



RISK ASSESSMENT - CORONAVIRUS









Risk assessment - topic/area covered	
Location(s):	Despatch
Department/staff:	All Staff
Tasks/activities:	Final Inspection and Packing
Other information:	

Risk assessment sign off					
Prepared by:	D Flynn – QHSE Manager	Signature:		Date:	19.05.20
Reviewed by:	P Ward – Managing Director	Signature:		Date:	19.05.20
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule				
Registered number	Issue number	Date	Name	Designation
1	1	19.05.20	Matt Parker	Despatch Operatives

Key									
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		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.
	3	3	6	9	12	15	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
	2	2	4	6	8	10			
	1	1	2	3	4	5			
	1	1	2	3	4	5			
S: Severity				DR: Degree of risk			RR: Residual risk		
Guidance.	<ol style="list-style-type: none"> Identify the persons at risk and the significant hazards. Calculate an initial RR for the activity. Identify risk control measures that reduce the risks to an acceptable level. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.) 								

PPE assessment		Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
Additional requirements:		Gloves should be worn whenever it is practicable to do so.						
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Final Inspection / Wrapping / Packaging of goods	All Staff	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> All Inspection Benches and Winding handles shall be wiped down using Anti-Bacterial spray / blue roll at the start / end of each working day. Refer to cleaning guidance document Ref: 04 Sanitise hands / wear vinyl gloves before commencing to carry out Final inspections and wrapping of the completed goods. If vinyl gloves are being worn, these MUST be disposed of after completion of one order, within the designated marked clinical waste bin provided Ref: 01, 05 Where specific hand / Electrical tools are required for final assembly operations to include torque drills hammers etc., these shall be wiped down using Anti-Bacterial wipes before each use. These will be stored in a central location, and signed in / out by the Operative Ref: 03 One Tape gun shall be allocated to one Operative, and their name indelibly marked Ref: 02 One Ceramic Stanley knife to be issued to each Operative, and their name indelibly marked Ref: 02 One tape measure to be issued to each operative, and their name indelibly marked Ref: 02 Where specific Machinery is required during the packing process (Banding Machines and Shrink Tunnel), operational controls and machine surfaces / any tools, shall be wiped down using Anti-Bacterial spray / blue roll at the start / end of each working day. Ensure hands are sanitised before operating these Machines. Refer to cleaning guidance document Ref: 04 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<ul style="list-style-type: none"> Use of Pump trucks / Lift tables - Sanitise handles / controls before each use, using Anti-Bacterial wipes. A pack of wipes will be attached to each truck. Refer to cleaning guidance document Ref: 04 Ensure cleaning materials to include blue roll, and used wipes are disposed of after use within the designated clinical waste bins provided. Inspection bench – Max 1 person allowed at anyone time. Current wrapping bench has two winders, which are spaced 2M apart. Max two operatives allowed at this work station. Shrink Wrap Tunnel / Sealer and banding machine station – Max 1 person. Three banding machines, two of which are in close proximity to each other. Take one out of service. Ensure all Operatives are equipped with their own stationary items, and these items are not shared – E.G Pens, etc. Ensure communal holders to store pens etc. are removed Ref: 02 Floor markers to be adapted which will advise of the allocated space for the Operative to work. If deemed necessary 2M floor markings shall be adopted. All Operatives to maintain Social Distancing at all times, and appropriate signage displayed Ref: 02 			

Action plan				
Subject	Further action required	Action by whom	Action by when	Date completed
Tool box talks and guidance documents	Tool box talk and cleaning guidance documents to be issued, in line with this Risk Assessment	DF / RH	19.05.20	22.05.20
Hand Sanitiser	Ensure there is an adequate supply of Hand Sanitiser with a 60% alcohol content.	GW / DF	14.05.20	14.05.20
Anti-Bacterial Wipes	Anti-Bacterial Wipes to be provided for Specific Hand / Electrical tools and pump trucks	GW	14.05.20	14.05.20
Vinyl Gloves	Ensure we have an adequate supply of vinyl disposable gloves	GW	18.05.20	18.05.20
Blue Roll	Ensure we have an adequate supply of Blue roll	GW	14.05.20	14.05.20
Anti-Bacterial Sprays	Ensure we have an adequate supply of Anti-Bacterial Spray. The Anti-Bacterial spray needs to be of an adequate strength to kill the virus	GW / DF	14.05.20	14.05.20
Floor Markings	If deemed necessary 2M floor markings shall be adopted	AG / DF	15.05.20	15.05.20
COVID-19 Signage	Purchase appropriate wall / floor signage.	DF	15.05.20	15.05.20



--	--	--	--	--	--	--	--	--	--

Ongoing Monitoring / Management required

- Ongoing Monitoring to ensure the Risk Assessment and Guidance documents are being followed, through weekly Safety Tours