

-			Depot:					Page		10	of 8	
Subject		COVID	-19 outbreak	Asses	sment	Date	Sep-20	Assessment Ref				
or (s)	Richard Whittingh	nam		Mana	gers /	ers Acceptance						
	All tasks in all area	as										
Existing Measures	Taken to Control	Risks	from Hazard	Initia	l Risk	Level	Furthei	r Controls Required	Res	idual	Risk L	Level
2.Hazard Cause (how will the hazard be realized)	3. Hazard Effect (the potential injury sustained)	4. At Risk	5. Existing Control Measures	6. Severity	7. Probability	8. Risk Rating	9. Furth	er Control Measures	10. Severity	11. Probability	12. Risk Rating	13. Acceptable ?
touch. The virus survives on all types of	Possible Severe illness including		Before returning to work all employees are requested to declare that they are not classed as being in a vulnerable group and have not been advised to follow the shielding and social distance guidance provided by the Government and NHS England	3	1	3		None				
for long periods.	ioss of me.	Α	a mild cough or low-grade fever (37.8c or more) they need to stay at home and self- isolate for 7 days. If their symptoms haven't improved after 7 days then go to htts://111.nhs.uk for guidance online, then call the office to update them with the guidance they have been given.	3	1	3		None				
			employees need to observe the social distancing guidance whilst at work as far as is practical. social distancing means 2 metres apart from other people. * Employees - following revised safe working	3	1	3		None				
			as well as 2 metres from visitors and contractors.	3	1	3		None				
	Existing Measures 2.Hazard Cause (how will the hazard be realized) A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin	All tasks in all areaExisting Measures Taken to ControlExisting Measures Taken to ControlC.Hazard Cause (how will the hazard be realized)3. Hazard Effect (the potential injury sustained)A pandemic viral disease with a very high transmittable value mainly through touch. The virusHigh temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.	All tasks in all areas All tasks in all areas Existing Measures Taken to Control Risks f All tasks in all areas Existing Measures Taken to Control Risks f All tasks in all areas Existing Measures Taken to Control Risks f All tasks in all areas All tasks in all tasks All tasks i	All tasks in all areas Existing Measures Taken to Control Risks from Hazard 2.Hazard Cause (how will the hazard be realized) 3. Hazard Effect (the potential injury sustained) 5. Existing Control Measures A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods. High temperature, a new persistent eillness including loss of life. Before returning to work all employees are requested to declare that they are not classed as being in a vulnerable group and have not been advised to follow the shielding and social distance guidance provided by the Government and NHS England * An and the shielding and social distance guidance illness including loss of life. * An and the shielding and social distance guidance indication of low-grade fever (37.8 cor more) they need to stay at home and self- isolate for 7 days. If their symptoms haven't improved after 7 days then go to htts://111.nhs.uk for guidance online, then call the office to update them with the guidance they have been given. * An and the group and have not been advised to follow the shielding and social distance guidance provided by the Government and NHS England *	All tasks in all areas Existing Measures Taken to Control Risks from Hazard Initia 2.Hazard Cause (how will the hazard be realized) 3. Hazard Effect (the potential injury sustained) 5. Existing Control Measures 6. A pandemic viral disease with a very high transmittable value mainly through for long periods. High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life. returning to work all employees are requested to declare that they are not classed as being in a vulnerable group and have not been advised to follow the shielding and social distance guidance provided by the Government and NHS England * 3 A A Employees have been told that anyone with even a mild cough or low-grade fever (37.8 cor more) they need to stay at home and self- isolate for 7 days. If their symptoms haven't improved after 7 days then go to htts://111.nhs.uk for guidance online, then call the office to update them with the guidance whilst at work as far as is practical. social distancing means 2 metres apart from other poople. 3 3 3	All tasks in all areas Existing Measures Taken to Control Risks from Hazard Initial Risk 2.Hazard Cause (how will the hazard be realized) 3. Hazard Effect (the potential injury sustained) 5. Existing Control Measures 5. A pandemic viral disease with a very high transmittable value mainly through touch. The virus for long periods. High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life. returning to work all employees are requested to declare that they are not classed as being in a vulnerable group and have not been advised to follow the shielding and social distance guidance provided by the Grower ment and NHS Englant * Employees have been told that anyone with even a mild cough or low-grade fever (37.8 cor more) they need to stay at home and self- isolate for 7 days. If their symptoms haven't improved after 7 days then go to htts://111.nhs.uk for guidance online, then call the office to update them with the guidance whilst at work as far as is practical. social distancing guidance whilst at work as far as is practical. social distancing revised safe working practices - are able to work at least 2 meters apart as well as 2 meters for wisitors and contractors. 3 1	All tasks in all areas Existing Measures Taken to Control Risks from Hazard Initial Risk Level 2.Hazard Cause (how will the hazard be realized) 3. Hazard Effect (the potential injury sustained) 5. Existing Control Measures 5. Existing Control Measures 5. Existing Control Measures A pandemic viral disease with a very high transmittable value mainly through touch. The virus for long periods. High temperature, a new persistent of taste and smell. Possible Severe illness including loss of life. Feturning to work all employees are requested to declare that they are not classed as being in a vulnerable group and have not been advised to follow the shielding and social distance guidance provided by the Government and NHS England * 3 1 3 A A A Employees have been told that anyone with even a mild cough or low-grade fever (37.8 cor more) they need to stay at home and self- isolate for 7 days. If their symptoms haven't improved after 7 days then go to htts://111.nhs.uk for guidance online, then call the office to update them with the guidance whilst at work as far as is pratical. social distancing means 2 metres apart from other people. 3 1 3 3 1 3 1 3 1 3	All tasks in all areas Existing Measures Taken to Control Risks from Hazard Initial Risk Level Furthe 2.Hazard Cause (how will the hazard be realized) 3. Hazard Effect (the potential injury sustained) 5. Existing Control Measures 5. Existing Control Measures 5. Existing Control Measures 9. Furth A pandemic viral disease with a very high transmittable value mainly through touch. The virus survices on all types of survices on all types of illness including for long periods. High temperature, a new persistent cough and a loss of life. returning to work all employees are requested to declare that they are not classed as being in a vulnerable group and have not been advised to follow the shielding and social distance guidance provided by the Government and NHS England * 3 1 3 A A A A A A A 1 3 1 3 1 3 A A A A A A A 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 <	All tasks in all areas Existing Measures Taken to Control Risks from Hazard Initial Risk Level Further Controls Required 2.Hazard Cause (how will the hazard be realized) 3. Hazard Effect (the potential injury sustained) 5. Existing Control Measures 0. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9.	All tasks in all areas All tasks in all areas Existing Measures Taken to Control Risks from Hazard Initial Risk Level Further Controls Required Res 2.Hazard Cause (how will the hazard by realized) 3. Hazard Effect (the potential injury sustained) 4 5. Existing Control Measures 9. Further Control Measures 9. Further Control Measures 9. Further Control Measures A pandemic viral disease with a very high transmitter High temperature, a new persistent cough ned a loss of taste and smell. Feature in the symptote of th	All tasks in all areas Existing Measures Taken to Control Risks from Hazard Initial Risk Level Further Controls Required Residual 2.Hazard Cause (how will the hazard by realized) 3. Hazard sustained) 4 5. Existing Control Measures 5. Existing Control Measures 5. Further Control Measures 9. Further Control Measures 9. Further Control Measures 10. So even billing A pandemic viral disease with a very high transmitted coupts and a loss of taste and smell. High temperature, a new persistent coupts have been told that anyone with even a mild coupt or low grade fever (37.8 cor more) they need to stay at home and self-isolate for 7 days. If their symptoms haven ti merous and self-isolate for 7 days. If their symptoms haven ti merous and self-isolate for 7 days. If their symptoms haven ti merous and self-isolate for 7 days. If their symptoms haven ti merous didictance guidance whilt at work at a is practical cide stare guidance whilt at work at a is practical cide stare guidance whilt at work at a is practical cide stare and loss of bills. 3 1 3 1 3 None A A A Before returning to work all employees are requested to declare that they are not classed as being in a underse which so that it down as and self-isolate for 7 days. If their symptoms haven ti meroweith even a mild coupt or low grade fever (37.8 cor more) they need to stay at home and self-isolate for 7 days. If their symptoms haven ti meroweith as is practical cide and guidance guidance which at work as a is practical cide andistical codis guidance which at work as a is practical cide and c	All tasks in all areas Existing Measures Taken to Control Risks from Hazard Initial Risk Level Further Controls Required Residual Risk I 2.Hazard Cause (how will the bazard be realized) 3. Hazard Effect (the potentici injury sustained) * 5. Existing Control Measures 0.



Subject o	f Assessment			Working during COVID-19 outbreak				Page	2 of 8			
1	2	3	4	5	6	7	8	9	10	11	12	13
Spread of a viral disease in all work locations	A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe		There are signs at each entrance point of the building and at various locations within to remind employees and visitors to keep 2 metres apart. If it is believed persons are too close, they will be instructed to step back.	3	1	3	None				
	including skin for long periods.	illness including loss of life.		Rest and lunch breaks are staggered wherever possible with a maximum of three people in the warehouse canteen / kitchen and a maximum of one person in the kitchen used by office employees at any time.	3	2	6	Shift Supervisor will do regular checks to ensure that employees comply.	3	1	3	
				* Employees are to make their own drinks and not to make them for other people. *	3	1	3					
			А	Employees are required to wash, dry and put away any kitchen utensils or equipment with the washing up liquid, hot water and disposable paper roll provided. Nothing is to be left in the sink or on the draining board. All used surfaces are to be cleaned with the cleaning spray and paper roll tissue provided. All used cleaning tissue is to be placed in the lidded plastic bin provided.	3	2	6	Shift Supervisor will do regular checks to ensure that employees comply.	3	1	3	
				All waste bins are to be emptied when full or at the end of each shift, by removing the plastic lining bag and sealing / tying the top. Plastic bags are to be disposed of in the main waste bins at site.	3	2	6	Shift Supervisors to ensure all waste is disposed of during the shift and by the end of the shift	3	1	3	
				Contract cleaners are used three times a week to bleach / disinfect commonly touched equipment, surfaces, places and welfare facilities to ensure that they are kept clean and sanitary	3	1	3	None				



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Subject o	f Assessment			Working during COVID-19 outbreak				Page		3 of 8		
1	2	3	4	5	6	7	8	9	10	11	12	13
•		High temperature,		Where possible and permitted employees can	3	1	3	None				
disease in all work	with a very high transmittable value	a new persistent		take their breaks in their car. *								
locations	mainly through touch.	cough and a loss		Employees are instructed to wash their hands								
	The virus survives on all	of taste and smell.		when first arriving and frequently throughout								
	types of surfaces	Possible Severe		their shift with soap and water for at least 20	3	1	3	None				
	including skin for long	illness including loss of life.		seconds or use hand sanitizer. Sanitizer dispensers are situated at key locations throughout the site.				None				
	periods.	loss of me.		are situated at key locations throughout the site.								
				Employees are instructed to cover a cough or								
				sneeze with tissue, then throw the tissue in a bin,								
				avoid touching their eyes, nose or mouth and								
				wash their hands. If they do not have a tissue then	3	1	3					
				they are instructed to cough or sneeze into the				None				
				crook of an arm and then wash their hands. The								
				need to "Catch It, Bin It, Kill It" is communicated to								
				all employees.								
				Employees are instructed not to share work								
			Α	stations or equipment with others wherever	3	1	3	None				
				possible. Where this is not possible the		1	5					
				workstation or equipment is to be sanitized before								
				being used by another person.								
				All keys, scanners and other items are to be	3	1	3					
				sanitized upon handover and prior to being handed back.		-	5					
								None				
				If vehicle movement is required on site, the				Shift supervisor to ensure any vehicle moved				
				person doing the movement is to wear gloves.				and keys used are sanitised on completion.				
				Once the movement is completed the driver will	_	2	~		2	4	2	
				wipe the steering wheel, hand brake, gear selector		2	6		3	1	3	
				and all surfaces touched including the door handle								
				inside and out side with antibacterial wipes.								
				All waste bins within the site are to be emptied								
				when full and at the end of each shift into the	_	4	2	Neza				
				main Biffa waste bins on site. Waste contractors	3	1	3	None				
				empty the main waste bins on site at regular								
			I	intervals weekly		1					_	

	RISK ASSESSM	ENT Cont.:						CONTRACT S		ES LTO		_
Subject o	f Assessment			Working during COVID-19 outbreak				Page		4 of 8		
1	2	3	4	5	6	7	8	9	10	11	12	13
Spread of viral disease during operational delivery and collections at distribution centres and	A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.		Wherever possible delivery drivers are assigned an individual vehicle shared only by one other person from the opposite shift - we operate mainly a 4 on / 4 off shift pattern over 7 days a week to avoid as much as possible any cross contamination. Each vehicle has a supply of Antibacterial wipes.	3	2	6	None - the number of drivers employed and the shift patterns required over a 7 day period will not enable us to avoid vehicle sharing.				
customer premises.	periods.			Drivers have been instructed to sanitize the cab surfaces, steering wheel, door handles, handbrake, gear selector and any equipment at the start of their duty, after each delivery and at the end of every duty shift. The Antibacterial wipes should also be used to sanitize their hands at the start and finish of a duty period and following every delivery / collection	3	1	3	None				
				Drivers are instructed to use either disposable or material gloves during their deliveries and to sanitize their hands every time after removing them.	3	1	3	None				
			Α	A supply of plastic waste bags are kept in each vehicle for drivers to put used disposal gloves and wipes in and seal to avoid cab contamination. Drivers who use material gloves have been instructed to place them in a plastic waste bag when not using them to avoid cab contamination.	3	1	3	None				
				All drivers have had training on and signed for the revised Safe Working Procedure (SWP) established in conjunction with our customer to ensure both parties keep 2 metres apart at all times and avoid the spread of the virus.	3	1	3	None				
				Drivers have been instructed to stay alert to anyone who is showing symptoms at customer sites. If they do, the driver should stand back and call the office for advice. At customer sites the driver should politely ask any persons encroaching within a 2-metre distance to stand back.	3	1	3	None				

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CONTRACT SERVICES LTD Subject of Assessment Working during COVID-19 outbreak 5 of 8 Page 3 4 5 6 7 8 9 10 11 12 13 1 2 Spread of viral A pandemic viral diseas All drivers are trained through and sign High temperature, with a very high disease during a new persistent understanding of a SWP , which has been agreed transmittable value operational cough and a loss with our customer, on the correct procedure to 3 1 3 None mainly through touch. delivery and of taste and smell. follow at delivery / collection sites. The SWP The virus survives on all Possible Severe collections at ensures social distancing, sanitizing of scanners types of surfaces illness including and no physical contact distribution including skin for long Drivers are advised to make sure their cabs are centres and loss of life. periods. well-ventilated to increase the flow of air, by 3 3 customer 1 None opening windows while in motion. premises. Drivers are instructed to keep 2-metres apart within the site and not congregate in areas where this is not possible. If it is noticed that Social 3 1 3 None Α distancing is not being done they will be told to move / step back. Drivers are to observe and comply with all COVID-19 precautions in place at customer sites and 3 3 None 1 within their own depot. Drivers are to dispose of all used sealed plastic waste bags from their cabs on return to the depot 3 3 None 1 into the Biffa waste bins (non-recycle) on site. At the end of their duty period, drivers will sanitise their keys, scanners and any other items 3 1 3 None before handing them into the office. Spread of viral A pandemic viral disease High temperature, Signage and markings will be placed throughout with a very high disease during a new persistent the depot for guidance on COVID-19 good 3 1 3 None transmittable value Warehouse cough and a loss practice mainly through touch. operational of taste and smell. Workstations and equipment are to be sterilised The virus survives on all working in Possible Severe at the start and end of each shift. Supplies of types of surfaces А illness including distribution including skin for long cleaning sprays, antibacterial wipes, hand Shift Supervisor will do regular checks to centres. loss of life. 6 3 3 sanitizers, paper towels and lidded bins with 3 2 1 periods. ensure that employees comply. plastic bag liners are available for use by all employees as and when required.

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Subject o	f Assessment			Working during COVID-19 outbreak				Page		6 of 8		
1	2	3	4	5	6	7	8	9	10	11	12	13
Spread of viral disease during Warehouse operational working in distribution centres.	A pandemic viral disease with a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.		Wherever possible work equipment such as scanners, pallet trucks etc should not be shared. Where this is not possible equipment should be sanitized between users. Paper towels and or wipes used for cleaning are to be disposed of in lidded bins or sealed plastic bags immediately after use	3	2	6	Shift Supervisor will do regular checks to ensure that employees comply.	3	1	3	
	periods.	loss of me.		Warehouse operatives are instructed to wear gloves when working and wash (for at least 20 seconds) or sterilise their hands every time after removing them.	3	1	3	None				
				Where possible and safe, single workers will load or unload lorries. Where this is not possible employees will be put into fixed working teams for the entire duration of the shift to avoid as far as is possible any cross contamination in the work place.	3	1	3	None				
			A	Warehouse operatives are instructed to be aware of their surroundings at all times and wherever possible to keep at least a 2 metre distance from other persons. If it is noticed that operatives are not keeping at least 2 metres apart they will be told to step back.	3	2	6	Shift Supervisor will do regular checks to ensure that employees keep a 2 meter distance .	3	1	3	
				All work tasks will be assessed and evaluated regularly to ensure, as far as is practical, continued safe working within the warehouse. All changes in working procedures will be communicated to employees in writing where necessary.	3	1	3	None				
				When more than one vehicle is to be loaded, these are not to be parked next to each other and must have at least a 2 metre distance apart so the operatives doing the loading can keep their social distancing.	3	1	3	None				
				If vehicle a movement is required the person doing the movement is to wear gloves. Once the movement is completed the driver will wipe the steering wheel, hand brake, gear selector and all surfaces touched including the door handle inside and out side with antibacterial wipes. Keys are to be sanitized before being returned to the key safe.	3	2	6	Shift supervisor to ensure any vehicle moved and keys used are sanitised on completion.	3	1	3	

CONTRACT SERVICES LTD **RISK ASSESSMENT Cont.:** Subject of Assessment Working during COVID-19 outbreak 7 of 8 Page 1 4 7 8 9 11 12 2 3 5 6 10 Spread of viral A pandemic viral disease Drivers of visiting vehicles are to remain in their High temperature, with a very high 3 disease during a new persistent cabs unless using the toilet or washing facilities. 3 1 None transmittable value Warehouse cough and a loss mainly through touch. operational of taste and smell. Rest breaks and lunch breaks are to be staggered The virus survives on all working in Possible Severe with a maximum of Six persons in the canteen / types of surfaces Shift Supervisor will do regular checks to distribution illness including kitchen at any one time. Where possible and 3 3 2 6 1 including skin for long ensure that employees comply. loss of life. centres. permitted employees may take their breaks in periods. their own car. Employees should bring their own refreshments including food and beverages and should dispose 3 3 None 1 of by bagging and placing in lidded bins. Employees are to make their own drinks and not to make them for other people. Employees are required to wash, dry and put away any kitchen utensils or equipment with the washing up liquid, hot water and disposable paper Shift Supervisor will do regular checks to 3 3 2 6 1 Α roll provided. Nothing is to be left in the sink or on ensure that employees comply. the draining board. All used surfaces are to be cleaned with the cleaning spray and paper roll tissue provided. All used cleaning tissue is to be placed in the lidded bin provided. Toilet entrance doors to be identified via signage as occupied / non occupied to prevent 3 1 3 None interactions in confined spaces. All waste bins within the warehouse and canteen / Shift supervisors to do regular checks and

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kitchen are to be emptied when full and at the ensure all waste is disposed of during and by end of each shift into the main Biffa waste the end of their shift. 3 3 6 3 2 1 bins(non-recycle) on site. Waste contractors empty the main waste bins on site at regular intervals weekly Employees will continue to follow existing safe working procedures including wearing personal 3 1 3 None protective equipment. Fire (offices & The fire alarm system will continue to be tested 3 3 1 weekly and the emergency lights monthly. warehouse) All reasonable efforts will be made to ensure that social distancing measures in the work place are Α None not perceived to be a barrier to carrying out 3 3 1 servicing of the fire alarm system or emergency lights.



Subject of Assessment									8 of 8			1	
Subject o	t Assessment			Working during COVID-19 outbreak				Page					
1	2	3	4	5	6	7	8	9	10	11	12	13	
First- aid	disease which has a very high	illness including loss of life.		First-aiders certificates that expire on or after the 16th March 2020 and cannot access requalification training due to Covid-19 may qualify for a 3 month extension. To qualify for the extension, the first-aider must be able to explain why they haven't been able to re-qualify and demonstrate steps taken to access training, if asked in the future.	3	1	3	None					
Failure of lifting equipment to be thoroughly examined	A pandemic viral disease which has a very high transmittable value mainly through touch. The virus survives on all types of surfaces including skin for long periods.	illness including loss of life.	А	All reasonable efforts will be made to ensure that social distancing measures in the workplace are not perceived to be a barrier to carrying out the thorough examinations of lifting equipment. Where the examination is not undertaken, a risk assessment will be done in accordance with HSE guidance to determine whether it is safe to use or not.	3	1	3	None					
Poor Communication, particularly those in vulnerable groups	A pandemic viral disease which has a very high	High temperature, a new persistent cough and a loss of taste and smell. Possible Severe illness including loss of life.		Everyone is consulted with an open-door policy for any employee to raise their concerns. Employees contact numbers and emergency contact details are up to date.	3	1	3	None					

At Risk (Column 4)	Severity (Column 6 & 10)	Probability (Column 7 & 11)	Risk Rating (Cold	umn 8 & 12)	Acceptable (Column 13)			
E - Employees	1 - No Injury	1 Very Unlikely	Severity X Probabi	ility = 1 to 5	Low	Y - Acceptable	risk	
C - Contractors	2 - Minor Injury	2 - Unlikely	Soverity V Drobabi	Severity X Probability = 6 to 8				
V - Visitors	3 - +7 Days Absence	3 - Likely	Sevency X Probab				ed further consideration	
P - Public	4 - Major Injury	4 - Very Likely	Severity X Probabi	ility = 9 to 25	High	N - Unaccepta	ble Risk	
A - All	5 - Death	5 - Virtually Certain		Ass	essment Reviews			
, 	-	-	Date					
			Initials]			