

## Coronavirus Risk Assessment

<b>Site</b>	<b>Pen-Y-Bont</b>	<b>Area/Work Activity Covered</b>	<b>ALL area on site warehouse incl. driver &amp; on the road, 2 in a cab, Parcel Shop driver &amp; BDE</b>	<b>Risk Assessment N°</b>	<b>GEN RA22F</b>	
<b>Lead Assessor (Name)</b>	<b>Nicola Weir</b>	<b>Lead Assessor (Signature)</b>		<b>Date of Assessment</b>	<b>27/08/20</b>	
<b>Assessment Team (Names)</b>	<b>Jamie Robinson</b>			<b>Review Date</b>	<b>31/10/20</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> <p>Transmission by air or hard surface</p> <ul style="list-style-type: none"> <li>• Arrival via car, public transport.</li> <li>• Gathering in the car park wait for shift commence</li> <li>• Safe family cohorts unaware of need to follow SD at Hermes</li> <li>• Failure to follow advised entry route</li> <li>• New starter for Induction</li> <li>• Other arrival outside 0600,1400,2200 (single only)</li> <li>• Sign-in at entry, shared pen.</li> <li>• Failure to sanitise, sanitiser empty</li> <li>• Clear bag security transfer, if not bringing own bag</li> <li>• General welfare routines canteen &amp; rest room</li> <li>• Failure to follow guide notices</li> <li>• End of shift Security search via randomiser / wand</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>• Front of house social distancing poster campaign, local 1-page guides, central issue</li> <li>• Catch it, bin it, kill it poster campaign</li> <li>• Regular briefings on Coronavirus</li> <li>• Updates from business displayed on notice boards</li> <li>• Provision of wipes, hand sanitizer &amp; soap for improved hygiene</li> <li>• Requests to wash hands in soap and water for 20 seconds or using hand sanitizer</li> <li>• Education poster campaigns 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>• 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>• If necessary, limit meeting participants targeting 2m rules between each participant</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. <ul style="list-style-type: none"> <li>• Mandatory standards for Clocking in /out</li> <li>• Smoke area,</li> <li>• Use of restroom M&amp;F</li> <li>• Canteen set up &amp; use</li> </ul> </li> </ul>				


		<ul style="list-style-type: none"> <li>• Queue management for Transport desk</li> <li>• Pre/de brief process for transport desk</li> <li>• Introduction to &amp; signed record held for all existing staff.</li> <li>• Additional of COVID awareness via SSW 24 for all new starter.</li> <li>• Target 30% of total focus on social distance mark as SDF or SDP on tracker of behaviour checks</li> <li>• Manage all who experience symptoms, or who are exposed to confirmed cases to self-isolate for 10 or 14 days</li> <li>• Masks available for those that require, although not mandatory in warehouse</li> <li>• Washed by wearer, replaced after 5 weeks</li> <li>• Commence COVID Focus call 27/7, weekly thereon – provisional agenda             <ul style="list-style-type: none"> <li>○ Latest government guidance, horizon</li> <li>○ Latest local PHE data, area hotspots incl. lockdowns</li> <li>○ No. Hermes confirmed cases, trending/link to UK data</li> <li>○ What factors required to implement stricter local risk strategy                 <ul style="list-style-type: none"> <li>○ Mandatory testing</li> <li>○ Other</li> <li>○ PPE stocks central, – risk v demand</li> <li>○ Hermes process/operational impact/risk/changes needed</li> <li>○ Planned Communications next 7 days</li> </ul> </li> <li>○ What's Next                 <ul style="list-style-type: none"> <li>○ How do we maximise external data track/trace</li> </ul> </li> </ul> </li> </ul>				
<p><b>Issues and personal hardship around long-term isolation – depression, inability to obtain supplies required</b></p>		<ul style="list-style-type: none"> <li>• Maintain a register of all in self-isolation, including start date</li> <li>• HR / ER issued standards for working at home and isolation</li> <li>• Smart health hub available to all FTE and their families FOC, support and access to online GP, second medical opinion, mental health support</li> <li>• Posters and handouts at site from June 2020</li> </ul>				

<p><b>Consideration to BAME workers</b> Higher risk group for COVID, potentially 2 x times higher for fatality from infection</p>		<ul style="list-style-type: none"> <li>• Currently no FTE in this category, 1-night agency worker</li> <li>• Open discussion / concerns to be raised to management team where an individual feel at risk, liaison with ER / HS for support</li> <li>• Use of Wales COVID 19 workforce risk assessment tool where circumstances dictate</li> <li>• Masks available to anyone that requires</li> </ul>				
<b>Site</b>	<b>Pen-Y-Bont</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
<p>Use of DSE, telephony, potential for share, working together</p> <p>Use of office equipment i.e. photocopier, printer, scanner, laminator</p>	<p>As with ALL element of the Risk Assessment</p>	<ul style="list-style-type: none"> <li>• As above</li> <li>• Mandatory follow of desk allocation &amp; set up plan, desk staggered.</li> <li>• Clear desk policy to enable deep clean</li> <li>• If communal DSE and telephone equipment to be cleaned with wipes after each use <ul style="list-style-type: none"> <li>• Use of desks for DSE &amp; associated equipment</li> <li>• Introduction to &amp; signed record held for all existing staff.</li> </ul> </li> </ul>				
<b>Site</b>	<b>Pen-Y-Bont</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
<p>People interaction when completing Parcel Sort from belt to collar, chute.</p>	<p>As with ALL element of the Risk Assessment</p>	<ul style="list-style-type: none"> <li>• As above plus</li> <li>• People control up to 3 cage/pallet width.</li> <li>• Additional line marking in place for 2m guide on floor and conveyor belt</li> <li>• Prolonged close contact is eliminated.</li> <li>• Mandatory use of gloves, variety of sizes – non-latex and cloth</li> </ul>				
<p>Load &amp; Unload trailers, Note working area is 2.45m wide</p> <p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Failure to follow hygiene &amp; PPE issued</li> <li>• Failure follow 2 man standing positions as per SSW, incl. worse case F2F set up</li> </ul> <p><b>Process</b></p> <ul style="list-style-type: none"> <li>• Completed with non-regular</li> </ul>	<p>As with ALL element of the Risk Assessment</p>	<ul style="list-style-type: none"> <li>• As above plus</li> <li>• Sanitising stations located on pillars and separate stands</li> <li>• 2-person staggered approach tip in trailer as per SSW</li> <li>• Management team plan work so that regular teams work together in trailers</li> <li>• HHT regular sanitisation, wipes available around site and in traffic office</li> <li>• HHT's also have covers wiped down</li> </ul>				

<p>operative</p> <ul style="list-style-type: none"> <li>Lack of equipment sanitisation pre-use</li> <li>Additional side load commences too early (100% full) – not 6 foot in</li> </ul> <p><b>Check regimes</b></p> <ul style="list-style-type: none"> <li>Failure to meet 30% behaviour check focus on social distancing</li> </ul>		<ul style="list-style-type: none"> <li>Approach 100% full trailer from both sides, use of aircraft ladders as platform</li> </ul>				
<b>Site</b>	<b>Pen-Y-Bont</b>	<b>Area/Work Activity Covered</b>	<b>TRANSPORT</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
<p>Need for pre-post brief process &amp; tacho graph down load.</p> <p>Interaction outside of Hermes in drop/collect process</p>	<p>As with ALL element of the Risk Assessment</p>	<ul style="list-style-type: none"> <li>As above <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>Where Drivers interact on the road and client collection/drop</li> </ul> </li> </ul>				
<p>Need for buddy, double manning in vehicles on longer runs to / from Hub, to meet driver obligation, tacho-rules</p>		<ul style="list-style-type: none"> <li>No requirements currently at site</li> </ul>				

<p>Use a shared cab as part of vehicle use</p> <p><b>New driver assessment</b>          Circa 45 minutes          Cab 2.45m wide          Daily occurrence all Depot &amp; Hubs</p> <p><b>Collection of vehicles following breakdown, illness, accident</b></p> <table border="1" data-bbox="107 502 421 635"> <thead> <tr> <th>2 in cab Average estimated Frequency per week</th> <th>Hub</th> <th>Depots</th> <th>Driving Academy</th> </tr> </thead> <tbody> <tr> <td>Double manned runs</td> <td>78</td> <td>12</td> <td>0</td> </tr> <tr> <td>Driving Assessments</td> <td>122</td> <td>240</td> <td>20</td> </tr> <tr> <td>Vehicle service drops offs</td> <td>2</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Total</b></td> <td><b>202</b></td> <td><b>252</b></td> <td><b>20</b></td> </tr> <tr> <td>per week possible 2 in cab</td> <td colspan="2">674</td> <td></td> </tr> <tr> <td>Possible Total Drivers per week</td> <td colspan="2">948</td> <td></td> </tr> </tbody> </table> <p><b>New starter –</b>          Required buddy days for training, multi stop programme</p>	2 in cab Average estimated Frequency per week	Hub	Depots	Driving Academy	Double manned runs	78	12	0	Driving Assessments	122	240	20	Vehicle service drops offs	2	0	0	<b>Total</b>	<b>202</b>	<b>252</b>	<b>20</b>	per week possible 2 in cab	674			Possible Total Drivers per week	948				<ul style="list-style-type: none"> <li>As above             <ul style="list-style-type: none"> <li>SOP issued taking key messages, 2m social distancing where possible.</li> <li>Ensuring hygiene routines with drivers e.g. facilities to wash hands etc, provision of hand sanitize</li> <li>Cabs cleaned down between drivers</li> <li>Use signage in cabs to remind of social distance and clean downs</li> <li>Maximise distance between individuals, open window ventilation etc</li> <li>Staggering start and departure times</li> <li>Minimise unnecessary contact -e.g. paperwork, maximise use of electronic solutions</li> <li>Mandatory wearing of face covering for both parties</li> </ul> </li> <li>All In the classroom programmes for the assessment revert to 2m rules &amp; standards</li> </ul>				
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<b>Driver collection &amp; drop of parcels</b> High occupation levels in the shop on arrival Lack of local controls in the shop & general 2m SD Lack of shop user controls for SD, Hand hygiene, face covering  Need to gain access to parcels Behind the counter, same area as Shop owner Stored in separate room  Driver failure to wear face covering	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> <li>As above</li> <li>Ability to report any unacceptable shop conditions, working routines, people behaviours incl. abandon task</li> <li>SOP signed by all Parcelshop drivers, masks issued</li> <li>Parcelshop admin have the ability to report any driver related issues – ie failure to wear mask</li> </ul>				
<b>BDE role in the Shop</b> As per driver (see above) Need for HHT use as part of compliance check (multi touch item) Need for Printer in store configuration check (multi touch item)	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> <li>As above</li> <li>Ability to report any unacceptable shop conditions, working routines, people behaviours incl. abandon task</li> <li>BDE PPE kits incl. hand &amp; face protection, wipes &amp; sanitiser, subject to regular Hermes replenishment.</li> </ul>				

<b>Personal Protective Equipment Required:</b>	   
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<b>Reviewed by</b> (Name)	Simon Bamford - DGM	Signature		Date	
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**Reason for the Review** (tick relevant column)

Review	√	Accident/Near Miss		Change of staff		Change of equipment		Change of site layout		Change of process	
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**Status (Key)**

<span style="background-color: green; display: inline-block; width: 15px; height: 15px; margin-right: 5px;"></span> = No further action required	<span style="background-color: orange; display: inline-block; width: 15px; height: 15px; margin-right: 5px;"></span> = Work has been started	<span style="background-color: red; display: inline-block; width: 15px; height: 15px; margin-right: 5px;"></span> = No work started
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