial heating system where there is no fresh air system	Units 3, 4, 6, 8, 10	<p>All gas heaters are serviced annually by Blue Flame.</p> <p>Sought expert advice from Sysco Environmental who advised that if the temperature coming out of the extractor is above 60 degrees then it would actually sterilise the environment even if there is no fresh air system.</p> <p>Checks were made and the flue temperature was 76 degrees at time of testing</p>	Severity	5	LOW		Severity	5	LOW	
			Likelihood	1				Likelihood		1
			Risk Score	5				Risk Score		5

Severity	Score	Likelihood	Score	Risk Score	Risk Rating	
No illness	1	Not likely	1	0 - 6	Low	No additional controls are required. Consideration may be given to more cost-effective solutions or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained
Minor illness	2	Possible	2	7 - 12	Medium	
Hospital visit	3	Even Chance	3			Efforts should be made to reduce risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented. Where a moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures
Hospital Admittance	4	Probable	4	13+	High	Work should not be started until the risk has been reduced. Considerable resources may need to be allocated to reduce the risk. Where the risk involves work in progress, urgent action will need to be taken
Fatality	5	Certain	5			