



## COVID-19 RISK ASSESSMENT



Department: Logistics office.

Document Reference 7

What are the hazards?	Who might be harmed?	COVID-19 control measures?	Risk rating?			Implemented by who and when?
			L	S	RR	
<p>Obtaining and maintaining office social distance</p> <p>Staff visiting the loading bays and cold stores without wearing a face covering</p>	<p>Logistics office staff</p> <p>Staff in the near vicinity</p>	<p>The recent office layout (Drafted by the head of hygiene) allows access for three members of staff, PC work stations position staff side by side and or back to back Face coverings and visors are now included as standard <b>mandatory PPE</b> when staff are on the loading bays/ shop floor, visors are optional for staff that were glasses and experience them steaming up whilst carrying out task duties. <b>Any-body needing to enter the Logistics office when the maximum number of people in there must wear a face covering prior to entering</b></p>	2	2	6	<p>Departmental management &amp; H&amp;S (May)</p> <p>Covid-19 team (June)</p> <p style="text-align: center;"><b>Reviewed 17/07/2020</b></p>
<p>Inadequate hygiene standards to combat Covid-19</p>	<p>Logistics office staff</p> <p>Staff in the near vicinity</p>	<p>Additional hand sanitiser unit has been installed at the entrance to corridor</p> <p>Infection prevention information communicated to staff including Catch it, bin it, kill it</p> <p>Hand wash &amp; sanitise posters and video that have been communicated using all media available</p>	2	2	6	<p>Hygiene team (May)</p>
<p>Shared usage of I.T equipment</p>	<p>Logistics office staff</p>	<p>No IT equipment is to be shared. Only designated staff to work at workstations. All equipment to be sanitized prior to use, at periodic intervals throughout the day, i.e. break times, and on completion of use.</p>	2	2	6	<p>Departmental management &amp; H&amp;S (May)</p>
<p>External drivers visiting Blakemans</p>	<p>Visiting drivers</p> <p>Logistics staff</p>	<p>To reduce threat of cross-contamination Perspex barrier has been installed across the sliding door, allowing for paperwork and ignition keys to be passed through only. Drivers are permitted site access to the facilities. Additional hand santiser available in the corridor and toilet facilities located on the premises</p>	2	2	6	<p>Departmental management &amp; H&amp;S (May)</p>
<p>Furloughed returning to work</p>	<p>Logistics office</p> <p>Blakemans drivers</p>	<p>Furloughed staff returning to work are interviewed by phone conversation with HR, staff then return to work,</p>	2	2	6	<p>Departmental management</p> <p>Human resource (May)</p>

People of higher risk from Covid-19 returning to work	Staff with underline health issues All staff	remain in their vehicle until they have filled out the return to work form  Staff categorised by the NHS as of high or moderate risk from Covid-19 are currently on or have been on furlough. <b>Refer to coronavirus risk groups listed below</b>	2	2	6	Health & Safety Human resource (June)
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Risk Assessment Evaluation Matrix 5X5:	Likely hood	Consequence/Risk	Action levels
	1) Very Unlikely 2) Unlikely 3) Fairly Likely 4) Likely 5) Very Likely	1) Insignificant 2) Minor 3) Moderate 4) Major 5) Death	1 – 5: Acceptable, No further action 5 – 9: Adequate Look to improve at next review 10 – 16: Tolerable: look to improve in specified time 17 – 25 Unacceptable: take immediate action

**Action levels calculator: Multiply the Likely hood, Consequence & risk = Action Level**

**Assessors comments:**

The coronavirus is responsible for many day to day changes in society and our working environments, which will continue for the unforeseeable future, therefore this assessment, will be reviewed on regular intervals or upon any major changes introduced by government/ governing bodies.

**Driver access to welfare facilities: HSE** All drivers must have access to welfare facilities in the premises they visit as part of their work. We are hearing reports that some drivers are not being allowed to use welfare facilities when they deliver. Preventing access is against the law, equally it's not the sensible thing to do. Those who already provide reasonable access to toilets and handwashing facilities should continue to do so. With the latest advice for hands to be washed regularly, failure to allow access to welfare facilities may increase the risk of the COVID-19 infection spreading.

**Important:**

The list below may not include everyone who's at higher risk from coronavirus and may be subject to change as we learn more about the virus?

**Coronavirus risk groups:**

- High risk (Clinically extremely vulnerable)
- Moderate risk (Clinically vulnerable)

**People at high risk from Covid-19 include people who:**

Had an organ transplant.

Receiving chemotherapy or antibody treatment for cancer, including immunotherapy.

Are having intense course of radiotherapy (Radical Radiotherapy) for lung cancer.

Are having targeted cancer treatments that can affect the immune system (Such as protein kinas inhibitors or PARP inhibitors)

Have blood or bone marrow cancer (Such as leukaemia, lymphoma or myeloma)

Have had a bone marrow or stem cell transplant in the last 6 months, or are still taking immunosuppressant medicine.

Have been told by a doctor they have a severe lung condition (Such as cystic fibrosis, severe asthma or severe COPD)

Have a condition that means they have a very high risk of getting infections (Such as SCID or sickle cell)

**What to do if you're at high risk:**

If you're at high risk from Coronavirus, you're advised to take extra steps to protect yourself.

This is called shielding:

See what to do if you're at high risk from coronavirus;

(Link: [www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/advice-for-people-at-high-risk/](http://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/advice-for-people-at-high-risk/))

**People at moderate risk (Clinically vulnerable)**

**People at moderate risk from Covid-19 include people who:**

Are 70 years old or older

Have a lung condition that's not severe (Such as asthma, COPD, emphysema or bronchitis)

Have a heart condition (Such as heart failure)

Have diabetes

Have chronic kidney disease

Have liver disease (Such as hepatitis)

Have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)

Have a condition that means that they have a high risk of getting infections.

Are taking medicine that can affect the immune system (Such as low doses of steroids)

Are very obese (a BMI of 40 or above)

Are pregnant- further advice on pregnancy and Covid-19 available on the NHS website:

[www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/](http://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/))

**What to do if you're at moderate risk:**

You can go to work (If you cannot work from home) and for getting things like food or exercising, but you should try to stay at home as much as possible.

General advice on social distancing.

[www.nhs.uk/conditions/coronavirus-covid19/social-distancing/what-you-need-to-do/](http://www.nhs.uk/conditions/coronavirus-covid19/social-distancing/what-you-need-to-do/))

**Other things that can affect your risk:**

Your age – your risk increases as you get older

Being male

Where you live in the country, the risk is higher in poorer areas

Being from a Black, Asian or minority ethnic background

Born outside of the UK or Ireland

Living in a care home

Having certain jobs, such as nursing, taxi driver and security guard.

**(It is not clear why these might make you more likely to get seriously ill from coronavirus.**

If you have any symptoms of coronavirus use the 111online coronavirus service. (Link: <https://111.nhs.uk/covid-19/>)

Date of Risk Assessment: 17/07/2020

Review date: Ongoing

Assessors name and signature: Michael Johnson

A handwritten signature in black ink, appearing to read 'M Johnson', with a stylized flourish at the end.

Position: Health & Safety Manager