

Risk Assessment Form - Warehouse safety to protect staff from COVID-19											
Company	DD Group Ltd	Sites relating to this Assessment	Witham	Task Assessed	Office safety to protect staff from COVID-19	Date of Assessment	15/10/2020	Assessment to be reviewed by:	On completion of each outstanding control measure; thereafter following a health and safety incident, changes in legislation, location or personnel or after a maximum period of one year.	Assessment reference Number	DDRACVID002
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 Likelihood 2		MEDIUM	Request staff do not car share with colleagues. Increase bike stations if required	Severity 6 Likelihood 2		MEDIUM		
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 its individual merit	Severity 5 Likelihood 2		MEDIUM		Severity 6 Probability 2		MEDIUM		
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 6 Likelihood 2		MEDIUM		Severity 6 Probability 2		MEDIUM		
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 Likelihood 3		MEDIUM		Severity 3 Likelihood 3		MEDIUM		
Staff working in close proximity of each other in offices	Offices	All office capacity has been reduced with a number of staff working from home. Those staff that are still operating from the office are spaced out to ensure good social distancing measures are adhered to. Inter-department bubbles created in many offices (managed locally) Staff currently on site have been instructed to maintain distancing with their colleagues. There is appropriate supervision to remind staff over distancing measures introduced. Surgical face masks and nitrile surgical gloves have been made available to staff should they wish to wear them (not mandatory) Maximum occupancy levels for each office has been calculated, displayed and communicated with departmental heads Desks in use are not directly facing someone else. Personal etiquette training issued to all staff. COVID champions within the business to monitor behaviours	Severity 5 Likelihood 1		LOW	To be reviewed if numbers in offices are to increase over time.	Severity 5 Likelihood 1		LOW		
Social distancing measures difficult to adhere to during lunch breaks	Staff break rooms, External huts, Smoking shelters	Reduced number of staff on site which allows for distancing to be manageable. Multiple areas & staff rooms available for staff to use for breaks. Staff to eat / drink at their desk or in their car to avoid excessive people in break areas. Sufficient number of chairs removed from areas to assist with social distancing. Increased signage in these areas and across the business.	Severity 5 Likelihood 1		LOW	Further consideration needed when number of employees on site is increased	Severity 5 Likelihood 1		LOW		
Social distancing measures difficult to adhere to in kitchens & toilets	Kitchens, toilets	Multiple toilets and kitchen facilities across the site Reduced number of staff on site. Reduced capacity in each WC and kitchens with signage indicating what is permitted.	Severity 5 Likelihood 2		MEDIUM		Severity 5 Likelihood 1		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	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 route in operations where considered appropriate. Restricted entry & exit points. Use of Teams or telephone is encouraged as first point of contact. No. of staff working from home Barriers installed at entry point in Unit 3 warehouse prohibiting access to non-operational staff Face coverings must be worn if an individual must enter another working area that they don't normally work from	Severity 5 Likelihood 1		LOW		Severity 5 Likelihood 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 5 Likelihood 2		MEDIUM		Severity 6 Likelihood 2		MEDIUM		
		Sanitisation units installed at various points across the site.	Severity 5 Likelihood 2				Severity 5 Likelihood 2				

Sharing equipment such as photocopiers, staplers, computers etc	All Areas	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. No hot desking permitted. Signage instructing staff to use wipes after use	Risk Score	10	MEDIUM	Risk Score	10	MEDIUM	
Daily stand up in staff room is too small for distancing measures to be observed.	Staff break room	Stand ups now completed using Microsoft Teams.	Severity	5	LOW	Severity	5	LOW	
			Likelihood	1			Likelihood		1
			Risk Score	5			Risk Score		5
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	5	MEDIUM	Severity	5	MEDIUM	
			Likelihood	2			Likelihood		2
			Risk Score	10			Risk Score		10
Potential for ill visitors / contractors to inadvertently bring virus with them to site	All Areas	Use of Microsoft Teams or Zoom should be considered as the alternative to a site visit. Where that is not possible, the contractors and visitors procedure has been amended to include the following precautions; Commencing Work 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. 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. 3. Visitors will be provided with a single use visitors badge which must be worn at all times when on site. 4. Shaking of hands is not permitted and social distancing guidance must be adhered to. 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. 6. Importance of social distancing and infection control must be explained thoroughly to the contractor and included within their risk assessments. 7. Ensure adequate segregation is implemented where required.	Severity	5	LOW	Severity	5	LOW	
			Likelihood	1			Likelihood		1
			Risk Score	5			Risk Score		5
First aiders unable to adhere to social distancing measures when treating staff who have suffered an injury	All Areas	First aiders have been provided with guidance from St. Johns with how to treat an injury. First aid boxes are maintained by first aiders on site First aid boxes are fully stocked with additional PPE such as face masks and gloves for the first aider.	Severity	5	MEDIUM	Severity	5	MEDIUM	
			Likelihood	2			Likelihood		2
			Risk Score	10			Risk Score		10
Poor hand hygiene which can increase the spread of the virus	All Areas	Hand wash posters are displayed in prominent positions by sinks which indicate how to wash hands correctly Sanitisation stations at entrances / exits to buildings Personal hand sanitisers and hand creams issued out to all the staff.	Severity	5	MEDIUM	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	Multiple points of exit to be used in an emergency situation Expected reduced number of staff on site 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.	Severity	5	MEDIUM	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	All areas listed here has a fresh air system This system extracts air from offices and pumps it outside. The system also takes air directly from outside, and pumps in to the office through a filter at the desired temperature. All offices are on separate systems so there is minimal danger of this air being recirculated across multiple offices All multi occupancy offices air con systems have been locked and can't be tampered with by staff. 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. The contact centre has two air purifiers installed as the air con system in that office is dated.	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	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
Hospital visit	3	Even Chance	3			
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			