


Coronavirus Risk Assessment

Site	Coventry	Area/Work Activity Covered	ALL	Risk Assessment N°	RA22F	
Lead Assessor (Name)	Mark Taylor	Lead Assessor (Signature)		Date of Assessment	23/03/20	
Assessment Team (Names)	Paul Fosterjohn			Review Date		
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is required?	By Who?	By when?	Status
<p>Transmission of Coronavirus between individuals - leading to respiratory illness and potential fatality for certain vulnerable groups</p> <ul style="list-style-type: none"> • Arrival • Clock in/out • General welfare routines 	<p>Work colleagues, their families and associates – particularly those with compromised immune systems, pre-existing respiratory illness, heart conditions, diabetes, those undergoing cancer treatment, elderly etc.</p>	<ul style="list-style-type: none"> • Daily briefings on Coronavirus • Catch it, bin it, kill it poster campaign • Provision of wipes, hand sanitizer & soap for improved hygiene • Washing hands in soap and water for 20 seconds or using hand sanitizer • Education around hygiene practice and keeping hands away from face • Increased cleaning frequency and thoroughness across the Hermes network • Open door policy in depots where these are not Fire doors / part of Fire route • Limit meeting participants to 6, empty chair between each participant • Encourage all who experience symptoms, or who are exposed to confirmed cases to self-isolate for 7 or 14 days • Closure of head office canteen • Removal of turnstiles • Wearing of gloves for all tasks that require them • Stop all non-essential face-to-face meetings unless business critical – promote Microsoft Teams and other technologies as alternatives • Stop & Search process to take place 1-2-1 basis keeping the 2m exclusion zone, staff member to hold up bag showing contents 	<ul style="list-style-type: none"> • Follow Minimum distance rule - 2m as per SSW24F incl. • Mandatory standards for Clocking in • Smoke area, • Gents • Canteen • Transport desk • Back of trailer • Introduction to & signed record held for all existing staff & new starter. 	<p>DGM/OPM/IPM All supervisors</p>	<p>27/03/2020</p>	

Site	ALL	Area/Work Activity Covered	OFFICE			
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is required?	By Who?	By when?	Status
Use of DSE, telephony, potential for share, working together	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> If communal DSE and telephone equipment to be cleaned with wipes after each use 	All staff	28/03/2020	
Site	ALL	Area/Work Activity Covered	WAREHOUSE			
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is required?	By Who?	By when?	Status
People interaction when completing Parcel Sort from belt to collar.		<ul style="list-style-type: none"> People control up to 8 Parcel Troughs, therefore close contact is eliminated. 	<ul style="list-style-type: none"> N/a 			
Need to tip trailers a 2 person task, use of HHT as part of tracking process.	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> See SSoW 24 incl Mandatory use of gloves by all employees as a first level of protection – change after two hours Ensure HHT is subject to regular sanitization 2 person trailer operation Target 30% of total focus on social distance mark as SDF or SDP on tracker of behaviour checks 	DGM/OPM/OPS	27/03/2020	
Site	ALL	Area/Work Activity Covered	DRIVERS			
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is required?	By Who?	By when?	Status
<p>Need for pre-post brief process & tacho graph down load.</p> <p>Interaction outside of Hermes in drop/collect process</p> <p>Rare but some need for buddy, double manning in vehicles.</p> <p>Potential to use a shared cab as part of vehicle use.</p>	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> See SSoW 24 to incl. Pre and debrief standards Floor marking for area incl wait zones. Cab hygiene routines Where Drivers interact on the road and sub-depots/Shops. 	DGM/Safety team	30/03/2020	

Issues and personal hardship around long-term isolation – depression, inability to obtain supplies required		<ul style="list-style-type: none"> Maintain a register of all in self-isolation, including start date HR issued standards for working at home and isolation Business applying Government Standards regards to at risk persons 							
Personal Protective Equipment Required:	 Delete PPE NOT Required								
Reviewed by (Name)	Jim Barron			Signature					
Reason for the Review (tick relevant column)									
Annual review	√	Accident/Near Miss	Change of staff	Change of equipment	Change of site layout	Change of process			
Status (Key)									
		= No further action required				= Work has been started			