


## Coronavirus Risk Assessment

<b>Site</b>	Swindon	<b>Area/Work Activity Covered</b>	ALL	<b>Risk Assessment N°</b>	RA22F	
<b>Lead Assessor (Name)</b>	Jacqui Taylor-Collins	<b>Lead Assessor (Signature)</b>		<b>Date of Assessment</b>	20/05/20	
<b>Assessment Team (Names)</b>	Nicola Weir			<b>Review Date</b>	17/06/20	
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
<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>• Briefings on Coronavirus following updates from business, displayed on notice boards for staff to view</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, posters displayed</li> <li>• Education around hygiene practice and keeping hands away from face</li> <li>• Increased cleaning frequency and thoroughness across the Hermes network – NIC cleaners in 2 x per day and weekend</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>• Following testing guidelines for keyworkers if symptoms present</li> <li>• Restricted seating in canteen to ensure 2m rule adhered to</li> <li>• Restricted access around vending areas</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</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

		<p>member to hold up bag showing contents</p> <ul style="list-style-type: none"> <li>Follow Minimum distance rule - 2m as per SSW24F incl.</li> <li>Mandatory standards for Clocking in, Smoke area, Gents, Canteen, Transport desk, Back of trailer</li> <li>Hatch area by traffic area for debrief and hatch by reception entrance</li> <li>Signed record for all existing staff / new starters</li> <li>Masks available for those that require, not mandatory wearing required</li> <li>Masks to be washed regularly by wearer and replaced after 5 weeks</li> <li>Majority of toilets at site are single toilets but one near canteen area is more than 1 urinal then every other one closed off to ensure social distance followed.</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>	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"> <li>If communal DSE and telephone equipment to be cleaned with wipes after each use</li> <li>Desks in traffic split apart to increase distance between staff, DAFS office marked up on floor to prevent close interaction between those entering as narrow office</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>	By when?	Status
People interaction when completing Parcel Sort from belt to collar.		<ul style="list-style-type: none"> <li>2 People control per 4 chutes , where volumes are lower then 1 person per 4 chutes</li> </ul>	<ul style="list-style-type: none"> <li>Additional chutes to be sourced to divide subs up further, potential for close working when on middle 2 chutes</li> </ul>	<b>Engineering / DGM / AM /</b>	17/06/20	
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>See SSoW 24 incl</li> <li>Mandatory use of gloves by all employees as a first level of protection</li> <li>Ensure HHT is subject to regular sanitization</li> <li>HHT in protective covers</li> </ul>				

		<ul style="list-style-type: none"> <li>2 person trailer operation, staggered approach to tipping</li> <li>Target 30% of total focus on social distance mark as SDF or SDP on tracker of behaviour checks</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>					
<p>Need for pre-post brief process &amp; 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>	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> <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>Drivers given tubs of wipes to clean cabs</li> <li>Where Drivers interact on the road and sub-depots/Shops.</li> <li>Driver assessments completed with driver assessor following in another vehicle</li> <li>Where 2 people cannot be avoided then to sit as far away as possible from each other, windows open. (Breakdown / Recovery / Driver taken ill).</li> </ul>									
<b>Issues and personal hardship around long-term isolation</b> – depression, inability to obtain supplies required		<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>									
<b>Personal Protective Equipment Required:</b>	 Delete PPE <b>NOT</b> Required										
<b>Reviewed by</b> (Name)			<b>Signature</b>								
<b>Reason for the Review</b> (tick relevant column)											
<b>Annual review</b>	<input checked="" type="checkbox"/>	<b>Accident/Near Miss</b>	<input type="checkbox"/>	<b>Change of staff</b>	<input type="checkbox"/>	<b>Change of equipment</b>	<input type="checkbox"/>	<b>Change of site layout</b>	<input type="checkbox"/>	<b>Change of process</b>	
<b>Status (Key)</b>											
		= No further action required				= Work has been started				= No work started	