


## Coronavirus Risk Assessment

<b>Site</b>	Dundee	<b>Area/Work Activity Covered</b>	ALL	<b>Risk Assessment N°</b>	RA22F	
<b>Lead Assessor (Name)</b>	Michael Paul	<b>Lead Assessor (Signature)</b>	<i>Michael Paul</i>	<b>Date of Assessment</b>	26/04/20	
<b>Assessment Team (Names)</b>	Fraser Anderson			<b>Review Date</b>	26/04/21	
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is required?</b>	<b>By Who?</b>	<b>By when?</b>	<b>Status</b>
<p>Transmission of Coronavirus between individuals - leading to respiratory illness and potential fatality for certain vulnerable groups</p> <ul style="list-style-type: none"> <li>• Arrival</li> <li>• Clock in/out</li> <li>• General welfare routines</li> </ul>	<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"> <li>• Daily briefings on Coronavirus</li> <li>• Catch it, bin it, kill it poster campaign</li> <li>• Provision of wipes, hand sanitizer &amp; soap for improved hygiene</li> <li>• Washing hands in soap and water for 20 seconds or using hand sanitizer</li> <li>• Education around hygiene practice and keeping hands away from face</li> <li>• Increased cleaning frequency and thoroughness across the Hermes network</li> <li>• Open door policy in depots where these are not Fire doors / part of Fire route</li> <li>• Limit meeting participants to 6, empty chair between each participant</li> <li>• Encourage all who experience symptoms, or who are exposed to confirmed cases to self-isolate for 7 or 14 days</li> <li>• Closure of smoking area due to size constraints. Smoking area moved to larger area to accommodate 2m exclusion zone</li> <li>• Marking out safe areas for clocking in and clocking out, clocking in machine cleaned throughout shift</li> <li>• Wearing of gloves for all tasks that require them</li> <li>• Stop all non-essential face-to-face meetings unless business critical – promote Microsoft Teams and other technologies as alternatives</li> <li>• Stop &amp; Search process to take place 1-2-1 basis keeping the 2m exclusion zone, staff member to hold up bag showing contents</li> <li>• Separation of staff during breaktimes, desks in canteen and conference room separated to ensure 2m compliance, monitored by</li> </ul>				

		<p>management</p> <ul style="list-style-type: none"> <li>Toilets – sinks and toilet cubicles have been closed along with urinals to meet the 2m guidelines</li> <li>2m exclusion zone around transport desk, only authorised staff allowed</li> <li>Staff briefed on 2m social distancing advice, breaches will be challenged with a Behaviour Check and documented</li> <li>Back of the trailer advice has been issued to tippers to keep the 2m exclusion zone if tipping at extremities to each other, 1 member of staff can enter and exit the trailer at any one time.</li> </ul>				
<b>Site</b>	<b>ALL</b>	<b>Area/Work Activity Covered</b>	<b>OFFICE</b>			
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is required?</b>	<b>By Who?</b>	<b>By when?</b>	<b>Status</b>
Use of DSE, telephony, potential for share, working together	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> <li>All desks and DSE equipment at the end of every shift</li> </ul>				
<b>Site</b>	<b>ALL</b>	<b>Area/Work Activity Covered</b>	<b>WAREHOUSE</b>			
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is required?</b>	<b>By Who?</b>	<b>By when?</b>	<b>Status</b>
People interaction when completing Parcel Sort from belt to collar.		<ul style="list-style-type: none"> <li>People control up to 8 Parcel Troughs, therefore close contact is eliminated.</li> </ul>	<ul style="list-style-type: none"> <li>N/a</li> </ul>			
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"> <li>SSOW 24 issued to al staff</li> <li>All staff wearing gloves in the warehouse, enforced by Behavioural check</li> <li>HHTs are cleaned during and after shift</li> <li>Trailer process detailed above</li> <li>Ongoing BC will endeavour 30% focus on SD</li> </ul>				
<b>Site</b>	<b>ALL</b>	<b>Area/Work Activity Covered</b>	<b>DRIVERS</b>			
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is required?</b>	<b>By Who?</b>	<b>By when?</b>	<b>Status</b>
Need for pre-post brief process &	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> <li>Floor marked areas in security search area showing 2m exclusion</li> </ul>				

<p>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>		<ul style="list-style-type: none"> <li>• Marked areas in brief debrief areas in office and canteen</li> <li>• Cab cleaning products ordered and will be issued to drivers</li> <li>• Drivers supplied with hand sanitiser and will be compliant with the Social Distancing 2m exclusion zone will visiting shops and clients</li> </ul>										
<p><b>Issues and personal hardship around long-term isolation</b> – depression, inability to obtain supplies required</p>		<ul style="list-style-type: none"> <li>• Maintain a register of all in self-isolation, including start date</li> <li>• HR issued standards for working at home and isolation</li> <li>• Business applying Government Standards regards to at risk persons</li> </ul>										
<p><b>Personal Protective Equipment Required:</b></p>	 <p>Delete PPE <b>NOT</b> Required</p>											
<p><b>Reviewed by</b> (Name)</p>			<p><b>Signature</b></p>									
<p><b>Reason for the Review</b> (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>Change of process</p>						
<p><b>Status (Key)</b></p> <table border="1" style="margin: auto;"> <tr> <td style="background-color: green; width: 20px;"></td> <td>= No further action required</td> <td style="background-color: orange; width: 20px;"></td> <td>= Work has been started</td> <td style="background-color: red; width: 20px;"></td> <td>= No work started</td> </tr> </table>								= No further action required		= Work has been started		= No work started
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