



| | | | |
|----------------------------|-----------------------------------|--------------|------------|
| ACTIVITY: | Covid – 19 Risk Assessment | | |
| DOCUMENT REF NO: | AP/RA19 | VERSION: | 1.1 |
| DATE OF ASSESSMENT: | 09/10/2020 | REVIEW DATE: | 14/05/2021 |
| ASSESSMENT CARRIED OUT BY: | M Cocken | APPROVED BY: | J Wood |

| Potential Hazards | Persons at Risk | How Harmed | Existing Level of Risk | Control Measures Specified | Further Action Needed | By Whom | Residual Level of Risk |
|-----------------------------------|-----------------|----------------------------------|---|--|---|---|---|
| Spread of Covid –19 (Coronavirus) | E, S/C, V, P | Respiratory failure and/or death |  | <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nhs.uk/news/lifestyle-and-exercise/paper-towels-may-be-more-hygienic-than-air-dryers/ • Staff encouraged to protect the skin by applying emollient cream regularly. • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities are not readily available | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch it, bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Use posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and coughing or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. | M Cocken, Line Managers and Senior Management |  |

KEY:



**High Risk :
Stop work**





**Medium risk:
with caution**



**Low Risk :
Continue with work**

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | | |
|--|--|--|--|--|---|---------|---|
| | | | | <p>Cleaning Frequent cleaning and disinfecting of objects and surfaces that are touched regularly. Particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Limiting the use of high touch items such as printers and whiteboards. New professional cleaning firm engaged.</p> | <p>Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Enhance cleaning for busy areas. Increase waste disposal facilities and more frequent rubbish collection. Remove all hand towel dryers and make sure paper towels are provided.</p> <p>Rigorous checks will be carried out by line manager to ensure that the necessary procedures are being followed.</p> | |  |
| | | | | <p>Social Distancing Social distancing – reducing the number of persons in any work area to comply with the 2 meter (6.5 foot) gap recommended by the public health agency. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Take steps to review work schedules including start and finish times, working from home etc. to reduce the number workers on site at any one time.</p> | <p>Reduce movement by discouraging non- essential trips within buildings and sites – using radios and phones where possible and cleaning them between use. Restrict access between different areas of the building. Introduce one-way flow through buildings. Place floor markings in</p> | IH / MC |  |

KEY:



**High Risk :
Stop work**






**Medium risk:
with caution**



**Low Risk :
Continue with work**

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | | |
|--|--|--|--|--|---|--|---|
| | | | | | walkways and working areas to highlight min distances between persons. Place directional arrows to indicate one-way flow directions through and around buildings. Management checks to ensure this is adhered to. | | |
| | | | | Wearing of gloves Where risk assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed how to remove gloves carefully to reduce contamination and how to dispose of them safely. | Staff to be reminded that wearing gloves is not a substitute for good hand washing. | |  |
| | | | | High risk people To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms. https://www.nhs.uk/conditions/coronavirus-covid-19/ If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles. https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/if-youre-at-very-high-risk-from-coronavirus/ | Enable workers to work from home while self-isolating if appropriate. Provide support for workers around mental health and wellbeing. This could include advice or telephone support. | |  |
| | | | | Who should go to work? Staff should work from home if possible, other than: <ul style="list-style-type: none"> Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. | Plan for the minimum number of people needed on site to operate safely and effectively Monitor the | |  |

KEY:



**High Risk :
Stop work**




**Medium risk:
with caution**



**Low Risk :
Continue with work**

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | | |
|--|--|--|--|---|--|--|---|
| | | | | <ul style="list-style-type: none"> Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment. | <p>wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on site.</p> <p>Keep in touch with off site workers on their working arrangements including their welfare, mental and physical health and personal security.</p> | | |
| | | | | <p>Coming to work and leaving work To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.</p> <p>Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.</p> | <p>Provide additional parking facilities such as bike racks to help people walk, run or cycle to work where possible.</p> <p>Increase entry points to the work building for separate members of the workforce.</p> <p>Provide more storage for workers cloths and bags.</p> <p>Provide hand sanitizing facilities at entry/exit points and disable all touch-based security devices such as keypads.</p> <p>Use markings and introduce one-way flow at entry and exit points. Use markings in the reception area for customers and</p> | |  |

KEY:



**High Risk :
Stop work**







**Medium risk:
with caution**



**Low Risk :
Continue with work**

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | | |
|--|--|--|--|--|--|--|---|
| | | | | | delivery personnel.. | | |
| | | | | <p>Meetings To reduce transmission due to face-to-face meetings and maintain social distancing in meetings, use remote working tools to avoid in-person meetings. Only necessary participants should attend meetings and should maintain 2m separation throughout. Avoid using sharing pens, screens and other objects during the meeting. Hold meetings in well ventilated rooms wherever possible. For areas regularly used for meetings use floor signage to help people maintain social distancing.</p> | Place floor markings in meeting room to aid in social distancing rules. | |  |
| | | | | <p>Workplace and workstations</p> <ul style="list-style-type: none"> For people who work in one place, workstations should allow them to maintain social distancing wherever possible. Workstations should be assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people. If its not possible to keep workstations 2m apart then businesses should consider whether that activity needs to continue for the business to operate and if so take all mitigating actions possible to reduce the risk of transmission. | Review office layouts and process to allow people to work further apart from each other. Use floor tape to mark areas to help workers keep 2m distance. Use screens to separate workers when workstations cannot be moved apart. Avoid the use of hot desking and clean workstations daily. | |  |
| | | | | <p>Accidents, security and other incidents.</p> <ul style="list-style-type: none"> In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. | Only first aiders to respond in an emergency or incident. Retrain first aiders to treat infectious patients safely. | |  |
| | | | | <p>Common areas To maintain social distancing while using common areas:</p> <ul style="list-style-type: none"> Stagger breaktimes to reduce pressure on break rooms or canteens. Use outside areas for breaks wherever possible. | Install clear screens in reception to protect staff from customers and | |  |

KEY:



High Risk :
Stop work





Medium risk:
with caution



Low Risk :
Continue with work

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | | |
|--|--|--|--|--|---|--|---|
| | | | | <ul style="list-style-type: none"> • Create additional space by using other parts of the workplace or building that have been freed up by remote working. • Installing screens to protect staff in receptions or similar areas. • Providing packaged meals or similar to avoid fully opening staff canteens. • Encourage workers to bring their own food. • Encourage staff to remain on site and, when not possible, maintaining social distancing when off site. • Encourage storage of personal items and clothing in personal storage spaces, lockers during shifts. | <p>delivery personnel. Ban the use of cash on site, only accept touchless card payments over the counter or manually entered by receptionist. Provide lockers for staff members. Encourage the use of air conditioning and air extractor fans to refresh and move air around the rooms.</p> | | |
| | | | | <p>Managing contacts Encourage visits via remote connection/working where this is an option. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Limiting the number of visitors at any one time Maintaining a record of all visitors, if this is practical.</p> | <p>Make sure that sufficient social distancing rules are in place when crews are visiting sites. Make sure everyone signs in and out via the logbook, use disposable pens for this. Make sure that contractors and anyone visiting site has seen and signed the social distancing policy and been provided with PPE when required. Have a separate entrance/exit for contractors and delivery drivers to separate them from visitors and staff.</p> | |  |
| | | | | <p>Handling goods and merchandise on site</p> <ul style="list-style-type: none"> • Cleaning procedures for goods and merchandise entering the site. • Cleaning procedures for vehicles. | <p>Introduce cleaning procedure and logbook for each vehicle, make sure</p> | |  |

KEY:



**High Risk :
Stop work**




**Medium risk:
with caution**



**Low Risk :
Continue with work**

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | | |
|--|--|--|--|---|---|--|---|
| | | | | <ul style="list-style-type: none"> Introducing greater handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. Restricting non business use of vehicles. | <p>that all vehicles contain hand sanitiser and disinfectant spray. Vehicles need to be cleaned after every use; this include the cargo area, they need to be sprayed down with disinfectant every day after use and cleaning.</p> <p>Deliveries need to placed in a black bottle bin and sprayed with disinfectant before being brought into the office, an area will be marked on the floor for this bin, larger deliveries should be held in a holding location (clearly marked on the floor) and sprayed with disinfectant before entering the warehouse.</p> | | |
| | | | | <p>PPE Face coverings must be worn by employees and visitors in the Reception Area of the office. Face covering must be worn by crew members in customers premises. In other areas face coverings are optional. When wearing a face covering:</p> <ul style="list-style-type: none"> Wash your hands thoroughly with soap and water for 20 seconds or | <p>Encourage the use of face coverings wherever possible, supply staff with disposable masks, nitrile gloves and hand sanitizer gel.</p> | |  |

KEY:



**High Risk :
Stop work**




**Medium risk:
with caution**



**Low Risk :
Continue with work**

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | | |
|--|--|--|--|--|---|--|---|
| | | | | <p>use hand sanitiser before putting a face covering on, and after removing it.</p> <ul style="list-style-type: none"> • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible <p>Crew members must wear nitrile gloves and where hand washing is not possible use hand sanitizer.</p> | | | |
| | | | | <p>Workplace travel Minimise non-essential travel – consider remote options first. Minimise the number of people traveling together in any one vehicle, using fixed travel partners. Increase ventilation when possible and avoiding sitting face-to face Cleaning shared vehicles between shifts and handover. Where workers are required to stay away from home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.</p> | <p>Try to keep the crews together wherever possible and have them use the same vehicle. Crews can be held responsible for the cleaning and upkeep there vehicles including the logging procedure. Only allow 2 persons per vehicle even though 3 seats may be available, when traveling in a car limit the amount of personnel to 2, the passengers should sit in the rear nearside seat. If hotels are used, make sure that social distancing policy is in place and have a copy produced for the crew in advance of</p> | |  |

KEY:



**High Risk :
Stop work**




**Medium risk:
with caution**



**Low Risk :
Continue with work**

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | | |
|--|--|--|--|---|---|--|---|
| | | | | | the trip. Crew sheets should be provided in electronic format only, the client should e mail confirmation of completion to senior member of staff before the crew leaves site. | | |
| | | | | <p><u>Crews working during a removal or relocation</u></p> <p>Enhanced disinfection measures shall be applied to vehicles, warehouse and office space which must include, but not limited to:</p> <ul style="list-style-type: none"> • working with open windows and/or frequent ventilation of the air; • systematic cleaning or replacement of filters of all air conditioners; • cleaning of all surfaces with detergents at more frequent intervals; • systematic provision with disinfecting soaps / gels for the hands in all sanitary facilities; • when entering corporate buildings, all employees should wash their hands (after traveling, touching public doors, handles, keys and locks), as infected hands are the most common virus carrier through hand-to-eye touching, nose and mouth touching. <p>Note: If you are using disposable gloves, at the end of work, when you take them off, immediately wash your hands thoroughly. Take them off this way:</p> | <p>1. Limit as much as possible contacts with people – this is the most important condition for staying healthy. Go directly from home to work and then back home. If your route is short, do not use public transportation.</p> <p>2. Wash your hands as often as possible with soap, or use alcohol-based disinfectants. Use wet wipes when you are outside.</p> <p>3. Eat at home and bring your own food at work.</p> <p>4. Don't shake hands! Use the knuckles of your fingers to touch the light switches, elevator buttons, etc. When at a petrol station, grab the nozzle with a paper towel or use</p> | |  |

KEY:



**High Risk :
Stop work**

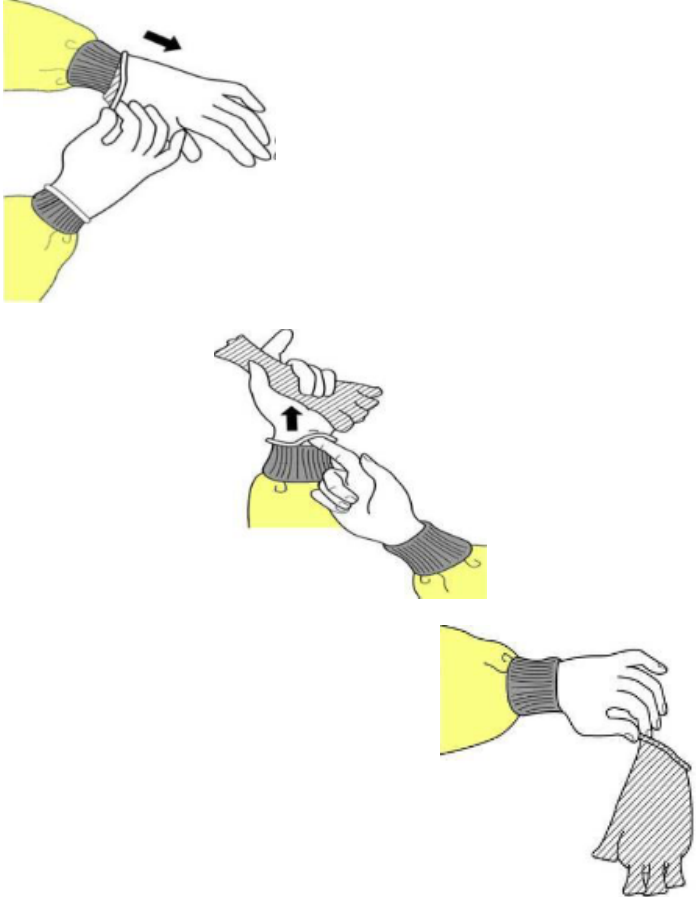


**Medium risk:
with caution**



**Low Risk :
Continue with work**

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | |
|--|--|--|--|---|---|--|
| | | | |  | <p>a disposable glove. Open doors with your elbow or otherwise, not your palm. Use nitrile gloves, if you are missing gloves, use disinfectant wipes.</p> <p>5. When you return home or office and have been with many people, wash your hands with soap for 20 seconds and / or use more than 60% alcohol-based hand sanitizer. Always bring with you a disinfectant, incl. put one near the front door of your home and in your car for use after visiting a gas station or touching dirty items when you cannot immediately wash your hands.</p> <p>6. Cough or sneeze in disposable towels and throw them away. Use your elbow for this purpose just if there is no other option, as your elbow garment will contain an infectious virus that can transmit for up to a week or more. Simple disposable surgical masks may</p> | |
|--|--|--|--|---|---|--|

KEY:



High Risk :
Stop work



Medium risk:
with caution



Low Risk :
Continue with work

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | | |
|--|--|--|--|---|--|--|---|
| | | | | | <p>be used to prevent you from touching your nose and / or mouth (we touch our nose / mouth about 90 times a day without realizing it). The mask will not prevent the virus from entering your nose or mouth during direct sneezing – it is just to prevent you from touching your nose or mouth. If necessary, also use glasses.</p> <p>7. When using your professional mover's gloves. Wash them once you get back home.</p> | | |
| | | | | <p><u>Customers preparation for a removal</u></p> <ol style="list-style-type: none"> 1. Upon our arrival your Residence / Commercial Premises must be ready for removal, clean and ventilated in advance. 2. Our crews will be wearing masks, your representatives must be wearing masks. 3. It is recommended that your representatives will keep 3 meters distance from our crews. 4. You will assure continuous ventilation of the spaces we work at all times 5. You must provide dedicated bathroom(s), equipped with soap and paper towels for our removal crews. | <p>Make sure that these instructions are given to removal clients in preparation of the move.</p> <p>If the conditions are not met crews must inform supervisors before commencing move.</p> | | ✓ |
| | | | | <p><u>Crews carrying out international moves</u></p> <p>Carry onboard enough materials for you to maintain a high level of</p> | <p>Make sure crews have an international travel</p> | | ✓ |

KEY:



**High Risk :
Stop work**




**Medium risk:
with caution**



**Low Risk :
Continue with work**

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | | |
|--|--|--|--|---|--|--|---|
| | | | | <p>hygiene. Avoid crowded places. Go out of the cabin in places with high concentration of people only if you really need to.</p> <p>In areas with high alert / restricted areas the authorities have not limited the movement of trucks and vans for business purposes. What they check is documentation which may prove your next destination and provide a reason for you to be on that exact road.</p> <p>In order to have an uninterrupted travel to your destination, make sure your office have supplied you and you have on board your travel order along with the service order for your next address. Make sure you have enough copies of this paperwork.</p> <p>Please use the link below for real time advice and interactive country restriction map.</p> <p>https://fedemac.com/corona/</p> | <p>pack in the vehicle with them.</p> <p>Make sure the FEDEMAC website is checked before travel.</p> | | |
| | | | | <p>Use of Pallet trucks and FLT's</p> <ul style="list-style-type: none"> • Cleaning and sanitation of the contact points and controls on all FLT units. • Cleaning and sanitisation of sack trucks and pallet trucks and other equipment. | <p>Make sure that FLT's are cleaned and disinfected every day after use or before another member of staff operates them, All sack trucks and pallet trucks should be cleaned before and after use, try to assign equipment to specific members of staff to minimise other members using it, place identifying markers on equipment to help assign to staff.</p> <p>The cleaning record should be logged on the</p> | |  |

KEY:



**High Risk :
Stop work**




**Medium risk:
with caution**



**Low Risk :
Continue with work**

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public

| | | | | | | | |
|--|--|--|--|---|---|--|---|
| | | | | | <p>individual daily check sheet for the equipment.</p> <p>Provide cleaning stations for this type of equipment throughout the warehouse.</p> <p>Any external equipment should be cleaned before entering the warehouse and a log kept.</p> | | |
| | | | | <p>Communications and Training</p> <ul style="list-style-type: none"> Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments. Awareness and focus on the importance of mental health at times of uncertainty: <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <ul style="list-style-type: none"> Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for whom English may not be their first language. Using visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications. Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience. | <p>Use all the notice boards to communicate the policies to staff and crews, use Bright HR and Trutac to communicate HR, Memos and transport issues and notifications to all employees.</p> <p>Encourage employees to communicate via these apps when enquiring about HR and operational issues.</p> <p>Re start all training programs wherever possible.</p> | |  |

KEY:



**High Risk :
Stop work**



**Medium risk:
with caution**



**Low Risk :
Continue with work**

E – Employees S/C – Sub-contractors V – Visitors P – Members of Public