



## RISK ASSESSMENT - CORONAVIRUS









Risk assessment - topic/area covered	
Location(s):	Goods Inwards / Warehouse / Stores Control
Department/staff:	Warehouse / Despatch Operatives
Tasks/activities:	Loading / Unloading pallets / packages. Storage and Manoeuvring Goods within the Warehouse area
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
5	1	19.05.20	M Parker	Warehouse / 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	2	3	4	5					
S: Severity				DR: Degree of risk			RR: Residual risk				
Guidance.	<ol style="list-style-type: none"> <li>Identify the persons at risk and the significant hazards.</li> <li>Calculate an initial RR for the activity.</li> <li>Identify risk control measures that reduce the risks to an acceptable level.</li> <li>Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</li> </ol>										

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.						
<b>Note.</b> 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
COVID-19: Safe Cleaning Practice for the Fork Lift Truck	Warehouse / Despatch Operatives	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>Sanitise hands / wear vinyl gloves before commencing to clean down the Fork Lift Truck <b>Ref: 01</b></li> <li>Sanitise the Fork Lift Truck at the start of each working day, using the water based Anti-Bacterial spray / spray gun Ensure this task is performed outdoors. Before applying cleaning products always refer to the truck's operator's manual. Remember, information provided by the equipment manufacturer takes precedence over this document. Refer to cleaning guidance document <b>Ref: 06</b></li> <li>It is a sensible additional precaution to use disinfectant wipes or a combination of a disinfectant spray administered to a paper towel to assist with cleaning down the contact surfaces of trucks before and after work. Use of a direct spray may disperse germs from the surface into the air.</li> <li>Examples of surfaces that should be wiped clean include but not limited to: Steering Wheel, Control Switches and Levers, Touch Sensitive display screens, Grab handles, Seat belts, Dashboards &amp; shared chassis areas, Floor mats, Access covers, e.g. battery change etc. Refer to cleaning guidance document <b>Ref: 06</b></li> <li>Unless a specific risk has been identified, special cleaning measures for surfaces which are not normally touched more frequently than every 72 hours are not required. Cleaning of specialist items, such as batteries and chains, should only be carried out in accordance with the</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						manufacturer's recommendations. <ul style="list-style-type: none"> <li>Ensure cleaning materials to include blue roll , and used wipes are disposed of after use within the designated clinical waste bins provided</li> <li><b>ALWAYS</b> Sanitise hands before using the Fork Lift Truck for general day to day operations <b>Ref: 01</b></li> </ul>			
Cleaning of Pump Trucks	Warehouse / Despatch Operatives	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>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 <b>Ref: 04</b></li> <li>Ensure all used wipes are disposed of after use within the designated clinical waste bins provided</li> </ul>	1	5	5
Cleaning Aircraft step ladders	Warehouse Operatives	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>Ensure the handrails of all Aircraft step ladders are cleaned down at the start of each working day, using Anti-Bacterial Wipes. Refer to cleaning guidance document <b>Ref: 04</b></li> <li>Ensure cleaning materials / used wipes are disposed of after use within the designated clinical waste bins provided.</li> </ul>	1	5	5
Deliveries of Consignments and parcels	Warehouse Operatives	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>Consider measures to reduce frequency of deliveries – E.G Ordering larger quantities less often</li> <li>Warehouse Operatives to ensure hands are sanitised prior to using the Fork Lift Truck / Pump Trucks before unloading vehicles <b>Ref: 01</b></li> <li>Warehouse Operatives to ensure disposable vinyl gloves are <b>ALWAYS</b> worn when handling Consignments and parcels. These <b>MUST</b> be disposed of after unloading each consignment, within the Clinical waste bins provided <b>Ref: 06</b></li> <li>All Operatives / Delivery drivers to observe and maintain Social Distancing measures (2M) at all times <b>Ref: 06</b></li> <li>Where possible and safe, ensure one Operative unloads the Vehicle at any one time <b>Ref: 06</b></li> <li>Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice <b>Ref: 06</b></li> <li>Warehouse Operatives <b>MUST NOT</b> sign for parcels using hand-held devices / other methods to include paper documents <b>Ref: 06</b></li> <li>Access to the factory areas is prohibited for all drivers, unless they require access to use the welfare facilities as and when required, consistent with other Government guidance.</li> <li>Goods Inwards side door <b>MUST ALWAYS</b> remain locked, and drivers to ring the doorbell for assistance.</li> <li>All Pallets / Parcels to be placed into a designated holding area, prior to entering the stores area <b>Ref: 06</b></li> <li>Ensure after unloading a consignment, the Forks of the Fork Lift Truck are cleaned using Anti-Bacterial Spray / Spray gun. Ensure this task is</li> </ul>	1	5	5

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						<p>performed outdoors. Refer to cleaning guidance document <b>Ref: 06</b></p> <ul style="list-style-type: none"> <li>Consignments arriving in separate cardboard packages should be placed into quarantine for 24 hours <b>Ref: 06</b></li> <li>Consignments arriving in plastic packages should be placed into quarantine for 3 days <b>Ref: 06</b></li> <li>If a parcel is required urgently, the package should be cleaned down prior to opening using either Anti-Bacterial spray / Anti-Bacterial Wipes. This process should be performed outside. Refer to cleaning guidance document <b>Ref: 06</b></li> </ul>			
Despatch – Loading Vehicles	Warehouse / Despatch Operatives	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>Despatch / Warehouse Operatives to ensure hands are sanitised prior to using the Fork Lift Truck / Pump Trucks before loading vehicles <b>Ref: 01</b></li> <li>All Operatives / Delivery drivers to observe and maintain Social Distancing measures (2M) at all times <b>Ref: 06</b></li> <li>Where possible and safe, one operative shall load the Vehicle at any one time <b>Ref: 06</b></li> <li>Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice <b>Ref: 06</b></li> <li>Warehouse Operatives <b>MUST NOT</b> sign for despatch of parcels using hand-held devices / other methods to include paper documents <b>Ref: 06</b></li> <li>Access to the factory areas is prohibited for all drivers, unless they require access to use the welfare facilities as and when required, consistent with other Government guidance <b>Ref: 06</b></li> <li>Goods Inwards side door <b>MUST ALWAYS</b> remain locked, and drivers to ring the doorbell for assistance.</li> </ul>	1	5	5
Scanning out Raw Materials	Warehouse / Production Operatives	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>One Warehouse Scanner to be issued per Operative for booking materials out of stock, and tagged with the Operatives name accordingly.</li> <li>If multiple users are required to use a particular scanner, Sanitise hands before use <b>Ref: 01</b></li> <li>Ensure Hand held scanners are wiped down using Anti-Bacterial wipes at the start / end of each day. Refer to cleaning guidance document <b>Ref: 03</b></li> <li>Ensure cleaning materials / used wipes are disposed of after use within the designated clinical waste bins provided.</li> </ul>	1	5	5
Stores Controls / Picking of product	Warehouse / Production Operatives	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>Sanitise hands / wear vinyl gloves before commencing to pick goods from the warehouse. If vinyl gloves are being worn, these <b>MUST</b> be disposed of after completion of one order, within the designated marked clinical waste bin provided <b>Ref: 05</b></li> <li>Ensure the Forks of the Fork Lift Truck are cleaned using Anti-Bacterial Spray / Spray gun, before removing pallets from the Stores area through to production. Ensure this task is performed outdoors. Refer to cleaning guidance document <b>Ref: 06</b></li> </ul>	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"> <li>Use of Pump trucks - 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 <b>Ref: 04</b></li> <li>Ensure cleaning materials to include blue roll, and used wipes are disposed of after use within the designated clinical waste bins provided.</li> <li>One Tape gun shall be allocated to one Operative, and their name indelibly marked <b>Ref: 02</b></li> <li>One Ceramic Stanley knife to be issued to each Operative, and their name indelibly marked <b>Ref: 02</b></li> <li>One tape measure to be issued to each operative, and their name indelibly marked <b>Ref: 02</b></li> <li>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 <b>Ref: 02</b></li> <li>All Operatives to maintain Social Distancing at all times <b>Ref: 02</b></li> </ul>			

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 pump trucks / Aircraft safety steps / Packages	GW	14.05.20	14.05.20
Anti-Bacterial Spray / Spray gun	Anti-Bacterial Spray / Spray gun to be provided for the Stores	DF	15.05.20	15.05.20
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	DF	15.05.20	15.05.20
COVID-19 Signage	Purchase appropriate wall / floor signage.	DF	15.05.20	15.05.20
Reduce number of deliveries	Look at reducing the number of deliveries where at all possible – E.G. Order larger quantities less often.	GW	Ongoing	Ongoing

**Ongoing Monitoring / Management required**

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