Title		eighto	n Oils Covid 19 Depot R	sk Assessment]		0	
Reference Number							ബ	
SOP Reference								×
Date of Assessment			22.6.20					NWF Fuels
Review Date			22.6.21					
Accepting Managers Name			M Gillis				~	
Accepting Managers Signature								

	People affected	s	P	Unmitigated Risk Rating	Control Action	Current controls in Place	s	Р	Mitigated Risk Rating	Further Actions if
Control of cross	Employees.	5	4	20	Required	Hand washing facilities with soap and	5	2	10	Required Regular communication by
contamination through	Contractors. Visitors	-				hot water provided	-	-		Depot Manager to be assur
touchpoints	1					All site users to be asked to declare if				everyone is adhering to guidelines
	1					they have a skin condition that prevents them using paper and hand				former
	1					towels or sanitiser				
	1					Compulsory use of sanitiser stations provided at entrances with direction				
	1					for use				
	1					Hand sanitiser to be used before and after using shared appliances.				
	1					Cleaning regime to be a daily				
	1					occurrence.				
	1					Everyone visiting/using the depot is to use the sanitiser provided inside the				
	1					office.				
	1					Disposable gloves to be worn when				
	1					handling drivers paperwork				
	1					Avoid any face to face meetings with any other employee or visitors				
	1					Instruct all colleagues on the safe use of PPE, how to remove gloves and use				
	1					of hand sanitiser stations.				
	1					The single workstation is to be cleaned				
Lise of shared toilet facilities	Employees.	5	4	20	Yes	before and after use. An engaged sign is fitted to the door	5	2	10	Regular communication by
(Portaloo)	Contractors. Visitors	Ĩ			163	by the means of locking the door.		· ·		Depot Manager to be assu
	1					The Portaloo is a single use facility.				everyone is adhering to guidelines
	1									guidelines
	1					Hand washing sign to be installed in the toilet				
	1					Each user to hand sanitise before				
	1					entry and with soap and water before				
						exiting. Disposable paper towels to be				
	1					provided in the facility where the hand				
Movement around the office	Employees.	5	4	20	Yes	washine occurs Office plan to be displayed	5	2	10	Regular communication by
	Contractors. Visitors	-				Only two people in the office at any	-	-		Depot Manager to be assu
						one time.				everyone is adhering to guidelines
	1					All colleagues must observe 2m safe distancine.				6
	1					Stagger times when more than one				
						person is expected at the depot.				
Use of shared beverage	Employees.	5	4	20	Yes	Crockery and cutlery in shared kitchen areas should be cleaned with warm	5	2	10	Regular communication by Depot Manager to be assu
making facilities	1					water and detergent and dried				everyone is adhering to
	1					thoroughly.				guidelines
	1					Colleagues to only make themselves a				
	1					hot drink to avoid contact with a cup/mug that someone else is to use				
People with symptoms of	Employees.	5	4	20	Yes	Any colleague displaying any	5	2	10	Regular communication by
Covid 19	Contractors. Visitors					symptoms must not attend the depot.				Depot Manager to be assu assured everyone is adher
	1					Any contractors or visitors to the				to guidelines and inform
						depot must be accompanied by a				colleagues of escalating situations. Line managers
	1					member of Leighton Oils A thermal thermometer will be				conjunction with the busi
	1					provided for use on a voluntary basis,				HR partner will offer supp and advice to staff who ar
	1					anyone with a temperature of 37.8 degrees Celsius or above must not				and advice to staff who as affected or have a family
						enter the office. After a rest period				member affected by
	1									
	1					retake your temperature to confirm if your original rearling was correct, and				Coronavirus
						retake your temperature to confirm if your original reading was correct, and if so you must return home				Coronavirus
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						If so you must return home immediately. Any colleague who has displayed symptoms or notifies their colleagues				Coronavirus
						If so you must return home immediately. Any colleague who has displayed symptoms or notifies their colleagues of feeling unwell, must be sent home				Coronavirus
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						If so you must return home immediately. Any colleague who has displayed symptoms or notifies their colleagues of feeling unwell, must be sent home with immediate effect and follow Government guidelines. No colleague, contractor or visitor will be allowed back no site untif full				Coronavirus
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Meetings/Appraisals	Employees. Contractors. Visitors	5	4	20	Yes	If a cyc mutat return home <u>intermination</u> , and a strain of the strain	2	1	2	Caronavirus
Meetings/Appraicals	Employees. Contractors. Visitors	5	4	20	Yes	If a generative training the second s	2	1	2	Caronavirus
	Employees. Contractors. Visitors	5	4	20	Yes	If a cyc mutat return home <u>intermination</u> , and a strain of the strain	2	1	2	Caronavirus
Meetings/Appraisals Office Environment	Contractors. Visitors	5 5	4	20	Yes	If a general return here any control transmission of the second	2	1	2	Regular communication b
	Contractors. Visitors			20		If a general statum hore any containing, which is callinguing improton entities that callinguing improvements and the callinguing improvem	2		2	Regular communication b
	Contractors. Visitors			20		If a log must return home any container, where the container improton or notifies their container the container, and the container container and the container and the container and the container and the container and the container and the container and the c	2		2	Regular communication b
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	Contractors. Visitors			20		If a general return here any container, where returns and the second s	2		2	Regular communication to Deport Menauger to the service
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