

Coronavirus Risk Assessment

Site		Warrington	Area/Work Activity Covered	ALL area on site warehouse, driver & on the road	Risk Assessment No		RA22F	
Lead Assessor (Name)		Stuart Crockford	Lead Assessor (Signature)	Stuart Crockford	Date of Assessment		13/5/20	
Assessment Team (Names)		Ash Walker/ Marc Deradour			Review Date		13/8/20	
What are the hazards?	V	Who might be harmed and how?	What are you already doing?	What further action is required?	By Who?	By whe	en?	Status
Transmission of Coronavirus between individuals - leading to respiratory illness and potential fatality for certain vulnerable groups • 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	assoc comp existin condi	colleagues, their families and iates – particularly those with romised immune systems, preng respiratory illness, heart tions, diabetes, those undergoing or treatment, elderly etc.	 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 selfisolate 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 Follow Minimum distance rule - 2m as per SSW24F incl. Mandatory standards for Clocking in /out Smoke area, 					



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		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	As with ALL element of the Risk	As above				
share, working together	Assessment	If communal DSE and telephone equipment				
		to be cleaned with wipes after each use				
Use of office equipment i.e.						
photocopier, printer, scanner, laminator						
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	Who might be harmed and how?	What are you already doing? As above plus	What further action is required?	By Who?	By when?	Status
	Who might be harmed and how?		What further action is required?	By Who?	By when?	Status
People interaction when completing	Who might be harmed and how?	As above plus	What further action is required?	By Who?	By when?	Status
People interaction when completing	Who might be harmed and how?	 As above plus People control up to 3 cage width. 	What further action is required?	By Who?	By when?	Status
People interaction when completing	Who might be harmed and how?	 As above plus People control up to 3 cage width. Line marking in place for 2m guide 	What further action is required?	By Who?	By when?	Status
People interaction when completing	Who might be harmed and how?	 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% 	What further action is required?	By Who?	By when?	Status
People interaction when completing Parcel Sort from belt to collar.	Who might be harmed and how? As with ALL element of the Risk	 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 				Status
People interaction when completing Parcel Sort from belt to collar. Load & Unload trailers,		 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. 	Issue of face masks recorded & held	MD/Leadership teams	13/8/20	Status
People interaction when completing Parcel Sort from belt to collar.	As with ALL element of the Risk	 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. 		MD/Leadership		Status
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People interaction when completing Parcel Sort from belt to collar. Load & Unload trailers, Note working area is 2.45m wide Behaviours Failure to follow hygiene & PPE	As with ALL element of the Risk	 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. 	Issue of face masks recorded & held locally. New SSoW 25F – 2 in a trailer incl.	MD/Leadership		Status
People interaction when completing Parcel Sort from belt to collar. Load & Unload trailers, Note working area is 2.45m wide Behaviours Failure to follow hygiene & PPE issued,	As with ALL element of the Risk	 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. 	Issue of face masks recorded & held locally.	MD/Leadership		Status
People interaction when completing Parcel Sort from belt to collar. Load & Unload trailers, Note working area is 2.45m wide Behaviours Failure to follow hygiene & PPE issued, Failure to wear non mandatory	As with ALL element of the Risk	 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. 	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	MD/Leadership		Status
People interaction when completing Parcel Sort from belt to collar. Load & Unload trailers, Note working area is 2.45m wide Behaviours Failure to follow hygiene & PPE issued, Failure to wear non mandatory mask – heat, summer	As with ALL element of the Risk	 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. 	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	MD/Leadership		Status
People interaction when completing Parcel Sort from belt to collar. Load & Unload trailers, Note working area is 2.45m wide Behaviours Failure to follow hygiene & PPE issued, Failure to wear non mandatory mask – heat, summer temperatures	As with ALL element of the Risk	 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. 	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	MD/Leadership		Status
People interaction when completing Parcel Sort from belt to collar. Load & Unload trailers, Note working area is 2.45m wide Behaviours Failure to follow hygiene & PPE issued, Failure to wear non mandatory mask – heat, summer temperatures Failure follow 2 man standing	As with ALL element of the Risk	 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. 	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	MD/Leadership		Status
People interaction when completing Parcel Sort from belt to collar. Load & Unload trailers, Note working area is 2.45m wide Behaviours 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.	As with ALL element of the Risk	 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. 	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	MD/Leadership		Status
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Completed with non regular operative Lack of equipment sanitisation pre use Side load commences too early					b	Fracking of load teams po pay to ensure regular op- working together, every	eratives			
(100% full) – not 6 foot in					l l	Monitor mask wear whils mandatory, due to user o				
Check regimes					tr	railer heat through the s	summer,			
 Failure to log & track regular working teams, rectify. 					in	ootential for remove, ned ncreased issue per perso				
Failure to meet 30% behaviour check focus on social distancing					fo	or regular change.				
Site	ALL		Area/Work Activity	Covered	TI	RANSPORT				
What are the hazards?	Who might be harme	d and how?	What are you already doing?			nat further action is requ	uired?	By Who?	By when?	Status
Need for pre-post brief process & tacho graph down load. Interaction outside of Hermes in	As with ALL element of Assessment	of the Risk		rief standards g for area incl wait zones.						
drop/collect process			Where Drivers in	nteract on the						
Rare but some need for buddy, double manning in vehicles. Use a shared cab as part of vehicle us, new driver assessment				mandatory process incl nev nent issued 30/3/20	v					
Issues and personal hardship around long-term isolation – depression, inability to obtain supplies required			including start	gister of all in self-isolation : date ndards for working at homo						
			Business apply regards to at r	ying Government Standard risk persons	S					
Personal Protective Equipment Required:										
Reviewed by (Name)	Marc Deradour			Signature	~	Marc Deradour		13/5/20		
Reason for the Review (tick relevant column)										
Annual review	Accident/Near Miss	Change of	staff	Change of equipment		Change of site ayout	√ Chai	hange of process		
	Status (Key)									
		= No further ac	tion required	= Work has been	started	= No wo	rk started			