

Risk Assessment

Document Ref / Title: DWSRA02

Site / Location: All sites - generic (virtual)

Environment or Task Assessed: COVID-19 Secure (see notes below for detail)

Assessment carried out / reviewed by: Jane Taylor (Health & Safety Advisor)

Date of initial assessment: 21.5.20

Reviewed: 2.10.20 + 30.10.20 + 3.12.20 + 26.3.21

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

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. Currently employees are working from home.

****Ipswich distribution centre remains operational and therefore additional control measures have been introduced and are being reviewed regularly following Government and HSE guidance for warehousing and distribution****

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
<p>Reduced Emergency provision (First Aiders (FA) + Fire Marshals (FM))</p> <ul style="list-style-type: none"> Reduced provision (staffing levels) 	<p>E, C, V, P</p>	<p>Ipswich site – to cover distribution team 2 x Fire Marshal's + 1 x First Aider at Work have been trained + New first aid kits have been supplied</p>	<p>1: Staff manifest/numbers required for employees returning to office working 2: Establish who are the FA's + FM's 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 25 employees In case of flexible/hot desking, revert to Lone working policy + risk assessment of what to do in an emergency 	<p>HR, H&S, Managers</p>	<p>By return to offices - TBC</p>		

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Cross-contamination to FA and/or casualty	E, C, V, P	Ipswich site - Personal kit supplied, including gloves, face covering, goggles, aprons, hand sanitiser + additional COVID-19 safety advice supplied to First Aider	Additional gloves, face coverings, goggles, aprons + hand sanitiser to be ordered for each site/kit/First Aider FA's to review the safety guidance sheet and confirm their understanding (H&S to send to FA's)	First Aiders, H&S, Procurement	By return to offices - TBC		
Spread of Covid-19 (Coronavirus)	E, C, V, P	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. Posters displayed around the work areas Ipswich distribution team have attended a 'Tool box' talk regarding the additional control measures that have been put into place since Jan 21 and their revised	Lidded bins will be made available for disposal of tissues/ paper towels Tissues to be supplied to each site Ventilation (natural + systems) to be checked at each site.	Procurement, Facilities	By return to offices – TBC		

		<p>responsibilities, following changes in Government guidance and Legislation</p> <p>COVID-19 Secure HSE poster displayed at Ipswich site</p> <p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place.</p> <p>Hand sanitisers in any area where washing facilities not readily available, especially near entrances, exits, touch points e.g. panel codes for secure doors</p> <p>Employees reminded through the provision of posters displayed around the work areas to:</p> <p>Wash hands for 20 seconds with water and soap</p> <p>Ensure hands are dried Follow the 'Catch it, Bin it, Kill it' process (catch coughs and sneezes in tissues).Tissues will be provided throughout the workplace</p>	<p><u>Hand Washing</u></p> <p>Forward hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone to check the latest 'Public Health Advice'</p>	<p>H&S, Managers, Staff, Facilities</p>			
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	<p>Avoid touching face, eyes, mouth or nose.</p> <p><u>Cleaning</u></p> <p>Daily cleaning of offices</p> <p>Daily cleaning of Dist. Areas + reception</p> <p>Ipswich dist. – cleaners must wear face coverings at all times whilst in building + Cleaning contractors to notify DWS if any of their team test positive for COVID-19</p> <p><u>Social Distancing</u></p> <p>All staff currently working from home.</p> <p>During shutdown staff given opportunity to apply for permanent homeworking.</p> <p>Ipswich dist. – further restrictions in place re mixing of staff, not working closely together where practical, number of staff</p>	<p><u>Cleaning</u></p> <p>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.</p> <p>Staff to report any areas of concern to their line manager immediately.</p> <p>Rigorous checks to be carried out to ensure that the necessary procedures are being followed.</p> <p>Offices/work areas/desks to be de-cluttered to allow for deep cleaning and to reduce cross contamination.</p> <p><u>Social Distancing</u></p> <p>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 any local area restrictions (Tiering system) https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>'Social distancing control measures' induction to be given to all staff</p>	<p>Facilities, Cleaning contractors, H&S, Managers, Staff</p> <p>Directors, H&S, Facilities, Managers, Staff</p>			
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		<p>using communal/break areas at once, as per 'Tool box talk' in Jan 21</p> <p>Ipswich dist. -signage displayed throughout enforcing messages</p> <p>Ipswich dist. – manager monitoring working practices</p>	<p>Management to enforce and implement regular checks to ensure this is adhered to.</p> <p>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.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference/video calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient, staggered rest breaks for staff, but not in communal areas and must have good ventilation.</p> <p>Social distancing to be adhered to in toilets + kitchens.</p> <p>Smoking shelter – No Go until further notice.</p> <p>Desks to be marked to allow for 2metre spacing between staff.</p> <p>Advice on commuting to work – https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Booking of desks so that numbers & social distancing can be further controlled</p>				
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Symptoms of Covid-19	E, C, V, P	<p>Anyone displaying COVID-19 symptoms in the workplace will be sent home immediately and advised to follow the stay at home government guidance. Acas advice - self isolating</p> <p>+</p> <p>NHS advice - when and how to self-isolate</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Staff/visitors who have interreacted with the relevant member of staff should be sent home immediately, self-isolate and be tested for COVID-19.</p> <p>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>	Managers, Staff, HR to be notified.	Immediate process (as & when required)	(as & when required)	M (until test results are known)
Mental Health/Wellbeing	E	<p>HR procedures in place</p> <p>Regular communication from Line Managers and peers</p> <p>Good support system in place</p>	To ensure that all staff are receiving regular communication and support from their Line Mangers	Managers, HR, Staff.	Immediate	Ongoing	L

Guidance

HSE – www.hse.gov.uk/news/coronavirus.htm

Gov.uk website – www.gov.uk/coronavirus

Gov.uk website - [face coverings in the workplace](#)

www.NHS.uk

<https://www.bbc.co.uk/news/science-environment-52040138>



What is Coronavirus?

Coronaviruses are a large family of viruses which may cause illness in animals or humans, a number of which are known to cause respiratory illnesses which can be as mild as the common cold to more severe diseases such as SARS (Severe Acute Respiratory Syndrome).

A newly discovered coronavirus COVID-19 (official name: severe acute respiratory syndrome coronavirus 2) is rapidly spreading across the globe and is thought to be related to the previous strain of SARS which was discovered in 2002 though the illness they cause are very different.

What are the Key Symptoms?

- High Temperature - You may feel hot to touch on your chest or back.
- Coughing - A new, continuous cough, perhaps for more than an hour, or 3 or more coughing episodes in 24 hours.
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
- Less Commonly Shortness of breath, aches and pains, sore throat & diarrhoea.

