





## Coronavirus Risk Assessment

<b>Site</b>	<b>Eurocentral</b>	<b>Area/Work Activity Covered</b>	<b>ALL</b>	<b>Risk Assessment N°</b>	<b>RA22F</b>	
<b>Lead Assessor (Name)</b>	<b>Mark Taylor</b>	<b>Lead Assessor (Signature)</b>		<b>Date of Assessment</b>	<b>23/03/2020</b>	
<b>Assessment Team (Names)</b>	<b>Martin MacLeerie</b>			<b>Review Date</b>	<b>22/03/2021</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>
<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 head office canteen</li> <li>• Removal of turnstiles</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>• Follow Minimum distance rule - 2m as per SSW24F incl.</li> <li>• Mandatory standards for Clocking in</li> <li>• Smoke area,</li> <li>• Gents</li> </ul>				

		<ul style="list-style-type: none"> <li>• Canteen</li> <li>• Transport desk</li> <li>• Back of trailer</li> </ul> <ul style="list-style-type: none"> <li>• Introduction to &amp; signed record held for all existing staff &amp; new starter.</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>• As above</li> <li>• If communal DSE and telephone equipment to be cleaned with wipes after each use</li> </ul>				
<b>Site</b>	<b>ALL</b>	<b>Area/Work Activity Covered</b>	<b>WAREHOUSE</b>			

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"> <li>• People control up to 4 Parcel Troughs, therefore close contact is eliminated. Trough lines marked on floor, P/C scanners instructed to always be at least 1 box apart..</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>• As above</li> <li>• See SSoW 24 incl</li> <li>• Mandatory use of gloves by all employees as a first level of protection – change every 2-4 hours or as necessary</li> <li>• Ensure HHT is subject to regular sanitization</li> <li>• 2 person trailer tipping instructions to maintain separation – one tips, the other straightens out parcels – swap regularly.</li> <li>• Target 30% of total focus on social distance mark as SDF or SDP on tracker of behaviour checks</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Site</b>	<b>ALL</b>	<b>Area/Work Activity Covered</b>	<b>DRIVERS</b>			
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 &amp; tachograph download.</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"> <li>• As above</li> <li>• See SSoW 24 to incl.</li> <li>• Pre and debrief standards</li> <li>• Floor marking for area incl wait zones.</li> <li>• Cab hygiene routines</li> <li>• Where Drivers interact on the road and sub-depots/Shops.</li> </ul>				
<b>Issues and personal hardship around long-term isolation – depression, inability to obtain supplies required</b>		<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> <li>• Hold regular support calls to all on self-isolation.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

<b>Personal Protective Equipment Required:</b>		 Delete PPE <b>NOT</b> Required								
<b>Reviewed by</b> (Name)		<b>Mark Taylor</b>		<b>Signature</b>		<i>Mark Taylor</i>		26/03/20		
<b>Reason for the Review</b> (tick relevant column)										
<b>Annual review</b>	✓	<b>Accident/Near Miss</b>		<b>Change of staff</b>		<b>Change of equipment</b>		<b>Change of site layout</b>		<b>Change of process</b>
<b>26Status (Key)</b>										
 = No further action required			 = Work has been started			 = No work started				