


Coronavirus Risk Assessment

| Site | Peterborough | Area/Work Activity Covered | ALL | Risk Assessment N° | RA22F | |
|---|--|--|--|----------------------------------|-------------------|---------------|
| Lead Assessor (Name) | Mark Taylor/Simon Walsh | Lead Assessor (Signature) | | Date of Assessment | 25/03/2020 | |
| Assessment Team (Names) | Paul Fosterjohn/Simon Walsh/S.Pietluch | | | Review Date | 01/06/2020 | |
| 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 |
| Transmission of Coronavirus between individuals - leading to respiratory illness and potential fatality for certain vulnerable groups <ul style="list-style-type: none"> • Arrival • Clock in/out • General welfare routines | 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. | <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- as available, follow hand washing regime as substitute. • 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, 2m between each participant • Encourage all who experience symptoms, or who are exposed to confirmed cases to self-isolate for 7 or 14 days • Wearing of gloves for all tasks that require them- as available, use 20 sec hand washing technique as substitute. • Stop all face-to-face meetings use 2m distancing – 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 • During all movements around depot such as to and from smoking area, on/off shop floor, to from rest areas ensure 2m distancing. • All staff to be made aware of COVID-19 regulations/guidance via SSOW 24F, posters around site, and agency sign offs at Induction-these must be retro rolled out to | <ul style="list-style-type: none"> • Follow Minimum distance rule - 2m as per SSW 25 incl. • Mandatory standards for Clocking in • Smoke area, • Gents • Canteen • Transport desk • Back of trailer • Introduction to & signed record held for all existing staff , agency and new starter, to include SSOW 25 sign off for all. | S.Pietluch/ T.Bedford | 27/03/2020 | |

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| | | all employees and existing agency workers. | | | | |
| 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 | S.Pietluch/T.Bedford | 27/03/2020 | |
| 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 |
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| 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 | | | 20 sec hand washing . |
| 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 25 incl Mandatory use of gloves by all employees as a first level of protection – change after two hours- if not available follow 20 sec hand washing guidance. Ensure HHT is subject to regular sanitization- use soap & water on handle where sanitizer not available. 2 person trailer operation Target 30% of total focus on social distance mark as SDF or SDP on tracker of behaviour checks | S.Pietluch/T.Bedford/A.Palencov | 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 25 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. | S.Pietluch/S.Walsh/T.Bedford | 30/04/2020/ongoing | |
| 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 | | | | |

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| Personal Protective Equipment Required: | |  Delete PPE NOT Required | | | | | | | | |
| Reviewed by (Name) | | S.Walsh/S.Pietluch | | | 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 | | | | = No work started |