

Risk Assessment

Document Ref/Title: DWSRA02

Site/Location: All sites - Generic (virtual)

Environment or Task Assessed: COVID-19 Secure + Returning to offices post lockdown (COVID-19)

Assessment carried out/reviewed by: Jane Taylor (initially)

Date of assessment: 21.05.2020

Date of next review: Ongoing (as per Government/HSE advice) + on return to work

Reviewed: 02.10.2020 + 30.10.2020

Notes –

This generic risk assessment will be reviewed and amended to become site specific for all sites prior to becoming occupied. Awaiting notification of return dates.

Ipswich distribution centre is currently operational and therefore has an existing site-specific risk assessment.

| Identified Hazard | Who may be harmed and how? E = Employees C = Contractors V = Visitors P = Public | What are we already doing to control the risks? | What further action is required to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done (date) | Residual Risk Rating L = Low M = Medium H =High |
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| <p>Reduced Emergency provision (First Aiders (FA) + Fire Marshals (FM))</p> <ul style="list-style-type: none"> Reduced provision (staffing levels) | E, C, V, P | | <p>1: Staff manifest/numbers required for employees returning to office working 2: Establish who are the FAs + FMs for each site 3: Confirm there is sufficient provision If not, then either: -</p> <ul style="list-style-type: none"> Identify who is trained from neighbouring office/company (share responsibility) Source immediate training, if available Check/confirm if an existing FA/FM will return to office from home. Nominate 2 staff as 'Appointed Persons' for calling emergency service within offices of less than 15 employees | HR, H&S, Line Managers | On return to offices - TBC | | |

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| <ul style="list-style-type: none"> Cross-contamination to FA and/or casualty | E, C, V, P | First Aid kit, including gloves, face covering, aprons, hand sanitiser | <ul style="list-style-type: none"> Additional gloves, face coverings, aprons + hand sanitiser to be ordered for each site/kit FAs to review the safety guidance sheet and confirm their understanding (H&S to send to FAs) | FAs + FMs, H&S, Procurement | On return to offices - TBC | | |
| Spread of Covid-19 (Coronavirus) | E, C V, P | <ul style="list-style-type: none"> Basic measures put into place before lockdown e.g. cleaning, personal hygiene, travel restrictions, no unauthorised movement between buildings, vulnerable staff working from home, through the provision of regular internal communication and posters displayed around the work areas <p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. | <ul style="list-style-type: none"> Lidded bins will be made available for disposal of tissues/ paper towels <p>Hand Washing</p> <ul style="list-style-type: none"> Forward hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ | H&S, procurement, facilities H&S, Line Managers, staff, facilities | On return to offices – TBC | | |

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| | | <ul style="list-style-type: none"> • Disposable paper towels for hand drying • Gel sanitisers in any area where washing facilities not readily available <p>Employees to be reminded through the provision of posters displayed around the work areas to:</p> <ul style="list-style-type: none"> • Wash hands for 20 seconds with water and soap • Dry hands with disposable towels. • Follow the 'Catch it, Bin it, Kill it' process (catch coughs and sneezes in tissues) Tissues will be provided throughout the workplace • Avoid touching face, eyes, mouth or nose. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Daily cleaning of offices | <ul style="list-style-type: none"> • Forward drying of hands with disposable paper towels information - https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ • To help reduce the spread of coronavirus (COVID-19) reminding everyone to check the latest 'Public Health Advice' <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, toilets, reception area using appropriate cleaning products and methods. • Staff to report any areas of concern to their line manager immediately. | <p>Facilities, Cleaning contractors, H&S, Line Managers staff</p> | | | |
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| | | <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • All staff currently working from home. • During shutdown staff given opportunity to apply for permanent homeworking. | <ul style="list-style-type: none"> • Rigorous checks to be carried out to ensure that the necessary procedures are being followed. • Offices/work areas/desks to be de-cluttered to allow for deep cleaning and to reduce cross contamination. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency + adhering to local area restrictions (Tiering system) https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing • ‘Social distancing control measures’ induction to be given to all staff • Management to enforce and implement regular checks to ensure this is adhered to. • Taking steps to review work schedules including start & finish times/shift patterns, where practicable, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks, again where practicable. • Redesigning processes to ensure social distancing in place. • Conference/video calls to be used instead of face to face meetings. • Ensuring sufficient, staggered rest breaks for staff, but not in communal areas and must have good ventilation. | <p>Directors, H&S, Facilities, Line Managers staff</p> | | | |
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| | | <p><u>Car Parking</u></p> <p><u>Stairs & Entrances</u></p> <p><u>Lifts (where applicable)</u></p> | <ul style="list-style-type: none"> • Social distancing to be adhered to in toilets + kitchens • Smoking shelter – No Go until further notice • Desks to be marked to allow for 2metre spacing between staff. • Advice on commuting to work – https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers <p><u>Car Parking</u></p> <ul style="list-style-type: none"> • Where possible leave a car parking space between vehicles. • If above not practical (space constraints), then one-way parking to be implemented. • Staff comms to be sent explaining above + signage in car parks for visitor's/staff <p><u>Stairs & Entrances</u></p> <ul style="list-style-type: none"> • Stairs -1 person at a time or 2m ruling and no passing. • No tailgating in entrances • Shared buildings – follow landlord's guidelines for communal areas. • Staff coms to be sent out on procedures • Signs to be displayed for staff and Visitors <p><u>Lifts (where applicable)</u></p> <ul style="list-style-type: none"> • Only 1 person at a time • staff comms to be sent out • Signs to be displayed for staff and Visitors | <p>H&S, facilities,</p> <p>H&S, facilities, Line Managers + property services company's</p> <p>H&S, facilities, Line Managers + property services company's</p> | | | |
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| <ul style="list-style-type: none"> • Where social distancing cannot be adhered to for certain work activities. (Ipswich distribution staff have been identified as feeling more confident performing work activities if provision of gloves and face coverings). | | <p><u>Use of Access Keypads</u></p> <p><u>PPE</u></p> <ul style="list-style-type: none"> • Ipswich reception desk is screened • Gloves + face coverings provided for distribution staff • Distribution staff instructed on how to remove gloves / face coverings carefully to reduce contamination and how to dispose of them safely. Guidance on safe wearing + use of PPE (posters + step by step guides) • | <ul style="list-style-type: none"> • Shared buildings – follow landlord's guidelines for communal areas. <p><u>Use of Access Keypads</u></p> <ul style="list-style-type: none"> • Internal or external - please use a hand sanitiser after touching the keypad/key code points etc. <p><u>PPE</u></p> <ul style="list-style-type: none"> • Gloves + face coverings + aprons to be ordered for first aiders • Staff to be reminded that wearing of gloves is not a substitute for good hand washing. • First Aiders will be instructed on how to remove gloves / face coverings carefully to reduce contamination and how to dispose of them safely. Guidance on safe wearing + use of PPE (posters + step by step guides) | <p>All staff</p> <p>H&S, Procurement, Line Managers staff, first aiders</p> | | | |
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| Symptoms of Covid-19 | E, C, V, P | <ul style="list-style-type: none"> Anyone displaying COVID-19 symptoms in the workplace will be sent home immediately and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. | <ul style="list-style-type: none"> Staff/visitors who have interacted with the relevant member of staff should be sent home immediately, self-isolate and be tested for COVID-19. 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. | Line Managers, staff. HR to be notified. | Immediate process (as & when required) | (as & when required) | M (until test results are known) |
| Mental Health/Wellbeing | E | <ul style="list-style-type: none"> HR procedures in place Regular communication from Line Managers and peers Good support system in place | <ul style="list-style-type: none"> To ensure that all staff are receiving regular communication and support from their Line Mangers | Line Managers, HR, staff. | Immediate | | |