

Coronavirus Risk Assessment

Site	Warrington	Area/Work Activity Covered	ALL area on site warehouse, driver & on the road	Risk Assessment N°	RA22F	
Lead Assessor (Name)	Stuart Crockford	Lead Assessor (Signature)	<i>Stuart Crockford</i>	Date of Assessment	13/5/20	
Assessment Team (Names)	Ash Walker/ Marc Deradour			Review Date	13/8/20	
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"> • Arrival, waiting for shift commence • Clear bag security transfer • Clock in • General welfare routines canteen & rest room • Clock out • Security checking X-ray &/or randomiser 	<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"> • Front of house social distancing poster campaign • Catch it, bin it, kill it poster campaign • Daily briefings on Coronavirus • Provision of wipes, hand sanitizer & soap for improved hygiene • Washing hands in soap and water for 20 seconds or using hand sanitizer • Education poster campaigns around hygiene practice and keeping hands away from face • Increased cleaning frequency and thoroughness across the Hermes network • Open door policy in depots where these are not Fire doors / part of Fire route • Limit meeting participants to 6, 2m rules between each participant for meetings • Manage all who experience symptoms, or who are exposed to confirmed cases to self-isolate for 7 or 14 days • Wearing of gloves for all tasks that require them • Stop all non-essential face-to-face meetings unless business critical – promote Microsoft Teams and 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"> • Follow Minimum distance rule - 2m as per SSW24F incl. • Mandatory standards for Clocking in /out • Smoke area, 				

		<ul style="list-style-type: none"> • Use of restroom M&F • Canteen set up & use • Queue management for Transport desk • Pre/de brief process for transport desk • Introduction to & signed record held for all existing staff. • Additional of COVID awareness via SSW 24 for all new starter. 				
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 Use of office equipment i.e. photocopier, printer, scanner, laminator	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> • As above • If communal DSE and telephone equipment to be cleaned with wipes after each use 				
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"> • As above plus • People control up to 3 cage width. • Line marking in place for 2m guide • Behaviour checking in place 35 per day, 30% social distancing • Therefore close contact is eliminated. 				
Load & Unload trailers, Note working area is 2.45m wide Behaviours <ul style="list-style-type: none"> • Failure to follow hygiene & PPE issued, • Failure to wear non mandatory mask – heat, summer temperatures • Failure follow 2 man standing positions as per SSW, incl. worse case F2F set up Process	As with ALL element of the Risk Assessment	<ul style="list-style-type: none"> • As above 	<ul style="list-style-type: none"> • Issue of face masks recorded & held locally. • New SSoW 25F – 2 in a trailer incl. • Mandatory use of gloves by all employees as a first level of protection • Ensure equipment pre-use sanitization • 2 person trailer operation visual guide re master/servant, stand positions, red, amber, green zones 	MD/Leadership teams	13/8/20	

