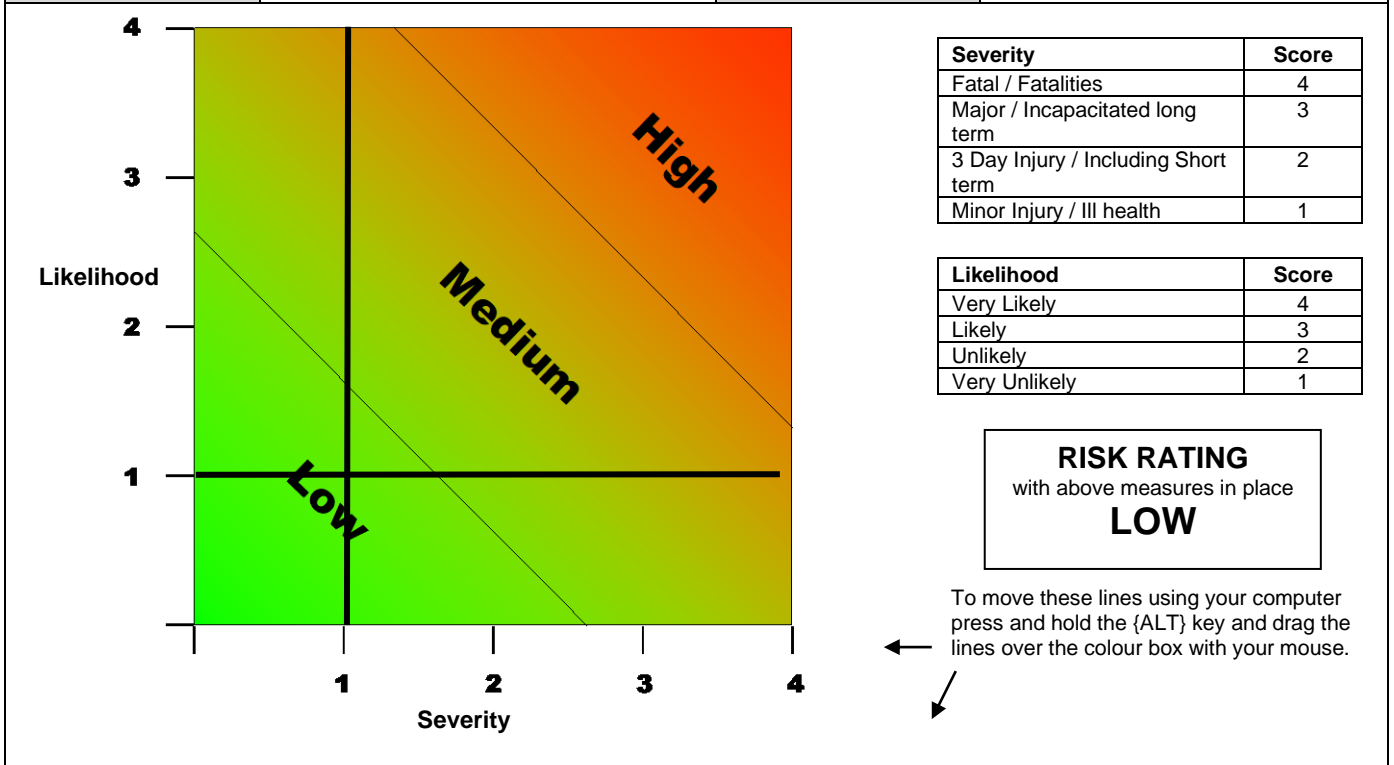




**RISK ASSESSMENT**

<b>Ref No:</b>	<b>COVID19 V2</b>							
<b>Depot / location</b>	Oswestry Warehouse/Offices/Canteen			<b>Reason for risk assessment (x)</b>		New Activity/Process		
						Change in Activity/Process		
						Reassessment		<b>X</b>
<b>Activity</b>	Preventing the risk of COVID19 exposure in the workplace							
<b>What possible hazards are there, and how could they cause harm or injury?</b>	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							
<b>People at risk (x)</b>	<b>Public</b>		<b>Employees</b>	x	<b>Visitors</b>	x	<b>Contractors</b>	x
	<b>Other individuals or groups (Specify)</b>							
<b>Current control measures</b>	<p>Handwashing signs displayed in all key areas (toilets, offices, canteen &amp; reception)          Access to site restricted to staff &amp; business critical visitors 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          8 x Hand sanitiser stations installed around site          Existing cold store PPE to be worn as normal including gloves for all warehouse based staff          Cleaning regime twice daily for door handles and security keypads          Removal of Tensor hand scanning, manual process temporarily implemented          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.          Offices re-arranged to allow social distancing          Prohibition of inter-departmental interaction and moving between offices (key personnel listed exempt)          Drivers reception moved to behind glass screen          All customer meetings or visits prohibited and to be carried out by video conference, telephone or webinar          All essential on site meetings to promote social distancing of 2 metres at all times          Management team meetings to be held by video conference          Drivers key procedure updated to be contactless          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 for ten days and arrange a test through Government testing scheme          Office staff to use the same workstations each day and not hot desk or share where reasonably practicable.          Staff work times staggered 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.          Social distancing signage installed          Covid Secure poster displayed in reception</p>							

<b>Likelihood with current control measures in place</b>	1	<b>Severity with current control measures in place</b>	1
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<b>Additional measures - how can the risk be controlled better? (continue overleaf)</b>	Hierarchy: E – Eliminate R – Reduce I – Isolate C – Control P – Protect D – Discipline		
	Purchase and install Tensor Face Recognition technology for time and attendance		
<b>Target date</b>	By 01.09.2020	<b>Completion date</b>	
<b>Date of assessment</b>	03.08.2020	<b>Assessor (block caps)</b>	Simon Williams
<i>Continue comments overleaf if necessary</i>		<b>Signed</b>	Simon Williams

## ADDITIONAL COMMENTS

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

### NOTES FOR COMPLETION

<b>Ref No</b>	<ul style="list-style-type: none"> <li>An alphanumeric code to help relate the assessment to other documents, i.e. method statements, procedures, work permits and other safe systems of work.</li> </ul>
<b>Reason for assessment</b>	<ul style="list-style-type: none"> <li>Place (x) in the appropriate box</li> </ul>
<b>Activity</b>	<ul style="list-style-type: none"> <li>A brief description (sufficient for identification) of the activity being assessed.</li> </ul>
<b>Possible hazards, and harm or injury</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>People at risk</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Current obligatory controls</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Severity:</b>	<ul style="list-style-type: none"> <li>From the list decide what is the most likely outcome with the current controls in place.</li> </ul>
<b>Likelihood</b>	<ul style="list-style-type: none"> <li>From the list decide how likely this could happen (do not simply rely on previous history).</li> </ul>
<b>Risk Rating</b>	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>Additional measures</b>	<ul style="list-style-type: none"> <li>What additional measures are required to further reduce the risks?</li> </ul>
<b>Target date</b>	<ul style="list-style-type: none"> <li>Target date for completion of additional measures. Date to be agreed with Manager named on next page.</li> </ul>
<b>Completion date</b>	<ul style="list-style-type: none"> <li>Date when additional measures were actually completed. Conduct a new risk assessment at this stage.</li> </ul>
<b>Manager responsible</b>	<ul style="list-style-type: none"> <li>Senior Manager with authority to make decisions for the activity being risk assessed.</li> </ul>
<b>Review dates</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>