

RISK ASSESSMENT FORM

Version: 01

Document Reference No: Lutterworth

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by: D Charlton

Date: 12/05/20

Date of Local Review: 19/05/2020

Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties); Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party); loss of limbs; permanent severe disablement; Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy; Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time off work; Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid; Restricted duties may be possible; low environmental impact, not requiring management response.
Negligible	First and case, no lost time; Negligible safety impact; Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk)		Severity / Consequence >>>					
		Negligible	Low	Moderate	Significant	Catastrophic	
Certain	>90%	M	M	H	H	H	H High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely	>50% < 90%	M	M	M	H	H	
Possible	>10% < 50%	L	L	M	M	H	M Medium - Maintain current controls. Management to review and determine if further controls are required.
Remote	>1% <10%	L	L	L	M	M	
Unlikely	<1%	L	L	L	M	M	L Low - No further controls are required.

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8- Maintain 2m distancing from other persons where reasonably practicable.	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R7		x	x	x		9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes					
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:	x		x		10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes					
Local Controls															
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles santantised	x	x	x		11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehilce using bags and dispose of correctly. 11.3 - Drivers to use Face masks when delivering to premises or social distancing cannot be achieved. 11.4 - Wearing of gloves when making deliveries. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. 11.6 - In the event of breakdown or RTI to keep safe distances if possible when dealing with the situation and use PPE if required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 11.9 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes					
R10	NOTE: Cleaning of Equipment HHT devices.	x		x		12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time 12.2 - HHT's should be cleaned before/during and after use. 12.3 - HHT's not to passed to customers and follow company policy on deliveries.	S	R	M	Yes					

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		Employee	Contractor	Client / Public	Environment		Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence								Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)	
R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x		13.1 - Office equipment such as PC's/Keyboards cleaned regularly, try to stop multi users of one Desktop if possible, 13.2 - Telephones not to be shared if possible, otherwise cleaning with alcohol wipes between calls. 13.3 - Implement extra cleaning of working areas. 13.4 - Desks to be 2 meters apart if possible.if not workstations shields should be used between desks. 13.5 - Depending on office space - have local measures to numbers of staff allowed into the office. Signage recommended on office doors to state number of staff allowed in at one time. Use of hatches to be used if available. 13.6 - Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers. 13.7 - Consider introducing staggered start and finish times to reduce congestion and contact at all times. 13.8 - PPE to be maintained at suitable stock levels at Hub, request when replenishment required for different items.	S	R	M	Yes				
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x		14.1 - Keep groups of workers that have to work within 2 metres: Together in teams e.g. (do not change workers within teams), as small as possible, away from other workers where possible. 14.2 - Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Face Mask and Gloves also be worn in this scenario. 14.3 - Staff should work side by side, or facing away from each other, rather than face to face. 14.4 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. 14.5 - Adopt a single operator per FLT policy if possible. 14.6 - If you have to change FLT operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. 14.7 - Pump Truck handle/levers require to be thoroughly cleaned before/during and after use. 14.8 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes				
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x		15.1 - Depending on size and toilet/urinals a minimum number of staff to use and anyone time. Signage on doors to state staff numbers allowed. 15.2 - Require all Staff to wash their hands for 20 seconds using soap and water when entering and leaving the Hub 15.3 - Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 15.4 - Hubs to ensure sufficient supplies of soap and hand towels available.	S	R	M	Yes				
	NOTE: Canteen/Rest areas exposure to cross-contamination	x		x		16.1 - Where possible, staff should be encouraged to bring their own food and drinks. 16.2 - Staff should be encouraged to bring own cups and spoons. The use of communal cutlery is not to be used. Disposable cutlery/cups are recommended. 16.3 - The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and compliance with social distancing measures observed. 16.4 - Break times should be staggered to reduce congestion and contact at all times 16.5 - Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. 16.6 - Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by Staff when entering and leaving the area. 16.7 - All rubbish should be put straight in the bin and not left for someone else to clear up. 16.8 - Tables should be cleaned between each use.	M	R	L	Yes				

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES							
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands in your toilets. 17.5 - If possible keep segregated from Hub staff. Working with Agency providers to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M	R	L	Yes							
	NOTE: Mental Health of Employees and Vulnerable persons	x				18.1 - Awareness and focus on the importance of mental health at times of uncertainty with employees. 18.2 - Vulnerable persons such as (Medical/People of certain ages) should be managed on a case by case. Managers to encourage advice and monitor the welfare in the working place by engagement to such employees for them to work in a safe/secure environment 18.3 - Managers/Supervisors to record weekly Tool Box Talks to all employees on updates to CV-19 and safety procedures.	M	R	L	Yes							
Reception area	Transmission of the COVID - 19 by not having 2 metres between colleagues	x	x			Reception closed (swipe access only), Inbound deliveries to Gatehouse.	S	P	M	Yes							
Contractors	Transmission of the COVID - 19 by not having 2 metres between colleagues	x	x			Only essential work to be carried out onsite. Contractors briefed on safety measures in place. Policing by the Supervisors/Managers to ensure contractors are 2 metres apart.	S	P	M	Yes							
Canteen area	Transmission of the COVID - 19 by not having 2 metres between colleagues	x	x			Additional signage on walls and signage on table toppers reminding colleagues they must be 2 metres apart at all times and 2 colleagues per table. Extra table and seating removed. Staggered break times. Game machines out of use.	S	P	M	Yes							
Security	Transmission of the COVID - 19 by not having 2 metres between colleagues	x	x			Gatehouse - No physical contact is added between security/drivers. Reference Numbers are voiced from driver inside their cab or extended to gatehouse window to be checked. Searches to being kept to a minimum.	S	P	M	Yes							
ADC Warehouse	Transmission of the COVID - 19 by not having 2 metres between colleagues	x	x	x		A separate warehouse RA has been completed by the ADC warehouse and is available for all transport staff to view.	S	R	M	Yes							
R12																	

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R13																

RISK ASSESSMENT FORM

Version: 01

Document Reference No: Barking 1

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by: I.Martin - D.Revell

Date: 12/05/20

Date of Local Review:21/05/20

Severity	Severity / Consequence Categories Description
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		Negligible	Low	Moderate	Significant	Catastrophic		
Certain >90%	M	M	M	H	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely >50% < 90%	M	M	M	M	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Possible >10% < 50%	L	L	M	M	H	H	M	Medium - Maintain current controls. Management to review and determine if further controls are required.
Remote >1% <10%	L	L	L	M	M	M	M	Medium - Maintain current controls. Management to review and determine if further controls are required.
Unlikely <1%	L	L	L	L	M	M	L	Low - No further controls are required.

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R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8.1- Maintain 2m distancing from other persons where reasonably practicable. 8.2 Canteen has been restricted to 1 person at a time	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
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Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R7		x	x	x		9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes					
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:	x		x		10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes					
Local Controls															
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles santantised					11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehilce using bags and dispose of correctly. 11.3 Drivers to use Face masks when delivering to premises or social distancing cannot be achieved. 11.4 - Wearing of gloves when making deliveries. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. 11.6 - In the event of breakdown or RTI to keep safe distances if possible when dealing with the situation and use PPE if required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 11.9 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes					
R10	NOTE: Cleaning of Equipment HHT devices.	x		x		12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time . 12.2 HHT'S should be cleaned before/during and after use. 12.3 - HHT's not to passed to customers and follow company policy on deliveries.	S	R	M	Yes					

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R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x										
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x	13.1 - Office equipment such as PC's/Keyboards cleaned regularly, try to stop multi users of one Desktop if possible, 13.2 - Telephones not to be shared if possible, otherwise cleaning with alcohol wipes between calls. 13.3 - Implement extra cleaning of working areas. 13.4 - Desks to be 2 meters apart if possible.if not workstation shields should be used between desks. 13.5 - Depending on office space - have local measures to numbers of staff allowed into the office. Signage recommended on office doors to state number of staff allowed in at one time. Use of hatches to be used if available. 13.6 - Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers. 13.7 - Consider introducing staggered start and finish times to reduce congestion and contact at all times. 13.8 - PPE to be maintained at suitable stock levels at Hub, request when replenishment required for different items.	S	R	M	Yes					
		x	x	x	14.1 - Keep groups of workers that have to work within 2 metres: Together in teams e.g. (do not change workers within teams), as small as possible, away from other workers where possible. 14.2 - Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Face Mask and Gloves also be worn in this scenario. 14.3 - Staff should work side by side, or facing away from each other, rather than face to face. 14.4 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. 14.5 - Adopt a single operator per FLT policy if possible. 14.6 - If you have to change FLT operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. 14.7 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 14.8 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes					
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x	15.1 - Toilets are strictly one member of staff to use and anyone time. Signage on doors to state staff numbers allowed. 15.2 - Require all Staff to wash their hands for 20 seconds using soap and water when entering and leaving the Hub 15.3 - Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 15.4 - Hubs to ensure sufficient supplies of soap and hand towels available.	S	R	M	Yes					
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Description in Sequence																	
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands in your toilets. 17.5 - If possible keep segregated from Hub staff. Working with Agency providers to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M	R	L	Yes							
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Contractors Coming On site	Transmission of the COVID 19 by not having 2 metres between colleagues	X	X			Only allow when necessary, Additional signage and policing by leadership team to ensure contractors are 2 metres apart. Contractors informed of the controls in place, barriers are placed across both shutter doors when open to ensure no access to non-staff.	S	P	M	Yes							
Leadership	Transmission of the COVID 19 by not having 2 metres between colleagues	X	X			Only essential face to face meetings to be held without breaching the 2 metres rule. Most meetings to be held through TEAMS. Reduce all non critical meetings. Regular meetings with driving team to take place adhering to social distancing guidelines.	S	P	M	Yes							
MHE Training	Transmission of the COVID 19 by not having 2 metres between colleagues	X	X			Only essential MHE training to be undertaken without breaching the 2 metres rule.	S	P	M	Yes							
Using shared resource	Transmission of the COVID 19 by not having 2 metres between colleagues and not ensuring the equipment is cleansed	X	X			All shared resource such as workstations to be regularly wiped down with alcohol wipes and hand sanitiser utilised regularly, PPE provided must be worn.	S	P	M	Yes							
Colleague isolation	Transmission of the COVID 19 by not having 2 metres between colleagues	X	X			Following the Government guidelines and pro-actively making provisions for all Colleagues that can work from home to do so. Colleagues with underlying health issues are not onsite. Colleagues who wish to self-isolate are supported	S	P	M	Yes							

RISK ASSESSMENT FORM

Version: 01

Document Reference No:

Title: Covid -19 Birtley Transport Hub

Risk Assessor: Neil McCausland

Local Review by: Kevin Murphy & Bob Cooke

Date: 12/05/20

Date of Local Review: 20/05/20

Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties); Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
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Negligible	First and case, no lost time. Negligible safety impact. Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk)	Severity / Consequence	Severity / Consequence >>>					Risk	Action
		Negligible	Low	Moderate	Significant	Catastrophic		
Certain >90%	M	M	M	H	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
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Possible >10% < 50%	L	L	M	M	M	H	M	Low - No further controls are required.
Remote >1% <10%	L	L	L	M	M	M	L	
Unlikely <1%	L	L	L	L	M	M	L	

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8- Maintain 2m distancing from other persons where reasonably practicable.	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R7		x	x	x		9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes					
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:	x		x		10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes					
Local Controls															
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles santantised					11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehilce using bags and dispose of correctly. 11.3 Drivers to use Face masks when delivering to premises or social distancing cannot be achieved. 11.4 - Wearing of gloves when making deliveries. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. 11.6 - In the event of breakdown or RTI to keep safe distances if possible when dealing with the situation and use PPE if required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 11.9 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes					
R10	NOTE: Cleaning of Equipment HHT devices.	x		x		12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time 12.2 - HHT's should be cleaned before/during and after use. 12.3 - HHT's not to passed to customers and follow company policy on deliveries.	S	R	M	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?			Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES						
		Employee	Contractor	Client / Public		Environment	Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence								Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)	
R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x										
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x	13.1 - Office equipment such as PC's/Keyboards cleaned regularly, try to stop multi users of one Desktop if possible, 13.2 - Telephones not to be shared if possible, otherwise cleaning with alcohol wipes between calls. 13.3 - Implement extra cleaning of working areas. 13.4 - Desks to be 2 meters apart if possible.if not workstations shields should be used between desks. 13.5 - Depending on office space - have local measures to numbers of staff allowed into the office. Signage recommended on office doors to state number of staff allowed in at one time. Use of hatches to be used if available. 13.6 - Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers. 13.7 - Consider introducing staggered start and finish times to reduce congestion and contact at all times. 13.8 - PPE to be maintained at suitable stock levels at Hub, request when replenishment required for different items.	S	R	M	Yes					
		x	x	x	14.1 - Keep groups of workers that have to work within 2 metres: Together in teams e.g. (do not change workers within teams), as small as possible, away from other workers where possible. 14.2 - Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Face Mask and Gloves also be worn in this scenario. 14.3 - Staff should work side by side, or facing away from each other, rather than face to face. 14.4 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. 14.5 - Adopt a single operator per FLT policy if possible. 14.6 - If you have to change FLT operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. 14.7 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 14.8 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes					
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x	15.1 - Depending on size and toilet/urinals a minimum number of staff to use and anyone time. Signage on doors to state staff numbers allowed. 15.2 - Require all Staff to wash their hands for 20 seconds using soap and water when entering and leaving the Hub 15.3 - Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 15.4 - Hubs to ensure sufficient supplies of soap and hand towels available.	S	R	M	Yes					
	NOTE: Canteen/Rest areas exposure to cross-contamination	x	x		16.1 - Where possible, staff should be encouraged to bring their own food and drinks. 16.2 - Staff should be encouraged to bring own cups and spoons. The use of communal cutlery is not to be used. Disposable cutlery/cups are recommended. 16.3 - The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and compliance with social distancing measures observed. 16.4 - Break times should be staggered to reduce congestion and contact at all times 16.5 - Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. 16.6 - Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by Staff when entering and leaving the area. 16.7 - All rubbish should be put straight in the bin and not left for someone else to clear up. 16.8 - Tables should be cleaned between each use.	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES							
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands in your toilets. 17.5 - If possible keep segregated from Hub staff. Working with Agency providers to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M	R	L	Yes							
	NOTE: Mental Health of Employees and Vulnerable persons	x				18.1 - Awareness and focus on the importance of mental health at times of uncertainty with employees. 18.2 - Vulnerable persons such as (Medical/People of certain ages) should be managed on a case by case. Managers to encourage advice and monitor the welfare in the working place by engagement to such employees for them to work in a safe/secure environment 18.3 - Managers/Supervisors to record weekly Tool Box Talks to all employees on updates to CV-19 and safety procedures.	M	R	L	Yes							
R12		x		x													
R13																	

RISK ASSESSMENT FORM

Version: 01

Document Reference No: Bridgend

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by: Gary Giles

Date: 12/05/20

Date of Local Review: 20-May-20

Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties); Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party); loss of limbs; permanent severe disabament; Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy; Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disabament requiring hospital / casualty treatment and resulting in time off work; Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid; Restricted duties may be possible; low environmental impact, not requiring management response.
Negligible	First and case, no lost time; Negligible safety impact; Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk)	Severity / Consequence	Severity / Consequence >>>					Risk Rating	Action
		Negligible	Low	Moderate	Significant	Catastrophic		
Certain >90%	M	M	M	H	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely >50% < 90%	M	M	M	M	H	H	H	Medium - Maintain current controls. Management to review and determine if further controls are required.
Possible >10% < 50%	L	L	M	M	M	H	M	Low - No further controls are required.
Remote >1% <10%	L	L	L	M	M	M	L	
Unlikely <1%	L	L	L	L	M	M	L	

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8- Maintain 2m distancing from other persons where reasonably practicable.	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES								
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
R7		x	x	x		9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes							
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:	x		x		10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes							
Local Controls																	
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles santantised					11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehilce using bags and dispose of correctly. 11.3 - Drivers to use Face masks when delivering to premises or social distancing cannot be achieved. 11.4 - Wearing of gloves when making deliveries. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. 11.6 - In the event of breakdown or RTI to keep safe distances if possible when dealing with the situation and use PPE if required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 11.9 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes							
R10	NOTE: Cleaning of Equipment HHT devices.	x		x		12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time 12.2 - HHT's should be cleaned before/during and after use. 12.3 - HHT's not to passed to customers and follow company policy on deliveries.	S	R	M	Yes							

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence								Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)	
R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x		13.1 - Office equipment such as PC's/Keyboards cleaned regularly, try to stop multi users of one Desktop if possible, 13.2 - Telephones not to be shared if possible, otherwise cleaning with alcohol wipes between calls. 13.3 - Implement extra cleaning of working areas. 13.4 - Desks to be 2 meters apart if possible.if not workstations shields should be used between desks. 13.5 - Depending on office space - have local measures to numbers of staff allowed into the office. Signage recommended on office doors to state number of staff allowed in at one time. Use of hatches to be used if available. 13.6 - Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers. 13.7 - Consider introducing staggered start and finish times to reduce congestion and contact at all times. 13.8 - PPE to be maintained at suitable stock levels at Hub, request when replenishment required for different items.	S	R	M	Yes				
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x		14.1 - Keep groups of workers that have to work within 2 metres: Together in teams e.g. (do not change workers within teams), as small as possible, away from other workers where possible. 14.2 - Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Face Mask and Gloves also be worn in this scenario. 14.3 - Staff should work side by side, or facing away from each other, rather than face to face. 14.4 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. 14.5 - Adopt a single operator per FLT policy if possible. 14.6 - If you have to change FLT operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. 14.7 - Pump Truck handle/levers require to be thoroughly cleaned before/during and after use. 14.8 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes				
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x		15.1 - Depending on size and toilet/urinals a minimum number of staff to use and anyone time. Signage on doors to state staff numbers allowed. 15.2 - Require all Staff to wash their hands for 20 seconds using soap and water when entering and leaving the Hub 15.3 - Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 15.4 - Hubs to ensure sufficient supplies of soap and hand towels available.	S	R	M	Yes				
	NOTE: Canteen/Rest areas exposure to cross-contamination	x		x		16.1 - Where possible, staff should be encouraged to bring their own food and drinks. 16.2 - Staff should be encouraged to bring own cups and spoons. The use of communal cutlery is not to be used. Disposable cutlery/cups are recommended. 16.3 - The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and compliance with social distancing measures observed. 16.4 - Break times should be staggered to reduce congestion and contact at all times 16.5 - Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. 16.6 - Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by Staff when entering and leaving the area. 16.7 - All rubbish should be put straight in the bin and not left for someone else to clear up. 16.8 - Tables should be cleaned between each use.	M	R	L	Yes				

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES							
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands in your toilets. 17.5 - If possible keep segregated from Hub staff. Working with Agency providers to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M	R	L	Yes							
	NOTE: Mental Health of Employees and Vulnerable persons	x				18.1 - Awareness and focus on the importance of mental health at times of uncertainty with employees. 18.2 - Vulnerable persons such as (Medical/People of certain ages) should be managed on a case by case. Managers to encourage advice and monitor the welfare in the working place by engagement to such employees for them to work in a safe/secure environment 18.3 - Managers/Supervisors to record weekly Tool Box Talks to all employees on updates to CV-19 and safety procedures.	M	R	L	Yes							
R12		x		x													
R13																	

RISK ASSESSMENT FORM

Title: Covid -19 BSK

Version: 01

Risk Assessor: Neil McCausland

Date: 12/05/2020

Document Reference No Baskingstoke Transport

Local Review by: A. Augustyn

Date of Local Review:20/05/2020

Severity / Consequence Categories	
Severity	Description
Catastrophic	Multiple fatalities (employees or third parties). Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party), loss of limbs, permanent severe disablement. Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid. Restricted duties may be possible. Low environmental impact, not requiring management response.
Negligible	First aid case, no lost time. Negligible safety impact. Negligible environmental impact not requiring management response.

		Severity / Consequence >>>						
		Negligible	Low	Moderate	Significant	Catastrophic		
Likelihood (Chance of Risk) >>>	Certain	>90%	M	M	H	H	H	H High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
	Likely	>50% < 90%	M	M	M	H	H	
	Possible	>10% < 50%	L	L	M	M	H	M Medium - Maintain current controls. Management to review and determine if further controls are required.
	Remote	>1% <10%	L	L	L	M	M	
	Unlikely	<1%	L	L	L	M	M	L Low - No further controls are required.

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES					
									Controls Adequate?		Additional Risk Controls (Not applicable if controls are adequate)		Residual Risk	
									Yes / No	Action	Person Responsible	Date	Consequence Likelihood Rating (H-M-L)	Residual Risk
Description in Sequence		Employee	Contractor	Client / Public	Environment	Consequence Likelihood Rating (H-M-L)								

RISK ASSESSMENT FORM

Version: 01

Document Reference No: Bury St Edmunds

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by: Mark Redgrave

Date: 12/05/20

Date of Local Review: 21-May-20

Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties); Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party); loss of limbs; permanent severe disabament; Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy; Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disabament requiring hospital / casualty treatment and resulting in time off work; Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid; Restricted duties may be possible; low environmental impact, not requiring management response.
Negligible	First aid case; no lost time; Negligible safety impact; Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk)	Severity / Consequence	Severity / Consequence >>>					Risk Rating	Action
		Negligible	Low	Moderate	Significant	Catastrophic		
Certain >90%	M	M	M	H	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely >50% < 90%	M	M	M	M	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Possible >10% < 50%	L	L	M	M	M	H	M	Medium - Maintain current controls. Management to review and determine if further controls are required.
Remote >1% <10%	L	L	L	M	M	M	M	Medium - Maintain current controls. Management to review and determine if further controls are required.
Unlikely <1%	L	L	L	L	M	M	L	Low - No further controls are required.

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8- Maintain 2m distancing from other persons where reasonably practicable.	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES						
		Employee	Contractor	Client / Public	Environment		Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk		
Description in Sequence								Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)		
R7		x	x	x		9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes					
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:	x		x		10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes					
Local Controls															
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles santantised					11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehilce using bags and dispose of correctly. 11.3 Drivers to use Face masks when delivering to premises or social distancing cannot be achieved. 11.4 - Wearing of gloves when making deliveries. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. 11.6 - In the event of breakdown or RTI to keep safe distances if possible when dealing with the situation and use PPE if required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 11.9 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes					
R10	NOTE: Cleaning of Equipment HHT devices.	x		x		12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time 12.2 - HHT's should be cleaned before/during and after use. 12.3 - HHT's not to passed to customers and follow company policy on deliveries.	S	R	M	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence								Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)	
R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x		13.1 - Office equipment such as PC's/Keyboards cleaned regularly, try to stop multi users of one Desktop if possible, 13.2 - Telephones not to be shared if possible, otherwise cleaning with alcohol wipes between calls. 13.3 - Implement extra cleaning of working areas. 13.4 - Desks to be 2 meters apart if possible.if not workstations shields should be used between desks. 13.5 - Depending on office space - have local measures to numbers of staff allowed into the office. Signage recommended on office doors to state number of staff allowed in at one time. Use of hatches to be used if available. 13.6 - Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers. 13.7 - Consider introducing staggered start and finish times to reduce congestion and contact at all times. 13.8 - PPE to be maintained at suitable stock levels at Hub, request when replenishment required for different items.	S	R	M	Yes				
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x		14.1 - Keep groups of workers that have to work within 2 metres: Together in teams e.g. (do not change workers within teams), as small as possible, away from other workers where possible. 14.2 - Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Face Mask and Gloves also be worn in this scenario. 14.3 - Staff should work side by side, or facing away from each other, rather than face to face. 14.4 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. 14.5 - Adopt a single operator per FLT policy if possible. 14.6 - If you have to change FLT operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. 14.7 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 14.8 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes				
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x		15.1 - Depending on size and toilet/urinals a minimum number of staff to use and anyone time. Signage on doors to state staff numbers allowed. 15.2 - Require all Staff to wash their hands for 20 seconds using soap and water when entering and leaving the Hub 15.3 - Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 15.4 - Hubs to ensure sufficient supplies of soap and hand towels available.	S	R	M	Yes				
	NOTE: Canteen/Rest areas exposure to cross-contamination	x		x		16.1 - Where possible, staff should be encouraged to bring their own food and drinks. 16.2 - Staff should be encouraged to bring own cups and spoons. The use of communal cutlery is not to be used. Disposable cutlery/cups are recommended. 16.3 - The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and compliance with social distancing measures observed. 16.4 - Break times should be staggered to reduce congestion and contact at all times 16.5 - Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. 16.6 - Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by Staff when entering and leaving the area. 16.7 - All rubbish should be put straight in the bin and not left for someone else to clear up. 16.8 - Tables should be cleaned between each use.	M	R	L	Yes				

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES							
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands in your toilets. 17.5 - If possible keep segregated from Hub staff. Working with Agency providers to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M	R	L	Yes							
	NOTE: Mental Health of Employees and Vulnerable persons	x				18.1 - Awareness and focus on the importance of mental health at times of uncertainty with employees. 18.2 - Vulnerable persons such as (Medical/People of certain ages) should be managed on a case by case. Managers to encourage advice and monitor the welfare in the working place by engagement to such employees for them to work in a safe/secure environment 18.3 - Managers/Supervisors to record weekly Tool Box Talks to all employees on updates to CV-19 and safety procedures.	M	R	L	Yes							
R12		x		x													
R13																	

RISK ASSESSMENT FORM

Version: 01

Document Reference No: Droyltsden

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by: Anthony Butler

Date: 12/05/20

Date of Local Review: 20-May-20

Severity / Consequence Categories	
Severity	Description
Catastrophic	Multiple fatalities (employees or third parties). Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party), loss of limbs, permanent severe disablement. Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid. Restricted duties may be possible. Low environmental impact, not requiring management response.
Negligible	First aid case, no lost time. Negligible safety impact. Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk) >>>		Severity / Consequence >>>					
		Negligible	Low	Moderate	Significant	Catastrophic	
Certain	>90%	M	M	H	H	H	H
Likely	>50% < 90%	M	M	M	H	H	H
Possible	>10% < 50%	L	L	M	M	H	M
Remote	>1% < 10%	L	L	L	M	M	M
Unlikely	<1%	L	L	L	M	M	L

H High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
M Medium - Maintain current controls. Management to review and determine if further controls are required.
L Low - No further controls are required.

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date			
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing.	x	x	x		8- Maintain 2m distancing from other persons where reasonably practicable.	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?			Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES								
		Employee	Contractor	Client / Public		Environment	Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
									Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)		
Description in Sequence																
R7		x	x	x	9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes							
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:	x		x	10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes							
Local Controls																
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles sanitised				11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehicle using bags and dispose of correctly. 11.3 - Drivers to use Face masks when delivering to premises or social distancing cannot be achieved. 11.4 - Wearing of gloves when making deliveries. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. 11.6 - In the event of breakdown or RTI to keep safe distances if possible when dealing with the situation and use PPE if required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - Pump Truck handle/levers require to be thoroughly cleaned before/during and after use. 11.9 - Sack Barrow handles require to be thoroughly cleaned before/during and after use. 11.10 - Vehicles going into Repair/Inspections to Service providers that require 2 x persons in the cab, should keep the journey as short as possible-windows kept open and PPE to be worn at all times.	S	R	M	Yes							
R10	NOTE: Cleaning of Equipment HHT devices.	x		x	12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time 12.2 - HHT's should be cleaned before/during and after use. 12.3 - HHT's not to be passed to customers and follow company policy on deliveries.	S	R	M	Yes							

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES								
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x		13.1 - Office equipment such as PC's/Keyboards cleaned regularly, try to stop multi users of one Desktop if possible, 13.2 - Telephones not to be shared if possible, otherwise cleaning with alcohol wipes between calls. 13.3 - Implement extra cleaning of working areas. 13.4 - Desks to be 2 meters apart if possible, if not workstation shields should be used between desks. 13.5 - Depending on office space - have local measures to numbers of staff allowed into the office. Signage recommended on office doors to state number of staff allowed in at one time. Use of hatches to be used if available. 13.6 - Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers. 13.7 - Consider introducing staggered start and finish times to reduce congestion and contact at all times. 13.8 - PPE to be maintained at suitable stock levels at Hub, request when replenishment required for different items. 13.9 - No more than 2 people in the corridor at the same time. 13.10 - No more than 3 people in the office at the same time, desks have been rearranged so people are not facing each other spread apart.	S	R	M	Yes							
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x		14.1 - Keep groups of workers that have to work within 2 metres: Together in teams e.g. (do not change workers within teams), as small as possible, away from other workers where possible. 14.2 - Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Face Mask and Gloves also be worn in this scenario. 14.3 - Staff should work side by side, or facing away from each other, rather than face to face. 14.4 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. 14.5 - Adopt a single operator per FLT policy if possible. 14.6 - If you have to change FLT operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. 14.7 - Pump Truck handle/levers require to be thoroughly cleaned before/during and after use. 14.8 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes							
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x		15.1 - Depending on size and toilet/urinals a minimum number of staff to use and anyone time. Signage on doors to state staff numbers allowed. 15.2 - Require all Staff to wash their hands for 20 seconds using soap and water when entering and leaving the Hub 15.3 - Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 15.4 - Hubs to ensure sufficient supplies of soap and hand towels available.	S	R	M	Yes							
	NOTE: Canteen/Rest areas exposure to cross-contamination	x		x		16.1 - Where possible, staff should be encouraged to bring their own food and drinks. 16.2 - Staff should be encouraged to bring own cups and spoons. The use of communal cutlery is not to be used. Disposable cutlery/cups are recommended. 16.3 - The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and compliance with social distancing measures observed. 16.4 - Break times should be staggered to reduce congestion and contact at all times 16.5 - Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. 16.6 - Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by Staff when entering and leaving the area. 16.7 - All rubbish should be put straight in the bin and not left for someone else to clear up. 16.8 - Tables should be cleaned between each use. 16.9 - No more than 3 people in the canteen. Tables and chairs have been removed.	M	R	L	Yes							

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk	FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment			Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence						Consequence Likelihood Rating (H-M-L)	Yes / No	Action	Person Responsible	Date	Consequence Likelihood Rating (H-M-L)		
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands in your toilets. 17.5 - If possible keep segregated from Hub staff. Working with Agency providers to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M R L	Yes					
	NOTE: Mental Health of Employees and Vulnerable persons	x				18.1 - Awareness and focus on the importance of mental health at times of uncertainty with employees. 18.2 - Vulnerable persons such as (Medical/People of certain ages) should be managed on a case by case. Managers to encourage advice and monitor the welfare in the working place by engagement to such employees for them to work in a safe/secure environment 18.3 - Managers/Supervisors to record weekly Tool Box Talks to all employees on updates to CV-19 and safety procedures.	M R L	Yes					
R12		x		x									
R13													

RISK ASSESSMENT FORM

Version: 01

Document Reference No: Gatwick Hub RA 001

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by: Ian Martin

Date: 12/05/20

Date of Local Review: 21-May-20

Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties); Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party); loss of limbs; permanent severe disablement; Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy; Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time off work; Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid; Restricted duties may be possible; low environmental impact, not requiring management response.
Negligible	First and case, no lost time; Negligible safety impact; Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk)	Severity / Consequence	Severity / Consequence >>>					Risk Level	Action
		Negligible	Low	Moderate	Significant	Catastrophic		
Certain >90%	M	M	M	H	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely >50% < 90%	M	M	M	M	H	H	H	Medium - Maintain current controls. Management to review and determine if further controls are required.
Possible >10% < 50%	L	L	M	M	M	H	M	Low - No further controls are required.
Remote >1% <10%	L	L	L	M	M	M	L	
Unlikely <1%	L	L	L	L	M	M	L	

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8- Maintain 2m distancing from other persons where reasonably practicable.	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES									
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk				
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)		
Description in Sequence																		
R7			x	x	x	9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes								
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:		x		x	10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes								
Local Controls																		
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles santantised					11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehicle using bags and dispose of correctly. Drivers to monitor and request replacements from management in good time. 11.3 - Drivers to use Face masks when delivering to premises if requested especially if social distancing cannot be achieved. 11.4 - Drivers advised to wear gloves when making deliveries and use hand sanitiser/wash hands regularly. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. Drivers briefed weekly as a reminder. 11.6 - In the event of breakdown or RTI to keep safe distances where possible when dealing with the situation and use PPE where required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - All MHE equipment to be thoroughly cleaned prior to and post use. 11.9 - Vehicles going into Repair/Inspections to Service providers that require 2 x persons in the cab, should keep the journey as short as possible-windows kept open and PPE to be worn at all times. 11.10 CV19 noticeboard with latest riask assessment and government guidance set up in hub for drivers.	S	R	M	Yes								
R10	NOTE: Cleaning of Equipment HHT devices.		x		x	12.1 HHTS held centrally with antibacterial wipes available to use to clean prior to and post use. Drivers issued with wipes in cab to facilitate cleaning during the day.	S	R	M	Yes								

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES								
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x		13.1 - Office equipment such as PC's/Keyboards cleaned regularly, sole users per PC 13.2 - Only personal mobile phones used on site, wipes available to clean frequently if required. 13.3 - Work areas to be cleaned frequently. 13.4 - Desks 2 meters apart. Workstations set up to avoid staff facing each other directly. 13.5 - Local measures to limit number of staff allowed into office. Signage on office doors to state number of staff allowed in at one time. Access points to office limited by locking door to front stairwell. 13.6 - Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers. 13.7 - Consider introducing staggered start and finish times to reduce congestion and contact at all times. Site Supervisor holding authority to limit access to the building if social distancing comes under question. 13.8 - PPE to be maintained at suitable stock levels at Hub, request when replenishment required for different items.	S	R	M	Yes							
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x		14.1 - Keep groups of workers that have to work within 2 metres: Together in teams e.g. (do not change workers within teams), as small as possible, away from other workers where possible. 14.2 - Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Face Mask and Gloves also be worn. 14.3 - Staff should work side by side, or facing away from each other, rather than face to face. 14.4 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. 14.5 - Adopt a single operator per FLT policy if possible. 14.6 - If you have to change FLT operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. Antibacterial wipes attached to FLT	S	R	M	Yes							
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x		15.1 - Limit the number of people using Toilet facilities to ensure social distancing is maintained. Signage to be applied on outside doors to enforce compliance. If necessary, decommission some of conveniences appropriately. 15.2 - Request all Staff to wash their hands for 20 seconds using soap and water when entering and leaving the Hub, provide appropriate facilities to do so. 15.3 - Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 15.4 - Hubs to ensure sufficient supplies of soap and hand towels available.	S	R	M	Yes							
	NOTE: Canteen/Rest areas exposure to cross-contamination	x		x		16.1 - Where possible, staff should be encouraged to bring their own food and drinks. 16.2 - Staff should be encouraged to bring own cups and spoons. The use of communal cutlery is not to be used. Disposable cutlery/cups are recommended. 16.3 - The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and compliance with social distancing measures observed. 16.4 - Break times should be staggered to reduce congestion and contact at all times 16.5 - Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. 16.6 - Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by Staff when entering and leaving the area. 16.7 - All rubbish should be put straight in the bin and not left for someone else to clear up. 16.8 - Tables should be cleaned between each use.	M	R	L	Yes							

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES						
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk		
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands using the facilities provided. 17.5 - If possible keep segregated from Hub staff. Make Agency providers aware of site requirements to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M	R	L	Yes						
	NOTE: Mental Health of Employees and Vulnerable persons	x				18.1 - Awareness and focus on the importance of mental health at times of uncertainty with employees. 18.2 - Vulnerable persons such as staff with medical conditions, should be managed on a case by case basis. Managers to monitor the welfare in the work place by engagement to such employees for them to ensure they work in a safe environment 18.3 - Managers/Supervisors to record weekly Tool Box Talks to all employees on updates to CV-19 and safety procedures.	M	R	L	Yes						
R12		x		x												
R13																

RISK ASSESSMENT FORM

Version: 01

Document Reference No: GRANTHAM RA.01

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by: COLIN BANFIELD

Date: 12/05/20

Date of Local Review: 21-05-2020

Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties); Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party); loss of limbs; permanent severe disabament; Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy; Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disabament requiring hospital / casualty treatment and resulting in time off work; Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid; Restricted duties may be possible; low environmental impact, not requiring management response.
Negligible	First and case, no lost time; Negligible safety impact; Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk)	Severity / Consequence	Severity / Consequence >>>					Risk Rating	Action
		Negligible	Low	Moderate	Significant	Catastrophic		
Certain >90%	M	M	M	H	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely >50% < 90%	M	M	M	M	H	H	H	Medium - Maintain current controls. Management to review and determine if further controls are required.
Possible >10% < 50%	L	L	M	M	H	H	M	Low - No further controls are required.
Remote >1% <10%	L	L	L	M	M	M	L	
Unlikely <1%	L	L	L	L	M	M	L	

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8- Maintain 2m distancing from other persons where reasonably practicable.	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES						
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk		
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
R7		x	x	x		9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes						
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:	x		x		10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes						
Local Controls																
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles santantised					11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehilce using bags and dispose of correctly. 11.3 Drivers to use Face masks when delivering to premises or social distancing cannot be achieved. 11.4 - Wearing of gloves when making deliveries. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. 11.6 - In the event of breakdown or RTI to keep safe distances if possible when dealing with the situation and use PPE if required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 11.9 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes	DELIVERY / RECOVERY OF VEHICLES GOING IN FOR R.M. OR REPAIR.SHORT DISTANCES DRIVER AND PASSENGER TO HAVE APPROPRIATE P.P.E. AND WINDOWS DOWN.	COLIN BANFIELD	21/05/2020	M	M	M
R10	NOTE: Cleaning of Equipment HHT devices.	x		x		12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time 12.2 - HHT's should be cleaned before/during and after use. 12.3 - HHT's not to passed to customers and follow company policy on deliveries.	S	R	M	Yes						

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?			Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES						
		Employee	Contractor	Client / Public		Environment	Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence								Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)	
R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x										
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x										
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x										
	NOTE: Canteen/Rest areas exposure to cross-contamination	x	x											

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES							
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands in your toilets. 17.5 - If possible keep segregated from Hub staff. Working with Agency providers to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M	R	L	Yes							
	NOTE: Mental Health of Employees and Vulnerable persons	x				18.1 - Awareness and focus on the importance of mental health at times of uncertainty with employees. 18.2 - Vulnerable persons such as (Medical/People of certain ages) should be managed on a case by case. Managers to encourage advice and monitor the welfare in the working place by engagement to such employees for them to work in a safe/secure environment 18.3 - Managers/Supervisors to record weekly Tool Box Talks to all employees on updates to CV-19 and safety procedures.	M	R	L	Yes							
R12		x		x													
R13																	

RISK ASSESSMENT FORM

Version: 01

Document Reference No:

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by: A.Martin/C.Bridges

Date: 12/05/20

Date of Local Review:21/05/20

Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties); Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party); loss of limbs; permanent severe disabament; Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disabament requiring hospital / casualty treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid. Restricted duties may be possible. low environmental impact, not requiring management response.
Negligible	First and case, no lost time. Negligible safety impact. Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk)	Severity / Consequence	Severity / Consequence >>>					Risk Rating	Action
		Negligible	Low	Moderate	Significant	Catastrophic		
Certain >90%	M	M	M	H	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely >50% < 90%	M	M	M	M	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Possible >10% < 50%	L	L	M	M	M	H	M	Medium - Maintain current controls. Management to review and determine if further controls are required.
Remote >1% <10%	L	L	L	M	M	M	M	Medium - Maintain current controls. Management to review and determine if further controls are required.
Unlikely <1%	L	L	L	L	M	M	L	Low - No further controls are required.

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8.1- Maintain 2m distancing from other persons where reasonably practicable. 8.2 Canteen has been restricted to 1 person at a time	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES						
		Employee	Contractor	Client / Public	Environment		Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk		
									Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)	
Description in Sequence															
R7		x	x	x		9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes					
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:	x		x		10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes					
Local Controls															
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles santantised					11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehilce using bags and dispose of correctly. 11.3 Drivers to use Face masks when delivering to premises or social distancing cannot be achieved. 11.4 - Wearing of gloves when making deliveries. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. 11.6 - In the event of breakdown or RTI to keep safe distances if possible when dealing with the situation and use PPE if required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 11.9 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes					
R10	NOTE: Cleaning of Equipment HHT devices.	x		x		12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time 12.2 - HHT's should be cleaned before/during and after use. 12.3 - HHT's not to passed to customers and follow company policy on deliveries.	S	R	M	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence								Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)	
R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x		13.1 - Office equipment such as PC's/Keyboards cleaned regularly, try to stop multi users of one Desktop if possible, 13.2 - Telephones not to be shared if possible, otherwise cleaning with alcohol wipes between calls. 13.3 - Implement extra cleaning of working areas. 13.4 - Desks to be 2 meters apart if possible.if not workstations shields should be used between desks. 13.5 - Depending on office space - have local measures to numbers of staff allowed into the office. Signage recommended on office doors to state number of staff allowed in at one time. Use of hatches to be used if available. 13.6 - Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers. 13.7 - Consider introducing staggered start and finish times to reduce congestion and contact at all times. 13.8 - PPE to be maintained at suitable stock levels at Hub, request when replenishment required for different items.	S	R	M	Yes				
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x		14.1 - Keep groups of workers that have to work within 2 metres: Together in teams e.g. (do not change workers within teams), as small as possible, away from other workers where possible. 14.2 - Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Face Mask and Gloves also be worn in this scenario. 14.3 - Staff should work side by side, or facing away from each other, rather than face to face. 14.4 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. 14.5 - Adopt a single operator per FLT policy if possible. 14.6 - If you have to change FLT operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. 14.7 - Pump Truck handle/levers require to be thoroughly cleaned before/during and after use. 14.8 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes				
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x		15.1 - Toilets are strictly one member of staff to use and anyone time. Signage on doors to state staff numbers allowed. 15.2 - Require all Staff to wash their hands for 20 seconds using soap and water when entering and leaving the Hub 15.3 - Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 15.4 - Hubs to ensure sufficient supplies of soap and hand towels available.	S	R	M	Yes				
	NOTE: Canteen/Rest areas exposure to cross-contamination	x		x		16.1 - Where possible, staff should be encouraged to bring their own food and drinks. 16.2 - Staff should be encouraged to bring own cups and spoons. The use of communal cutlery is not to be used. Disposable cutlery/cups are recommended. 16.3 - The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and compliance with social distancing measures observed. 16.4 - Break times should be staggered to reduce congestion and contact at all times 16.5 - Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. 16.6 - Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by Staff when entering and leaving the area. 16.7 - All rubbish should be put straight in the bin and not left for someone else to clear up. 16.8 - Tables should be cleaned between each use.	M	R	L	Yes				

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES						
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk		
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands in your toilets. 17.5 - If possible keep segregated from Hub staff. Working with Agency providers to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M	R	L	Yes						
	NOTE: Mental Health of Employees and Vulnerable persons	x				18.1 - Awareness and focus on the importance of mental health at times of uncertainty with employees. 18.2 - Vulnerable persons such as (Medical/People of certain ages) should be managed on a case by case. Managers to encourage advice and monitor the welfare in the working place by engagement to such employees for them to work in a safe/secure environment 18.3 - Managers/Supervisors to record weekly Tool Box Talks to all employees on updates to CV-19 and safety procedures.	M	R	L	Yes						
Contractors Coming On site	Transmission of the COVID 19 by not having 2 metres between colleagues	X	X			Only allow when necessary, Additional signage and policing by leadership team to ensure contractors are 2 metres apart. Contractors informed of the controls in place, barriers are placed across both shutter doors when open to ensure no access to non-staff.	S	P	M	Yes						
Leadership	Transmission of the COVID 19 by not having 2 metres between colleagues	X	X			Only essential face to face meetings to be held without breaching the 2 metres rule. Most meetings to be held through TEAMS. Reduce all non critical meetings. Regular meetings with driving team to take place adhering to social distancing guidelines.	S	P	M	Yes						
MHE Training	Transmission of the COVID 19 by not having 2 metres between colleagues	X	X			Only essential MHE training to be undertaken without breaching the 2 metres rule.	S	P	M	Yes						
Using shared resource	Transmission of the COVID 19 by not having 2 metres between colleagues and not ensuring the equipment is cleansed	X	X			All shared resource such as workstations to be regularly wiped down with alcohol wipes and hand sanitiser utilised regularly, PPE provided must be worn.	S	P	M	Yes						
Colleague isolation	Transmission of the COVID 19 by not having 2 metres between colleagues	X	X			Following the Government guidelines and pro-actively making provisions for all Colleagues that can work from home to do so. Colleagues with underlying health issues are not onsite. Colleagues who wish to self-isolate are supported	S	P	M	Yes						

RISK ASSESSMENT FORM

Version: 01

Document Reference No: NDC Transport

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by: Rebecca Stakhouse

Date: 12/05/20

Date of Local Review:20-May-20

Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties); Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party); loss of limbs; permanent severe disabament; Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy; Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disabament requiring hospital / casualty treatment and resulting in time off work; Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid; Restricted duties may be possible; low environmental impact, not requiring management response.
Negligible	First and case, no lost time; Negligible safety impact; Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk)	Certain >90%	Likely >50% < 90%	Possible >10% < 50%	Remote >1% <10%	Unlikely <1%	Severity / Consequence >>>					Risk Rating	
						Negligible Low	Moderate	Significant	Catastrophic	High		
	M	M	M	M	M	M	M	M	M	M	M	H
	L	L	M	M	M	M	M	M	M	M	M	M
	L	L	L	L	M	M	M	M	M	M	M	L

H High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
M Medium - Maintain current controls. Management to review and determine if further controls are required.
L Low - No further controls are required.

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8- Maintain 2m distancing from other persons where reasonably practicable.	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES								
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
R7		x	x	x		9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes							
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:	x		x		10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes							
Local Controls																	
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles santantised					11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehilce using bags and dispose of correctly. 11.3 - Drivers to use Face masks when delivering to premises or social distancing cannot be achieved. 11.4 - Wearing of gloves when making deliveries. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. 11.6 - In the event of breakdown or RTI to keep safe distances if possible when dealing with the situation and use PPE if required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 11.9 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes							
R10	NOTE: Cleaning of Equipment HHT devices.	x		x		12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time 12.2 - HHT's should be cleaned before/during and after use. 12.3 - HHT's not to passed to customers and follow company policy on deliveries.	S	R	M	Yes							

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence								Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)	
R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x		13.1 - Office equipment such as PC's/Keyboards cleaned regularly, try to stop multi users of one Desktop if possible, 13.2 - Telephones not to be shared if possible, otherwise cleaning with alcohol wipes between calls. 13.3 - Implement extra cleaning of working areas. 13.4 - Desks to be 2 meters apart if possible.if not workstations shields should be used between desks. 13.5 - Depending on office space - have local measures to numbers of staff allowed into the office. Signage recommended on office doors to state number of staff allowed in at one time. Use of hatches to be used if available. 13.6 - Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers. 13.7 - Consider introducing staggered start and finish times to reduce congestion and contact at all times. 13.8 - PPE to be maintained at suitable stock levels at Hub, request when replenishment required for different items.	S	R	M	Yes				
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x		14.1 - Keep groups of workers that have to work within 2 metres: Together in teams e.g. (do not change workers within teams), as small as possible, away from other workers where possible. 14.2 - Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Face Mask and Gloves also be worn in this scenario. 14.3 - Staff should work side by side, or facing away from each other, rather than face to face. 14.4 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. 14.5 - Adopt a single operator per FLT policy if possible. 14.6 - If you have to change FLT operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. 14.7 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 14.8 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes				
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x		15.1 - Depending on size and toilet/urinals a minimum number of staff to use and anyone time. Signage on doors to state staff numbers allowed. 15.2 - Require all Staff to wash their hands for 20 seconds using soap and water when entering and leaving the Hub 15.3 - Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 15.4 - Hubs to ensure sufficient supplies of soap and hand towels available.	S	R	M	Yes				
	NOTE: Canteen/Rest areas exposure to cross-contamination	x		x		16.1 - Where possible, staff should be encouraged to bring their own food and drinks. 16.2 - Staff should be encouraged to bring own cups and spoons. The use of communal cutlery is not to be used. Disposable cutlery/cups are recommended. 16.3 - The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and compliance with social distancing measures observed. 16.4 - Break times should be staggered to reduce congestion and contact at all times 16.5 - Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. 16.6 - Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by Staff when entering and leaving the area. 16.7 - All rubbish should be put straight in the bin and not left for someone else to clear up. 16.8 - Tables should be cleaned between each use.	M	R	L	Yes				

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES							
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands in your toilets. 17.5 - If possible keep segregated from Hub staff. Working with Agency providers to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M	R	L	Yes							
	NOTE: Mental Health of Employees and Vulnerable persons	x				18.1 - Awareness and focus on the importance of mental health at times of uncertainty with employees. 18.2 - Vulnerable persons such as (Medical/People of certain ages) should be managed on a case by case. Managers to encourage advice and monitor the welfare in the working place by engagement to such employees for them to work in a safe/secure environment 18.3 - Managers/Supervisors to record weekly Tool Box Talks to all employees on updates to CV-19 and safety procedures.	M	R	L	Yes							
R1	Coronavirus (COVID-19) (CV19) Workplace remains open during the outbreak of Covid-19, risk of transmitting covid-19	x		x		On the 23rd of March 2020 the government stepped up measures to prevent the spread of Coronavirus and save lives. We are following Government advice applicable to our workplace. Updated on the 11/05/2020 - Employees will only be allowed to work if they are well and neither them nor any of their household are self-isolating. Workplaces will put safety measures in place. Home working is supported where appropriate. Risk assessments have been carried out at all sites, workers consulted and the assessments have been communicated and made available.	S	P	M	YES							
R3	Coronavirus (COVID-19) (CV19) Someone displays symptoms within the workplace	x		x		Person will be removed to a designated area which is at least 2 meters away from other people. We have identified a designated room or area where they can be isolated behind a closed door, such as first aid room, empty staff office. If possible to open a window for ventilation. The individual will be sent home and advised to follow NHS guidelines online. If the person is a visitor, their organisation will be contacted.	S	P	M	YES							
R7	Coronavirus (COVID-19) (CV19) Self-isolation	x				NHS 111 online provides advice on when to self isolate and access to an online interactive and personal checklist: The need to provide an isolation certificate has been passed to employees. Advice on how to self-isolate has been passed to employees. An onsite RTW will be conducted	S	P	M	YES							
R8	Coronavirus (COVID-19) (CV19) Travel	x				NDC Colleagues have been issued with a confirmation letter for essential workers. Working from home is supported where applicable. Flexible working agreed to support travel restrictions on public transport. Car sharing is advised to only involve those from the same household or respect the 2m rule.	S	P	M	YES							

RISK ASSESSMENT FORM

Version: 01

Document Reference No: Plymouth

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by: Gary Giles

Date: 12/05/20

Date of Local Review: 21-May-20

Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties); Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party); loss of limbs; permanent severe disabament; Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy; Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disabament requiring hospital / casualty treatment and resulting in time off work; Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid; Restricted duties may be possible; low environmental impact, not requiring management response.
Negligible	First aid case, no lost time; Negligible safety impact; Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk)	Severity / Consequence	Severity / Consequence >>>					Risk	Action
		Negligible	Low	Moderate	Significant	Catastrophic		
Certain >90%	M	M	M	H	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely >50% < 90%	M	M	M	M	H	H	H	Medium - Maintain current controls. Management to review and determine if further controls are required.
Possible >10% < 50%	L	L	M	M	H	H	M	Medium - Maintain current controls. Management to review and determine if further controls are required.
Remote >1% <10%	L	L	L	M	M	M	M	Low - No further controls are required.
Unlikely <1%	L	L	L	L	M	M	L	Low - No further controls are required.

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8- Maintain 2m distancing from other persons where reasonably practicable.	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R7		x	x	x		9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes					
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:	x		x		10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes					
Local Controls															
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles santantised					11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehilce using bags and dispose of correctly. 11.3 - Drivers to use Face masks when delivering to premises or social distancing cannot be achieved. 11.4 - Wearing of gloves when making deliveries. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. 11.6 - In the event of breakdown or RTI to keep safe distances if possible when dealing with the situation and use PPE if required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 11.9 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes					
R10	NOTE: Cleaning of Equipment HHT devices.	x		x		12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time 12.2 - HHT's should be cleaned before/during and after use. 12.3 - HHT's not to passed to customers and follow company policy on deliveries.	S	R	M	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence								Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)	
R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x		13.1 - Office equipment such as PC's/Keyboards cleaned regularly, try to stop multi users of one Desktop if possible, 13.2 - Telephones not to be shared if possible, otherwise cleaning with alcohol wipes between calls. 13.3 - Implement extra cleaning of working areas. 13.4 - Desks to be 2 meters apart if possible.if not workstations shields should be used between desks. 13.5 - Depending on office space - have local measures to numbers of staff allowed into the office. Signage recommended on office doors to state number of staff allowed in at one time. Use of hatches to be used if available. 13.6 - Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers. 13.7 - Consider introducing staggered start and finish times to reduce congestion and contact at all times. 13.8 - PPE to be maintained at suitable stock levels at Hub, request when replenishment required for different items.	S	R	M	Yes				
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x		14.1 - Keep groups of workers that have to work within 2 metres: Together in teams e.g. (do not change workers within teams), as small as possible, away from other workers where possible. 14.2 - Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Face Mask and Gloves also be worn in this scenario. 14.3 - Staff should work side by side, or facing away from each other, rather than face to face. 14.4 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. 14.5 - Adopt a single operator per FLT policy if possible. 14.6 - If you have to change FLT operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. 14.7 - Pump Truck handle/levers require to be thoroughly cleaned before/during and after use. 14.8 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes				
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x		15.1 - Depending on size and toilet/urinals a minimum number of staff to use and anyone time. Signage on doors to state staff numbers allowed. 15.2 - Require all Staff to wash their hands for 20 seconds using soap and water when entering and leaving the Hub 15.3 - Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 15.4 - Hubs to ensure sufficient supplies of soap and hand towels available.	S	R	M	Yes				
	NOTE: Canteen/Rest areas exposure to cross-contamination	x		x		16.1 - Where possible, staff should be encouraged to bring their own food and drinks. 16.2 - Staff should be encouraged to bring own cups and spoons. The use of communal cutlery is not to be used. Disposable cutlery/cups are recommended. 16.3 - The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and compliance with social distancing measures observed. 16.4 - Break times should be staggered to reduce congestion and contact at all times 16.5 - Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. 16.6 - Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by Staff when entering and leaving the area. 16.7 - All rubbish should be put straight in the bin and not left for someone else to clear up. 16.8 - Tables should be cleaned between each use.	M	R	L	Yes				

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES							
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands in your toilets. 17.5 - If possible keep segregated from Hub staff. Working with Agency providers to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M	R	L	Yes							
	NOTE: Mental Health of Employees and Vulnerable persons	x				18.1 - Awareness and focus on the importance of mental health at times of uncertainty with employees. 18.2 - Vulnerable persons such as (Medical/People of certain ages) should be managed on a case by case. Managers to encourage advice and monitor the welfare in the working place by engagement to such employees for them to work in a safe/secure environment 18.3 - Managers/Supervisors to record weekly Tool Box Talks to all employees on updates to CV-19 and safety procedures.	M	R	L	Yes							
R12		x		x													
R13																	

RISK ASSESSMENT FORM

Version: 01

Document Reference No: Swindon

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by: Gary Giles

Date: 12/05/20

Date of Local Review: 19-May-20

Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties). Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party), loss of limbs, permanent severe disabament. Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disabament requiring hospital / casualty treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid. Restricted duties may be possible. Low environmental impact, not requiring management response.
Negligible	First and case, no lost time. Negligible safety impact. Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk)	Severity / Consequence	Severity / Consequence >>>					Risk Rating	Action
		Negligible	Low	Moderate	Significant	Catastrophic		
Certain >90%	M	M	M	H	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely >50% < 90%	M	M	M	M	H	H	H	Medium - Maintain current controls. Management to review and determine if further controls are required.
Possible >10% < 50%	L	L	M	M	M	H	M	Low - No further controls are required.
Remote >1% <10%	L	L	L	M	M	M	L	
Unlikely <1%	L	L	L	L	M	M	L	

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8- Maintain 2m distancing from other persons where reasonably practicable.	M	R	L	Yes					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES								
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
R7		x	x	x		9.1 – Any person undertaking tasks in an operational area must wear suitable hand protection, apart from removal if necessary, to complete part of a task e.g. pick up a small article. 9.2 – Where gloves are removed, hands must be washed and/or sanitised prior to re-fitting them.	M	R	L	Yes							
R8	NOTE: Many activities can only be undertaken by persons positioning themselves closer than 2m:	x		x		10.1 - Where 2m distancing cannot be maintained to complete certain tasks; body, arms, legs and hands must be kept covered. 10.2 - Where possible, position heads so as not to be directly facing each other 10.3 - Additional FFP3 mask for mouth and face protection from ejected particles will be made available (subject to suppliers availability).	S	R	M	Yes							
Local Controls																	
R9	NOTE: Delivery Drivers activities to keep social distancing and vehicles santantised					11.1 - The cleaning of vehicle cabs, such as Steering wheels/Gear sticks/door handles before and after daily use wearing correct PPE. 11.2 - Drivers should carry PPE in the cab- Rubber Gloves, Alcohol Hand Sanitiser, Alcohol wipes, Face Masks. Remove all rubbish from vehilce using bags and dispose of correctly. 11.3 Drivers to use Face masks when delivering to premises or social distancing cannot be achieved. 11.4 - Wearing of gloves when making deliveries. 11.5 - When visiting customers sites to take note and act upon locally imposed additional measures and be prepared to respect and comply with them. 11.6 - In the event of breakdown or RTI to keep safe distances if possible when dealing with the situation and use PPE if required. 11.7 - The collection/delivery/repair of vehicles the driver must clean the vehicle as before daily use and keep a safe distance with 3rd parties or respect the other companies involved in the process's own guidelines. 11.8 - Pump Truck handle/leavers require to be thoroughly cleaned before/during and after use. 11.9 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes							
R10	NOTE: Cleaning of Equipment HHT devices.	x		x		12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time 12.2 - HHT's should be cleaned before/during and after use. 12.3 - HHT's not to passed to customers and follow company policy on deliveries.	S	R	M	Yes							

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES					
		Employee	Contractor	Client / Public	Environment		Consequence Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
Description in Sequence								Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)	
R11	NOTE: Offices and work areas in the warehouse to maintain social distances and safe working practices	x	x	x		13.1 - Office equipment such as PC's/Keyboards cleaned regularly, try to stop multi users of one Desktop if possible, 13.2 - Telephones not to be shared if possible, otherwise cleaning with alcohol wipes between calls. 13.3 - Implement extra cleaning of working areas. 13.4 - Desks to be 2 meters apart if possible.if not workstations shields should be used between desks. 13.5 - Depending on office space - have local measures to numbers of staff allowed into the office. Signage recommended on office doors to state number of staff allowed in at one time. Use of hatches to be used if available. 13.6 - Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers. 13.7 - Consider introducing staggered start and finish times to reduce congestion and contact at all times. 13.8 - PPE to be maintained at suitable stock levels at Hub, request when replenishment required for different items.	S	R	M	Yes				
	NOTE: Warehouse Operations. Loading / unloading of stores, sortation	x	x	x		14.1 - Keep groups of workers that have to work within 2 metres: Together in teams e.g. (do not change workers within teams), as small as possible, away from other workers where possible. 14.2 - Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Face Mask and Gloves also be worn in this scenario. 14.3 - Staff should work side by side, or facing away from each other, rather than face to face. 14.4 - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. 14.5 - Adopt a single operator per FLT policy if possible. 14.6 - If you have to change FLT operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. 14.7 - Pump Truck handle/levers require to be thoroughly cleaned before/during and after use. 14.8 - Sack Barrow handles require to be thoroughly cleaned before/during and after use.	S	R	M	Yes				
	NOTE: Toilets and Wash Facilities exposure to virus droplets	x	x	x		15.1 - Depending on size and toilet/urinals a minimum number of staff to use and anyone time. Signage on doors to state staff numbers allowed. 15.2 - Require all Staff to wash their hands for 20 seconds using soap and water when entering and leaving the Hub 15.3 - Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 15.4 - Hubs to ensure sufficient supplies of soap and hand towels available.	S	R	M	Yes				
	NOTE: Canteen/Rest areas exposure to cross-contamination	x		x		16.1 - Where possible, staff should be encouraged to bring their own food and drinks. 16.2 - Staff should be encouraged to bring own cups and spoons. The use of communal cutlery is not to be used. Disposable cutlery/cups are recommended. 16.3 - The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and compliance with social distancing measures observed. 16.4 - Break times should be staggered to reduce congestion and contact at all times 16.5 - Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. 16.6 - Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by Staff when entering and leaving the area. 16.7 - All rubbish should be put straight in the bin and not left for someone else to clear up. 16.8 - Tables should be cleaned between each use.	M	R	L	Yes				

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Description in Sequence																	
	NOTE: Visitors/ Contractors welfare and welfare to staff	x	x	x		17.1 - No non-essential visitors are allowed onto any site. 17.2 - Essential visitors (Contractors) should sign in/out in the hubs visitor book 17.3 - When carrying out your contractors induction, all Safety CV-19 process for your hub is to be explained and followed. 17.4 - You should politely ask them to wash their hands in your toilets. 17.5 - If possible keep segregated from Hub staff. Working with Agency providers to ensure that adequate protections are in place for Agency workers coming into contact with our permanent staff. 17.6 - All Agency staff should be provided with PPE in regards to CV-19.	M	R	L	Yes							
	NOTE: Mental Health of Employees and Vulnerable persons	x				18.1 - Awareness and focus on the importance of mental health at times of uncertainty with employees. 18.2 - Vulnerable persons such as (Medical/People of certain ages) should be managed on a case by case. Managers to encourage advice and monitor the welfare in the working place by engagement to such employees for them to work in a safe/secure environment 18.3 - Managers/Supervisors to record weekly Tool Box Talks to all employees on updates to CV-19 and safety procedures.	M	R	L	Yes							
R12		x		x													
R13																	

RISK ASSESSMENT FORM

Version: 01

Document Reference No: Walsall Hub RA 001

Title: Covid -19 Transport Hubs

Risk Assessor: Neil McCausland

Local Review by:

Date: 12/05/20

Date of Local Review:

Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties). Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party), loss of limbs, permanent severe dismemberment. Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary dismemberment requiring hospital / casualty treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid. Restricted duties may be possible. Low environmental impact, not requiring management response.
Negligible	First aid case, no lost time. Negligible safety impact. Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk)		Severity / Consequence >>>					
		Negligible	Low	Moderate	Significant	Catastrophic	
Certain	>90%	M	M	H	H	H	H High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely	>50% < 90%	M	M	M	H	H	
Possible	>10% < 50%	L	L	M	M	H	M Medium - Maintain current controls. Management to review and determine if further controls are required.
Remote	>1% <10%	L	L	L	M	M	L Low - No further controls are required.
Unlikely	<1%	L	L	L	M	M	

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Description in Sequence									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
R1	COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	x	x	x		1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: • Description of the virus and simple measures to stay healthy • How to hand wash • NHS Coughs & sneezes spread diseases	M	R	L	Yes					
R2	NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.	x	x	x		2 – Display the posters at entrance to main buildings/sites, every toilet/wash area and canteen: inform staff and contractors and ensure staff familiarise themselves with the information.	M	R	L	Yes					
R3	NOTE: Given the nature of Group companies activities, operational staff cannot work from home and key office staff are required on site to be able to manage and provide business support.	x	x	x		3 – Where reasonably practical, staff shall work from home until advice from government changes. 4 – Facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner.) 5 – Immediate reporting of personal or household member symptoms and isolation as per gov. guidance.	M	R	L	Yes					
R4		x	x	x		6 – Active encouragement for all staff and contractors to wash hands regularly in line with information posters and use of hand sanitizer and refrain from touching mouth, nose and eyes.	M	R	L	Yes					
R5		x	x	x		7 – Reduction of shared contact with surfaces where practicable e.g. wedge doors open, use of personal cups etc. and regular sanitised cleaning of surfaces.	M	R	L	Yes					
R6	NOTE: Re-organise office space, canteen and communal areas as necessary to achieve distancing,	x	x	x		8- Maintain 2m distancing from other persons where reasonably practicable.	M	R	L	Yes					

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R10	NOTE: Cleaning of Equipment HHT devices.	x		x		12.1 - HHT's should be issued if possible, away from small office spaces or one person at a time 12.2 - HHT's should be cleaned before/during and after use. 12.3 - HHT's not to passed to customers and follow company policy on deliveries.	S	R	M	Yes							

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R12		x		x													
R13																	