

COVID-19 Deliveries Risk Assessment Form

Location: Ringwood depot	Date: 09/06/2020	Assessed by: Paul Kyte / Mark Day / Ola Onagoruwa / Darren Borrás
Task: Risk of the Covid-19 virus at the WP depots	Review Date: Daily	Reference Nº: 06

Ref	Area	Activities	Persons at Risk	How at Risk	Controls in Place	Additional controls required
1	Depot and building Entry and Exit	Main gateway to access the depot and use throughout working period	WP Drivers, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Restrict vulnerable persons from Workplace. Staff to self-isolate for 7 days if displaying symptoms of Covid-19. Staff self-isolate for 14 days if a member of the household displays signs of Covid-19. Restrict Staff attendance to essential duties only. Restrict Visitors to site. Essential Contractors only to site. Provision of Face Mask and gloves at entry/exit points. Provision of sanitizers and wipes at entry/exit points. Provision of advice on the safe use and handling of face masks. Single person occupancy and use at anyone time. Staggered start times to limit multiple site occupancy and traffic. 	<ul style="list-style-type: none"> Provision of suitable foot matting to entrance area Hand cleaning and face mask use mandatory upon entry to office area
2	People	Contact with different persons on Site during work period	WP Drivers, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Vulnerable persons to remain away from the workplace as necessary in line with latest government guidance. Staff self-isolate for 7 days if displaying symptoms of Covid-19. Staff self-isolate for 14 days if a member of the household displays signs of Covid-19. Multiple hand wash materials and points available. Hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Face coverings (mask and visors provided). Advice and Guidance provided for safe handling and use of face covering. Advice on use of Public transport (to be avoided where possible, to wear a face mask where necessary). Update on Covid19 Government Guidance: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19#symptoms 	<ul style="list-style-type: none"> Management to provide support, information and advice on need basis. Return to work induction to be available informing staff of support, materials available and expectations. Management to establish Health monitoring programme

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3	Office Cleaning	Equipment and building cleaning by External contractors	Cleaning Contractors, WP Drivers	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Offices to be cleaned twice a week with appropriate virus killing materials (adequate attention for areas of high use such as door handles, light switches, printer/copying area). In addition, all touch surfaces to be cleaned before and after use. Weekly check undertaken by line managers to ensure that the necessary procedures are being followed. All high-touch items and equipment, (for example, printers or whiteboards) cleaned down all surfaces before and after use. 	<ul style="list-style-type: none"> Cleaning company to provide weekly cleaning report.
4	Kitchenette	Conduct of normal work activities	WP Drivers	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces that may remain active for several hours.	<ul style="list-style-type: none"> Single person occupancy and use at anyone time. Restriction on work equipment sharing (exception being the photocopier). Mandatory face covering (mask or shield provided). Staggered start/finish pattern in place (minimise building entry/exit congestion). Regular communication/information updates. Provision of sanitisers and wipes. Hot water only. Teas/Coffee provision suspended. Surfaces to be cleaned before and after use. 	
5	Depot office	Conduct of normal work activities	WP Drivers	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Use restricted to Management approval only. Mandatory face covering (mask or shield provided). Maximum occupancy set to 1. Maximum stay set to 30 minutes. Contractors and visitors restricted from depot office (unless for essential work). 	
6	Toilets	Welfare Amenities Provision	WP Drivers	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Single person occupancy and use at anyone time Provision of Sanitizers and Wipes. Regular cleaning of Surfaces by Cleaning Contractors. 	

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7	Breaks	Recreational and welfare activities provision	WP Drivers	Breathing/Sneezing/Coughing from infected person within proximity or less 2 m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> • Drivers to take breaks and lunch outside of office area or in individual truck. • Maintain 2m social distancing. • Teas/Coffees restricted from the office. • Wash hands before and after. 	
8	Waste Management	All office based generated waste, including face masks and gloves supplied for Covid19 purposes	WP Drivers	Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> • Waste bins provided within each depot and every driver also individually assigned personal bin. • Arrangement in place for (daily/weekly/monthly) Contractor collection and disposal of all other waste matter (including used PPE from Office). 	
9	Transportation (Staff Commuting)	Staff daily travel from home to office and back	WP Drivers	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> • Staff advice on safe public conduct. • Staff encouraged on use of personal vehicle to work (avoid public transport if possible). • Mandatory use of sanitizers prior to building entry. • Mandatory use of face mask within premises. • No car sharing with other households is permitted. 	<ul style="list-style-type: none"> • Staff to contact Management with any concern immediately.
10	Visitors and Contractors	Visits to site for different activities	All Office Staff, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> • All non-essential visits suspended indefinitely. • Visits to be pre approved by a Senior Manager. • All contractors to follow Company COVID19 risk assessments and RAMS. • All other meeting to be carried out via online platforms i.e. Zoom. 	

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11	Fire Alarms, Accidents and Emergencies	Unplanned events	All Office Staff, Visitors, Contractors & WP Drivers	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> • During Fire or Emergency Evacuation, 2m distancing to be relaxed but with face covering and hand gloves mandatory. • No physical contact to be allowed between staff. • During Incident Management – if no injury occurs, all staff remaining at scene of incident maintain 2m distancing. • For injured persons, First Aider assesses situation before any assistance provided • Use of gloves mandatory. • All Operators involved in the provision of assistance to wash hands immediately afterwards. • All equipment involved to be cleaned immediately. 	<ul style="list-style-type: none"> • Staff to contact Management with any concern immediately.