


Coronavirus Risk Assessment

Site	Sheffield	Area/Work Activity Covered	ALL	Risk Assessment N°	RA22F	
Lead Assessor (Name)	Ivan Turner	Lead Assessor (Signature)		Date of Assessment	25/03/20	
Assessment Team (Names)	Ivan Turner, Chris Akid			Review Date	19/06/2020	
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
<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 • 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 • 2 metre markers between entrance door and clock machine. • Sanitizer provided at clock machine. • One person 1 red box in canteen, toilet and all office areas. • One person one table in smoking area. 	<ul style="list-style-type: none"> • Follow Minimum distance rule - 2m as per SSW24F incl. • Introduction to & signed record held for all existing staff & new starter. 			

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 All phones and computers wiped down by users before use and after. Spray provided. 				
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 Mandatory use of gloves by all employees as a first level of protection Ensure HHT is subject to regular sanitization 2 person trailer operation 	<ul style="list-style-type: none"> See SSoW 24 incl Target 30% of total focus on social distance mark as SDF or SDP on tracker of behaviour checks 			
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> <p>Driver cross contamination off steering wheel and gear / brake handles...</p>	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> As above Providing sanitation spray and cloths to all drivers 	<ul style="list-style-type: none"> See SSoW 24 to incl. Pre and debrief standards Where Drivers interact on the road and sub-depots/Shops. 			

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)	Ivan Turner / Chris Akid			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				