











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	Annual
Approved By	Aaron Shields	Review Date	20/01/2023
Approved Date	20 th January 2023	Version	5.2




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
2	2	Removed the requirement for sanitiser dispensers at vending machines
4	3	Removed the need to Ramsol equipment daily
5	3	Removed government guidance on face masks
7	5	Removed and re-number section 8 to 7
8 now 7	5	Removed cleaning door handles and touch points before entering the vehicle and using Ramsol
10	5	Removed specific Covid -19 Pre call script
11	5	Removed the need to wear face masks when entering petrol stations

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, 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"> 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
<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"> Clear guidance on good hand hygiene issued to all employees. SSOW 3.41 training during new starter induction Clear training instructions provided, amending processes as necessary. 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. Increased cleaning/sanitisation of areas if any individual reports that they are displaying symptoms or have come 	1	5	5 Low

Hazard	Who could be harmed and how?		Existing Controls	L	S	RR
			<p>in to contact with an individual that is displaying symptoms.</p> <ul style="list-style-type: none"> Refer to SSOW 3.41. 			
<p>5. Personal Protective Equipment</p> <p>Face coverings</p> <p>Risk of contamination and spread of virus if not worn or removed correctly.</p>	<p>All Employees.</p> <p>How?</p> <p>Contact with people you do not normally meet Increased risk of contamination or potential spread of virus.</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. 	1	5	5 Low
<p>6. Workplace Management.</p> <p>Shift patterns and working groups.</p>	<p>Delivery Crews.</p> <p>How?</p> <p>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.</p>		<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
<p>7. Cleaning at work – Delivery Vehicles.</p> <p>Risk of contact with areas infected with virus.</p> <p>Processes for areas to be cleaned to prevent transmission of virus.</p>	<p>Delivery crews.</p> <p>How?</p> <p>Risk of surfaces being contaminated with virus leading to spread of infection.</p>		<ul style="list-style-type: none"> Ensure vehicle is cleaned at the start and end of each day 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
<p>9. Travelling in same vehicle to deliver goods</p> <p>Increased risk of coming into contact with the virus if social distancing guidelines cannot be met potential for infection is increased.</p>	<p>Delivery crews</p> <p>How? Exposure to the virus due to inability to maintain social distancing</p>		<ul style="list-style-type: none"> • Ensure anyone displaying symptoms report to the management team and stay away if possible. • 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
<p>10. Delivering goods to customers home/workplace</p> <p>Increased risk of coming into contact with people you don't normally meet.</p>	<p>Delivery crews and customers</p> <p>How? Exposure to the virus due meeting people you don't normally meet.</p>		<ul style="list-style-type: none"> • 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
<p>11. Re-fueling of vehicles at fuel stations or on site (Ad-blue).</p> <p>Increased risk of coming into contact with the virus.</p>	<p>Delivery crews.</p> <p>How? Coming into contact with contaminated surfaces could increase risk of virus spreading.</p>		<ul style="list-style-type: none"> • Recommend your wear disposable gloves when refuelling • Hands should be washed using soap and hot water for at least 20 seconds or with sanitiser immediately after fuelling and paying. 	1	5	5 Low

Recommendations and Actions

Action	By Whom	By When	L	S	RR