

# COVID-19 Risk Assessment



## 1.1 Activity

Title	COVID-19 Workplace Risk Assessment
Location	Crossflight House, Skyway 14, Calder Way, Colnbrook. SL3 0BQ
Risk	The spread of COVID-19
Those at risk	All employees, visitors, cleaners, contractors and members of the public who come into contact with employees

## 1.2 Person(s) conducting this assessment

Name	Jacqui Tutin / James Kelly	Date	06-Apr-20
------	----------------------------	------	-----------

## 1.3 Assessment Review History

This assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid or after a reported incident. Otherwise, the assessment should be reviewed, at least every month. The responsible competent person must ensure that this assessment remains valid.

	Issue 1	Review 1	Review 2	Review 3	Review 4
Date due	06-Apr-20	12-May-20			
Date conducted	06-Apr-20	14-May-20			
Conducted by	Jacqui Tutin	James Kelly			

## 2.0 Risk Areas and Controls

Area	Controls required	Additional controls	Action by	Due date	Done date
<b>Hygiene Etiquette</b>	<p>Hand washing facilities with anti-bacterial soap</p> <p>Paper towels/hand dryers for drying of hands</p> <p>See hand washing guidance;  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Antibacterial hand sanitiser available in all areas of the building</p>	<p>Employees are reminded on a regular basis via email and posters placed around the building to wash hands with antibacterial soap and water for at least 20 seconds and the importance of proper drying</p> <p>Also reminded to catch it, bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues are available in all areas of the building</p> <p>Further guidance can be found here;  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	<p>James Kelly</p> <p>Paul Murphy</p>	<p>28-Feb-20</p> <p>and ongoing</p>	<p>28-Feb-20</p>
<b>Cleaning</b>	<p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception and common areas using appropriate cleaning products and methods</p>	<p>Additional clean of building introduced during the working day</p> <p>Antibacterial cleaning materials are available throughout the building for all staff as and when needed</p>	<p>James Kelly</p>	<p>11-Mar-20</p>	<p>11-Mar-20</p>

Social Distancing	Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by PHE.	Staff are reminded on a regular basis of the importance of social distancing.	James Kelly Paul Murphy	28-Feb-20 and ongoing	28-Feb-20
	Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Relocating workers to other tasks, where possible	Limit the number of people in common areas			
	Redesigning processes to ensure social distancing in place.	Staff to use phone, email and instant messaging tools rather than face to face contact with colleagues to reduce movement around the building			
	More information can be found here: <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a> <a href="https://www.hse.gov.uk/news/social-distancing-coronavirus.htm">https://www.hse.gov.uk/news/social-distancing-coronavirus.htm</a>	Virtual meetings and conference calls to be used in place of face to face meetings with clients and suppliers			
		2 metre rule also applies to outside areas such as the smoking area			
		Delivery drivers to be directed to the designated area in Transport Control and are not permitted to enter any other area of the building except for the toilets			
		To control foot traffic within the building, office staff are to enter/leave the building via reception. Drivers, Transport and Operational staff via the door in the Transport Control office			
PPE	Drivers and staff working in the warehouse are required to wear gloves	Gloves are available in Transport and Operations/warehouse	All Managers	on going	
	Face coverings are available to drivers and those working in the warehouse for use when it is difficult to observe social distancing	Face coverings are available in Transport, Operations/warehouse			
		Guidance provided on putting on and removing gloves and face coverings			
Symptoms of COVID-19	If anyone becomes unwell with a new continuous cough and/or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and to self-isolate	First aiders to be provided with additional information on dealing with Covid-19	Jacqui Tutin	on going	
	If a member of staff has anyone in their household showing symptoms, they must stay at home for a period of 14 days. The 14-day period starts from the day when the first person in the house became ill.	Line managers will maintain regular contact with staff members during this time.	All Managers	on going	

<b>Drivers &amp; Vehicles</b>	<p>Drivers to adhere to Crossflight procedures, observe social distancing rules and to be aware and observe any client specific requirements</p> <p>Reference;  <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm#">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm#</a></p> <p>Where possible drivers should avoid swapping vehicles and remain in the vehicle allocated to them. However, if a swap is necessary, all touch surfaces must be cleaned with antibacterial wipes/appropriate cleaning materials in both vehicles, before and after use</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers</p> <p>Drivers to leave packages as directed by consignees to avoid contact and observe social distancing rules</p> <p>To further avoid contact, drivers do not need to obtain a physical signature (POD), but must record the full name of the recipient on their POD paperwork/TomTom device</p> <p>Drivers to carry hand sanitiser in their vehicles. Face coverings are available as and when needed</p> <p>No passengers to be carried in the vehicle</p>	Steven Bailey	on going
<b>Mental Health</b>	<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	Regular communication and open-door policy for those who need additional support.	All Managers	on going
<b>Communications</b>	<p>Management to keep all employees up to date. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p>	<p>Regular email from Chairman</p> <p>Regular contact by line manager</p>	<p>Richard Stoughton</p> <p>All Managers</p>	<p>on going</p> <p>on going</p>