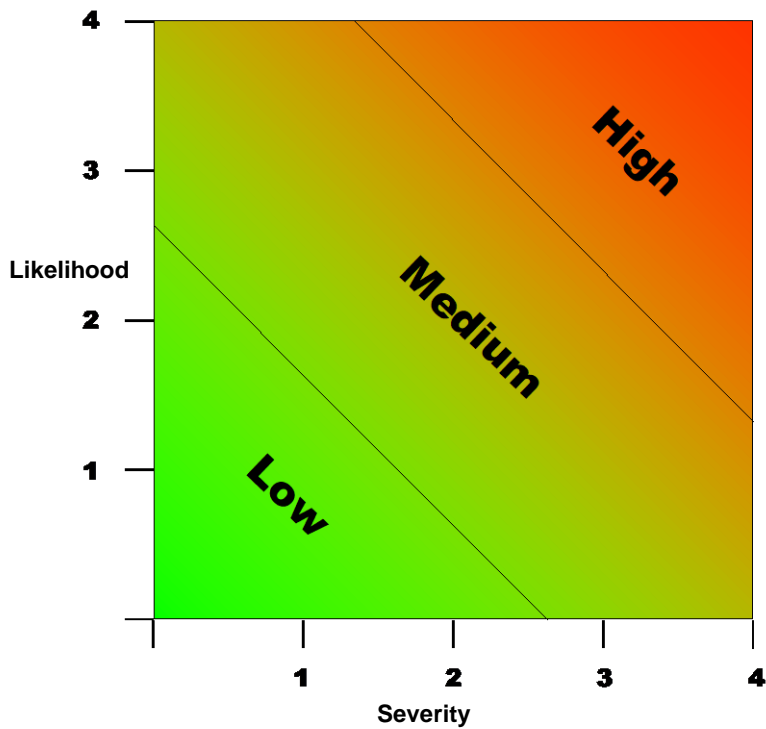




cold move
RISK ASSESSMENT

Ref No:	COVID19							
Depot / location	Oswestry Warehouse/Offices/Canteen	Reason for risk assessment (x)	New Activity/Process					
			Change in Activity/Process					
			Reassessment		X			
Activity	Preventing the risk of COVID19 exposure in the workplace							
What possible hazards are there, and how could they cause harm or injury?	Contracting COVID19 from exposure to infected employees Contracting COVID19 from exposure to infected customers or visitors to site Contracting COVID19 from exposure to delivery drivers Contracting COVID19 from exposure to surfaces, equipment and toilet areas							
People at risk (x)	Public		Employees	x	Visitors	x	Contractors	x
	Other individuals or groups (Specify)							
Current control measures	<p>Handwashing signs displayed in all key areas (toilets, offices, canteen & reception) Access to site restricted to key working staff only Access to plant rooms for cold stores and blast freezers restricted to on site engineers and EJM, Blue Cube or Mechanicool for essential maintenance and breakdowns only, social distancing of 2 metres applies. All staff to observe 2 metre social distancing at all times except where it is not reasonably practicable to do so (container loading for example) in this case teams of 2 people who usually work together will work together. All essential visitors to be asked to wash hands on arrival at site or apply hand sanitiser All staff to wash hands or apply hand sanitiser on arrival to work, after using toilets and before and after breaktimes Existing cold store PPE to be worn as normal including gloves for all warehouse based staff Cleaning regime twice daily for door handles, security keypads & communal touch points Time and attendance system face recognition without touch MHE cleaning regime with sanitiser Canteen surfaces cleaned after every breaktime with sanitiser External toilet facilities provided for visiting drivers and on site tenants Cleaning contractor changed specification to include sanitiser application on work surfaces, door handles and toilet areas. Customer services team split into two groups working half in existing office and half in finance office Directors, Finance, IT and any other job function that is practicable home working Drivers reception moved to behind glass screen All customer meetings or visits prohibited and to be carried out by video conference, telephone or webinar On site meetings to be held via Teams Management team meetings to be held by video conference (Teams or Zoom) Drivers key procedure updated to be contactless Hand sanitiser provided at key areas of site Hand soap in toilet and washing facilities changed to anti bacterial Prevention of access to office areas by non essential staff to minimise contact exposure Canteen chairs removed to a minimum and 2 metre social distancing applied Anyone with symptoms of COVID19 to self isolate and arrange a test through Government testing scheme (PCR Test) Staff encouraged to test each day with lateral flow test before attending work Office staff to use the same workstations each day and not hot desk or share where reasonably practicable. Staff work times straggled on existing rota schemes (6-2, 2-10, 10-6 and office staff attending and leaving at different times) Dock office to be occupied only by one manager at a time no congregating permitted. Face coverings to be worn in all work areas</p>							

Likelihood with current control measures in place	2	Severity with current control measures in place	1
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Severity	Score
Fatal / Fatalities	4
Major / Incapacitated long term	3
3 Day Injury / Including Short term	2
Minor Injury / Ill health	1

Likelihood	Score
Very Likely	4
Likely	3
Unlikely	2
Very Unlikely	1

RISK RATING
with above measures in place

Additional measures - how can the risk be controlled better? (continue overleaf)	Hierarchy: E – Eliminate R – Reduce I – Isolate C – Control P – Protect D – Discipline		
	Train out and brief all staff on this updated risk assessment Update this risk assessment on website		
Target date	By 24.12.21	Completion date	
Date of assessment	21.12.21	Assessor (block caps)	Simon Williams
<i>Continue comments overleaf if necessary</i>		Signed	Simon Williams

ADDITIONAL COMMENTS

Comments, or continued from page 1			
Departmental Manager	Simon Williams		
Departmental Manager's Comments			
Review	Name (block caps)	Signature	Date
___ month review			
___ month review			
Final review			

NOTES FOR COMPLETION

Ref No	<ul style="list-style-type: none"> An alphanumeric code to help relate the assessment to other documents, i.e. method statements, procedures, work permits and other safe systems of work.
Reason for assessment	<ul style="list-style-type: none"> Place (x) in the appropriate box
Activity	<ul style="list-style-type: none"> A brief description (sufficient for identification) of the activity being assessed.
Possible hazards, and harm or injury	<ul style="list-style-type: none"> Outline the hazards (something with the potential to cause harm – eg electricity, working from ladders), and then describe the type of harm or injury that may arise because of each hazard.
People at risk	<ul style="list-style-type: none"> Mark the boxes as appropriate with an (x). Other individuals or groups may include young person(s), trainees, expectant mothers, disabled person(s), cleaners, maintenance workers, clients, temporary workers, drivers etc.
Current obligatory controls	<ul style="list-style-type: none"> Outline the controls which are currently in place to reduce risk – eg compulsory training, segregation of the process, guarding, criteria for recruitment, organisation of work pattern, PPE and safety equipment etc.
Severity:	<ul style="list-style-type: none"> From the list decide what is the most likely outcome with the current controls in place.
Likelihood	<ul style="list-style-type: none"> From the list decide how likely this could happen (do not simply rely on previous history).
Risk Rating	<ul style="list-style-type: none"> Having plotted the potential outcome and probability on the graph, where the two lines intersect, this will identify the risk rating. Red (High) – Immediate action required, Amber (Medium) - action required, Green (Low) - action may be required
Additional measures	<ul style="list-style-type: none"> What additional measures are required to further reduce the risks?
Target date	<ul style="list-style-type: none"> Target date for completion of additional measures. Date to be agreed with Manager named on next page.
Completion date	<ul style="list-style-type: none"> Date when additional measures were actually completed. Conduct a new risk assessment at this stage.
Manager responsible	<ul style="list-style-type: none"> Senior Manager with authority to make decisions for the activity being risk assessed.
Review dates	<ul style="list-style-type: none"> If there are no additional measures required, then the risk assessment should be reviewed every 12 months to ensure it remains current. Full re-write required after 4 years.