









Risk Assessment Name	COVID-19 Risk Assessment	Assessment Type	 General
Assessor Name	Keith Steinmetz	Affected Sites	All
Assessment Date	22 nd October 2021	Review Period	3 monthly
Approved By	Aaron Shields	Review Date	8 th April 2022
Approved Date	28 th February 2022	Version	5



L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
S: Severity							RR: Residual risk	
Guidance.	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Identify risk control measures that reduce the risks to an acceptable level. 3. Calculate the RR – assuming the control measures are followed. 							






Change Log





Section	Page	Subject
Front Page	1	Extended the review period from monthly to 3 Monthly

Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
<p>1. Coming to and from work.</p> <p>To ensure handwashing upon arrival to reduce the risk of spreading the virus.</p>	<p>All employees.</p> <p>How? Poor personnel hygiene leading to potential infection and/or transmission of the virus.</p>	 	<ul style="list-style-type: none"> • Shifts staggered start times for all delivery crews to limit the number of employees arriving and leaving at the same time. • Handwashing for at least 20 seconds with soap and hot water or with sanitiser immediately on entering and leaving site. • If you have symptoms or test positive of COVID-19 (new cough and/or high temperature or loss of or change in your normal senses of taste or smell, i.e., anosmia), it is recommended that you stay at home and notify your line manager. • Refer to Safe Systems of Work (SSOW) 3.41. 	1	5	5 LOW
<p>2.Common Areas.</p> <p>Areas frequently used by all staff increases the risk of COVID-19 transmission by touching surfaces or if social distancing cannot be maintained while using common areas.</p>	<p>All Employees.</p> <p>How? Common areas surfaces may be touched more frequently, and individuals may cross paths more often.</p>		<ul style="list-style-type: none"> • All vending machines have sanitiser station in proximity. • Employees advised to follow good housekeeping and hygiene discipline and keep amenity areas clean. • Increased cleaning schedules in place for all common areas. • Refer to SSOW 3.41. 	1	5	5 Low

Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
<p>3. Provide and explain available guidance.</p> <p>Make sure people understand what is required of them to maintain safety of everyone.</p>	<p>All Employees.</p> <p>How? Lack of information or understanding can lead to non-compliance with guidelines and increased risk of transmission.</p>	 	<ul style="list-style-type: none"> Regular Toolbox talks and briefings provided. Clear guidance on good hand hygiene issued to all employees. Clear training instructions provided, amending processes as necessary. Simplified Q & A sent to all staff regularly and displayed on noticeboards at all locations. Pro-active monitoring in place with checks to ensure that staff understand and are adhering to controls and that control measures are adequate and effective. Regular staff communication via Managers/Health and Safety reps' meetings to consult on risks and controls in the workplace. 	1	5	5 Low
<p>4. Hygiene Control.</p> <p>Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All Employees.</p> <p>How? Increased risk of surfaces becoming contaminated with virus.</p>		<ul style="list-style-type: none"> Sanitiser available in all pouch boxes for use throughout the working day. Relevant signs displayed to remind staff to wash hand. All touch points are cleaned with anti-bacterial wipes or sanitiser sprays between shifts, i.e. Workstations, Office Equipment and Mechanical Handling Equipment. Increased cleaning/sanitisation of areas if any individual reports that they are displaying symptoms or have come in to contact with an individual that is displaying symptoms. Refer to SSOW 3.41. 	1	5	5 Low
<p>5. Personal Protective Equipment Face coverings</p>	<p>All Employees.</p> <p>How? Contact with people you do not normally meet Increased</p>		<ul style="list-style-type: none"> Delivery crews are required to wear face coverings when requested by the customer before entering their property. Government suggest that you continue to wear a face covering in crowded and enclosed spaces where you may 	1	5	5 Low

Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
Risk of contamination and spread of virus if not worn or removed correctly.	risk of contamination or potential spread of virus.		<p>come into contact with other people you do not normally meet.</p> <ul style="list-style-type: none"> • Employees advised to wash hands thoroughly for at least 20 seconds with soap and hot water or with sanitiser before putting a face mask on and after removing it. • Continue to exercise good hand hygiene throughout the day. • Refer to SSOW 3.41. 			
6.Workplace Management. Shift patterns and working groups.	Delivery Crews. How? Risk of transmission of the virus increased if social distancing cannot be maintained or coming into contact with contaminated surfaces may lead to an increased risk of contracting the virus.		<ul style="list-style-type: none"> • Use fixed pairing of delivery crew teams where possible. • Assign the same crew to the same vehicle where possible throughout their working week. • Shifts staggered start times for all delivery crews to limit the number of employees arriving and leaving at the same time. 	1	5	5 Low

Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
<p>7.Communication and Training.</p> <p>Make sure people understand what is required of them to maintain safety of everyone.</p>	<p>All Employees.</p> <p>How? Lack of information or understanding can lead to non-compliance with guidelines and increased risk of transmission.</p>	  	<ul style="list-style-type: none"> • Regular toolbox talks and briefings provided. • Clear guidance on good hand hygiene issued to all employees. • Clear training instructions provided, amending processes as necessary. • Simplified Q & A sent to all staff regularly and displayed on noticeboards at all locations. • Pro-active monitoring in place with checks to ensure that staff understand and are adhering to controls and that control measures are adequate and effective. • Regular staff communication via workplace health and safety representative meetings to consult on risks and controls in the workplace. 	1	5	5 Low
<p>8. Cleaning of work – Delivery Vehicles.</p> <p>Risk of contact with areas infected with virus. Processes for areas to be cleaned to prevent transmission of virus.</p>	<p>Delivery crews.</p> <p>How? Risk of surfaces being contaminated with virus leading to spread of infection.</p>	 	<ul style="list-style-type: none"> • Door handles and handrail/grab handle cleaned before entering cab using Ramsol disinfecting spray. • Vehicle interior cleaned using Ramsol disinfecting spray. • Anti-bacterial wipes provided in vehicle pouch boxes for cleaning during the working day. • Vehicles cleared of all rubbish at the end of the day. • Refer to SSOW 3.41. 	1	5	5 Low

Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
9. Travelling in same vehicle to deliver goods Increased risk of coming into contact with the virus if social distancing guidelines cannot be met potential for infection is increased.	Delivery crews How? Exposure to the virus due to inability to maintain social distancing	 	<ul style="list-style-type: none"> Ensure anyone displaying symptoms follows government guidance. If one person is infected both must wear face coverings. Maintain good ventilation where possible by keeping windows open. Switch on ventilation systems in vehicles - They should be set to draw in fresh air and not to recirculate it. Reduce the number of people each person has contact with by using use fixed pairings where possible. Observe good hand and respiratory hygiene, washing hands for at least 20 seconds with soap and hot water or using sanitiser regularly throughout the day. 	1	5	5 Low
10. Delivering goods to customers home/workplace Increased risk of coming into contact with people you don't normally meet.	Delivery crews and customers How? Exposure to the virus due meeting people you don't normally meet.		<ul style="list-style-type: none"> Customer pre call script to be followed to identify whether households are self-isolating or have symptoms of COVID-19. Ask the customer if face covering is to be worn when entering their property. Minimise contact during deliveries where possible. Delivery will be contactless; photographs of delivered goods will be taken in lieu of signing electronic or other paperwork. Refer to SSOW 3.41. Delivery to be made over the threshold or room(s) of choice if requested. 	1	5	5 Low
11. Re-fueling of vehicles at fuel stations or on site (Ad-blue). Increased risk of coming into contact with the virus.	Delivery crews. How? Coming into contact with contaminated surfaces could increase risk of virus spreading.		<ul style="list-style-type: none"> It's recommended to wear disposable gloves (available at fuel stations) prior to picking up fuel pump or wrap paper towel around the nozzle if necessary and dispose of them after use. Hands should be washed using soap and hot water for at least 20 seconds or with sanitiser immediately after fuelling and paying. It is still suggested to wear face masks when entering service stations or garage payment areas. 	1	5	5 Low

Recommendations and Actions

Action	By Whom	By When	L	S	RR