

Title	Ribble Fuels Preston Depot Covid 19
Reference Number	1

Title	Long Marston Depot Covid 19 Risk Assessment
Reference Number	
SOP Reference	
Date of Assessment	2.6.20
Review Date	2.6.21
Accepting Managers Name	James Pontin
Accepting Managers Signature	



Hazard	People affected	S	P	Unmitigated Risk Rating	Control Action Required	Current controls in Place	S	P	Mitigated Risk Rating	Further Actions if Required
Control of cross contamination through touchpoints	Employees. Contractors. Visitors.	5	4	20	Yes	Hand washing facilities with soap, and hot water provided. All site users to be asked to declare if they have a skin condition that prevents them using paper hand towels or sanitiser Compulsory use of sanitiser stations provided at entrances with directions for use Hand sanitiser to be used before and after using shared appliances i.e. photocopier, etc Hand sanitiser station to be installed at entrance with instructions for use for all visitors All goods delivered to office to be left at entrance with delivery paperwork disposable gloves to be worn when handling drivers paperwork, delivered items or external apparatus. Avoid face to face meetings and the introduction of visitors to the building Instruct all colleagues on the safe use of PPE, how to remove gloves and use of hand sanitiser stations.	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines

						Only designated member of staff to use ticket printer/scanner within Long Marston office. All paperwork to be					
						Only designated member of staff to use office space					
Movement around offices	Employees	5	4	20	Yes	All colleagues must observe 2m safe distancing Staggered start/finish times to reduce number of staff entering and leaving the offices Sufficient breaks to be taken by staff in a controlled manner to observe social distancing	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines	
People with symptoms of Covid 19	Employees. Contractors. Visitors.	5	4	20	Yes	Any colleague displaying any symptoms must not attend the office Any contractors or visitors must have a point of contact and liaise with them before attending site Any colleagues who has displayed symptoms or notifies their colleagues of feeling unwell, must be sent home with immediate effect and follow Government advice No colleague, contractor or visitor will be allowed back until full isolation has been completed and verified Line managers and business HR partner will advise anyone who has been exposed to a colleague or contractor that has been confirmed as having Covid 19	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines and inform colleagues of escalating situations. Line managers in conjunction with the business HR partner will offer support and advice to staff who are affected or have a family member affected by Coronavirus	
Office Environment	Employees. Contractors. Visitors.	5	4	20	Yes	Workstations to be arranged in line with floorplan to ensure social distancing is maintained as recommended by the Public Health Agency Office lights to be switched on at the start of day and off at the end of day by a nominated person. Hand sanitiser to be used before and after contact with these appliances.	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines	

						Staggered start and finish times to minimise potential of people congregating together when entering or leaving the depot			
Mental Health	Employees	4	3	12	Yes	Regular communication of mental health information and open door policy for those who need additional support	4	1	4