

# COVID-19 Risk Assessment & Operational Controls



Date: May 2020

## Introduction:

This document:

- Outlines the hazards associated when on-site work continues during the current COVID-19 Pandemic.
- Should be considered as additional (to current health and safety risk assessments, procedures, standard operational controls / safe systems of work) that are already in place.
- Relates only to COVID-19 and will be reviewed if conditions or government advice changes

For advice on symptoms and good hygiene practices please refer to the NHS website:

[www.nhs.uk/conditions/coronavirus-covid-19/](http://www.nhs.uk/conditions/coronavirus-covid-19/)

## Hazards:

- Contact with infected people to / from work
- Contact with infected surfaces / equipment
- Contact with infected staff
- Spreading virus to others if you are a carrier

## Controls

1. Where possible allow for amending start & finish times to make journeys to / from work easier / quicker and if public transport must be used by staff, it will help with social isolation (considered to be a minimum of 2m) during journeys
2. Staff to be reminded that social distancing (minimum of 2m) to be observed when clocking / signing in and out.
3. Staff to be reminded that social distancing (minimum of 2m) to be observed when:
  - changing into work wear (if needed) or donning PPE and when using facilities
  - Smoking during break times only at designated areas
4. Ensure that staff have access to sufficient hand washing facilities and / or hand sanitiser with a minimum ethanol content of at least 60%
5. Copy the NHS advice on hygiene (see appendix) and display in toilet and break room areas
6. Stagger breaks to allow for social distancing rules (minimum of 2m) to be observed
  - The canteen has been set up to allow for social distancing, only two people per table at opposite ends
  - Hand sanitiser station at entrance from warehouse
7. Provide antiseptic wipes for use on all equipment that is shared so that it can be cleaned between uses. This may include:
  - Forklift trucks / order pickers etc.
  - Pallet trucks
  - Picking trolleys / boxes
  - Compactors
  - Hand tools (manual and powered)
  - Fixed machinery

If in doubt instruct staff to wipe down parts of the machinery prior to use.

8. Arrange work practices / use of machinery, to ensure that staff can maintain social distancing (minimum of 2m). If this is not possible provide the relevant workers with appropriate PPE (minimum of face masks and surgical gloves) in addition to their normal PPE, or:
  - Rearrange the current safe working practice so that staff can maintain a 2m separation
  - Cease doing the work / using particular machinery until current pandemic controls are lifted
  - No warehouse staff to use the reception entrance or enter offices
  - No office staff to enter the warehouse
  - Processing benches have been marked off so that each person has a full bench to work at, and enough space for social distancing
9. When a two man lift is required, one person should assess the lift with the person helping at 2 metres distance until both are ready to lift, persons involved must be wearing a face mask at all times and wash their hands once task is complete
10. When wearing a mask the mask must cover your mouth and nose

Staff are to be made aware of the above controls and they should be published / displayed as appropriate

## Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ wash your hands as soon as you get back home
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin immediately and wash your hands afterwards

## Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean