

Dingbro Ltd - Risk Assessment
2020

Date 14th May

Undertaken By: Robert Parfitt - Property, Health and Safety Manager
2020

Review Date 1st June

Description:

Current COVID 19 Safe Systems of Work (SSW) put in place in March, allow for reduced staff levels due to the Furlough scheme, giving ample space to practice social distancing, hygiene and effective cleaning regimes. With the anticipated return to work of a further 50% of staff, pressure on these safe working practices to maintain a safe workplace for all employees will increase. Further controls will need to be considered in order to maintain a safe workplace and a safe working environment under section 2.1 and 2.2 of the HSAWA 1975. This risk assessment considers options for enhanced safety systems over and above the systems already in place to effectively control the spread of COVID 19 in the workplace.

The Hazard, Transmission of COVID 19 throughout the workplace.

What Are the Hazard Areas	Identify the Risks to Employees and others	What Control Measures are in Place?	What Further Action Is Needed?
Middle Door. Transmission of disease from person to person. Returning staff levels will cause Congestion	At certain times during the working day ie 8am - 9am numerous staff congregate to load and pick goods for dispatch putting staff in close proximity and at risk of passing the virus from person to person	current controls allow for 2m distancing clear paths for movement to allow staff to pick and pack in safety. Regular cleans and disinfecting regimes keep surfaces clean for the next worker. PPE gloves are used	enhanced PPE wearing with mask and gloves compulsory when 4 or more staff are present in the middle door section at any one time. Additional cleaning rota to disinfect area before and after morning and evening traffic. Appoint responsible person to monitor wearing of PPE. Introduce loading/collecting rota with Drivers. Spread out loads and departure times to reduce congestion. Drivers to wait in vehicle until called for loading.
Van Driver Picking and Packing Room	High staff traffic area from 8-9am every morning. Possible 30+ drivers and pickers in one room	current controls allow for 2m distancing clear paths for movement to allow staff to pick and pack in safety. Regular cleans and disinfecting regimes keep surfaces clean for the next worker. PPE gloves are used	enhanced PPE wearing with mask and gloves compulsory when 4 or more staff are present in the middle door section at any one time. Additional cleaning rota to disinfect area before and after morning and evening traffic. Appoint responsible person to monitor wearing of PPE. Introduce loading/collecting rota with Drivers. Spread out loads and departure times to reduce congestion. Drivers to wait in vehicle until called for loading.
Sales Counter Area work stations congestion, corridor and office area.	Transmission of Virus between staff	Hourly clean down, workstation dedicated to single user, redundant work stations to keep 2m distance between staff, regular	returning staff to be trained in cleaning and dedicated work station practices increase cleaning rota of counters and common contact areas. Breaks used to distance remaining employees by staggering tea breaks and lunch breaks.

		<p>cleaning of work surfaces and equipment regular hand washing. Doors propped open to prevent contact. Regular training and monitoring of practices by management. Poster up to promote hygiene</p>	<p>Plastic Screens to separate work stations.</p>
<p>Sales Counter Area – Customer Congestion</p>	<p>Transmission of Virus between customer and customers to staff</p>	<p>In-Out doors used where possible providing one directional traffic flow. Floor guidance taped to ensure 2m separation and 2m from counter tops. Remove all paperwork and signature requirements. Use of customer pens only or require no signature. Limit number of customers in restricted counter space at any one time. Door management at busy times. Cleaning regime to keep customer areas disinfected. Posters as guidance.</p>	<p>Further door management as counter becomes busier. Each branch to assess needs and assign responsible person accordingly.</p>
<p>CV office/General Office</p>	<p>Transmission between staff members in confined space</p>	<p>Regular Cleaning Regime. Staggered breaks and re plan office to maximise distances between staff Use remote working and utilise spare office space to spread staff out and maintain social distancing. Enhanced</p>	<p>Current Measure are adequate for staff levels which remain at capacity</p>

		cleaning regimes in place. Regular clean down of common areas. Posters to promote regular hand hygiene. Additional hand sanitiser dispensers introduced.	
Toilets and Tea Prep Areas	Transmission between staff members in confined space	Reduce traffic to allow 2m distancing within each area. Where insufficient space, reduce traffic to one staff member at a time. Where not fire doors, prop open to reduce contact with handles. Increased cleaning rota in high traffic areas.	Current procedures produce safe working environment for return to full capacity working.
Paint and workshop Areas	Risk of touching infected equipment and surfaces. Person to Person	Reduced staff to allow 2m separation. Relevant PPE already used. Increased cleaning frequency of tools and shared machines to reduce virus spread.	Current control measures sufficient to protect staff.
Downstairs Racking – Aisle and Access areas	Close contact with other employees, both airborne and touched surfaces by multiple employees	reduced staff so access to narrow aisles limited and currently no congestion. Cleaning regime for workplace and staff done regularly disinfectant wipes, hand sanitiser and gloves provided. In Narrow Aisle, if occupied, staff wait for it to clear before entering. PPE gloves to be worn.	As traffic increases, use of PPE in narrow aisles including gloves and mask. Cleaning timings increased to be increased with increase in staff levels.

<p>First floor racking – Aisle and access areas</p>	<p>Close contact with other employees, both airborne and touched surfaces by multiple employees</p>	<p>reduced staff so access to narrow aisles limited and currently no congestion. Cleaning regime for workplace and staff done regularly disinfectant wipes, hand sanitiser and gloves provided. In Narrow Aisle, if occupied, staff wait for it to clear before entering. PPE gloves to be worn</p>	<p>As traffic increases, use of PPE in narrow aisles including gloves and mask. Cleaning timings to be increased with increased staff levels.</p>
<p>Bulk Storage Area</p>	<p>Large Warehouse with minimal staff. Shared use of forklift trucks – touching infected controls and equipment</p>	<p>Regular clean downs of Fork lifts. Dedicated FLT's to drivers. Social distancing maintained. PPE gloves worn.</p>	<p>Current measure are sufficient.</p>
<p>Van Delivery Drivers</p>	<p>Drivers entering third party premises. Exchange of paperwork, possible contact with third party.</p>	<p>All drivers are instructed not to enter customer premises unless directed to do so. Social distancing and no contact rules enforced. All drivers have hand sanitiser in cars to disinfect prior to and after visiting customer premises. PPE mask and gloves provided should entry into premises be necessary. Drivers must follow third party guidance on behaviour on their premises. No signatures required unless insisted on.</p>	<p>Current measure are sufficient. Separate Risk Assessment to cover this aspect of procedures to follow.</p>