


Coronavirus Risk Assessment

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| Site | Thurrock | Area/Work Activity Covered | ALL | Risk Assessment N° | RA22F | |
| Lead Assessor (Name) | Anna Lenik | Lead Assessor (Signature) | DM | Date of Assessment | 28/08/20 | |
| Assessment Team (Names) | | | | Review Date | 28/08/21 | |
| 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> <p>Transmission by air or hard surface</p> <ul style="list-style-type: none"> • Arrival via car, public transport. • Gathering in the car park wait for shift commence • Safe family cohorts unaware of need to follow SD at Hermes • Failure to follow advised entry route • New starter for Induction • Other arrival outside 0600,1400,2200 (single only) • Sign-in at entry, shared pen. • Via turnstile for entry/exit, multi handling. <ul style="list-style-type: none"> • Failure to sanitise, sanitiser empty • Clear bag security transfer, if not bringing own bag • General welfare routines canteen & rest room • Failure to follow guide notices <ul style="list-style-type: none"> • End of shift Security X-ray, wand via randomiser | <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, pregnant women.</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 • Extra focus on touchpoints • 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, | | | | |

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| | | <ul style="list-style-type: none"> Bathrooms Canteen Transport desk Back of trailer Introduction to RA /SSOW, signed record held for all existing staff & new starter. Signage displaying the new process for queuing when clocking in or waiting to be served | | | | |
| 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 Walk-ins at reception window | As with ALL element of the Risk Assessment | <ul style="list-style-type: none"> Using laptops Working in meeting rooms to lower number of staff in main office If communal DSE and telephone equipment to be cleaned with wipes after each use | | | | |
| 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. | As with ALL element of the Risk Assessment | <ul style="list-style-type: none"> People control up to 5 Parcel Troughs, therefore close contact is eliminated. | <ul style="list-style-type: none"> N/a | All Staff | | |
| Need to tip trailers a 2-person task, use of HHT as part of tracking process. Interaction with couriers | As with ALL element of the Risk Assessment | <ul style="list-style-type: none"> See SSoW 24 incl Mandatory use of gloves by all employees as a first level of protection 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 | | | | |
| 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 |
| Need for pre-post brief process & | As with ALL element of the Risk | <ul style="list-style-type: none"> See SSoW 24 to incl. | | | | |

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| <p>tacho graph down load. Drivers awaiting Boxes and paperwork Loading/unloading lorry in warehouse/Yard Interaction outside of Hermes in drop/collect process Rare but some need for buddy, double manning in vehicles. Potential to use a shared cab as part of vehicle use.</p> | <p>Assessment</p> | <ul style="list-style-type: none"> • Pre and debrief standards • Floor marking for area incl wait zones. • Signage displaying the new process for queuing when clocking in or waiting to be served • Cab hygiene routines -Where Drivers interact on the road and sub-depots/Shops. | | | | | | |
| <p>Issues and personal hardship around long-term isolation – depression, inability to obtain supplies required</p> | <p>As with ALL element of the Risk Assessment</p> | <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 • Communicate regularly with those in isolation. | | | | | | |
| <p>Personal Protective Equipment Required:</p> |  <p>Delete PPE NOT Required</p> | | | | | | | |
| <p>Reviewed by (Name)</p> | <p>Duane Mathurin</p> | | <p><i>Signature</i></p> | <p>Duane M</p> | | | | |
| <p>Reason for the Review (tick relevant column)</p> | | | | | | | | |
| <p>Annual review</p> | <p>√</p> | <p>Accident/Near Miss</p> | <p>Change of staff</p> | <p>Change of equipment</p> | <p>Change of site layout</p> | <p>√</p> | <p>Change of process</p> | <p>√</p> |
| <p>Status (Key)</p> <p> = No further action required = Work has been started = No work started</p> | | | | | | | | |