





Coronavirus Risk Assessment

Site	Avonmouth	Area/Work Activity Covered	ALL	Risk Assessment N°	RA22F	
Lead Assessor (Name)	Christopher Curtis	Lead Assessor (Signature)		Date of Assessment	20/05/20	
Assessment Team (Names)	Nicola Weir			Review Date	31/07/20	
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"> • Briefings on Coronavirus following updates from business, displayed on communication boards • 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, posters displayed in washing areas • Education around hygiene practice and keeping hands away from face • Increased cleaning frequency across the network NIC cleaners in twice per day and at weekends • 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 • Follow testing guidelines for keyworkers if symptoms present • Restricted seating in the canteen to ensure that the 2m rule adhered. • Restricted access around vending machines • Wearing of gloves for all tasks that require them • Stop all non-essential face-to-face meetings unless business critical – use of Microsoft Teams & 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"> • Minimum distance rule - 2m as per SSW24F • Mandatory standards for Clocking in, smoke area, toilets, canteen, traffic desk, back of trailer • Screen in place for debrief area in traffic • Signed record held for all existing staff/ new • Masks available for those that require, not mandatory wearing as per government guidelines • Masks to be washed regularly and replaced after 5 weeks • Where more than 1 urinal / cubicle / washbasin in the toilets then every other closed off to ensure social distance followed 				
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"> • If communal DSE and telephone equipment to be cleaned with wipes after each use • Desks organised in Admin / Traffic so that 2m distance between people 	<ul style="list-style-type: none"> • 			
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 generally 4 chutes but can go up to 8 Parcel Troughs where volumes are lower, therefore close contact is eliminated. 				
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"> • See SSoW 24 incl • Mandatory use of gloves by all employees as a first level of protection. • HHT are in protective covers • HHT subject to regular sanitization • 2 person trailer operation, staggered approach to tipping • Target 30% of behaviour checks 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 & tachograph download. Interaction outside of Hermes in drop/collect process Potential to use a shared cab as part of vehicle use.	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> See SSoW 24 to incl. Pre and debrief standards Floor marking for area incl wait zones. Cab hygiene routines All drivers have been given tubs of wipes to clean cabs Where Drivers interact on the road and sub-depots/Shops. Driver assessments completed with driver assessor following in another vehicle Where 2 people cannot be avoided then to sit as far as possible away from each other and windows open. (Breakdown / Recovery / Driver taken ill) 								
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)			Signature							
Reason for the Review (tick relevant column)										
Annual review	<input checked="" type="checkbox"/>	Accident/Near Miss	<input type="checkbox"/>	Change of staff	<input type="checkbox"/>	Change of equipment	<input type="checkbox"/>	Change of site layout	<input type="checkbox"/>	Change of process
Status (Key)										
 = No further action required		 = Work has been started		 = No work started						