

Title	MFT Office Covid 19 Risk Assessment
Reference Number	
SOP Reference	
Date of Assessment	3.6.20
Review Date	3.6.21
Accepting Managers Name	David Carter
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	5	4	20	Yes	<p>All colleagues to be asked to declare if they have a skin condition that prevents them using paper hand towels or sanitiser</p> <p>Compulsory use of sanitiser with directions for use</p> <p>Hand sanitiser to be used on entry and exit and before and after using shared appliances i.e. computer</p> <p>It is strictly forbidden to dispose of any potentially contaminated PPE such as face masks or latex gloves on site. Used PPE to be brought back to Wardle depot for disposal. Cleaning of common touch points such as loading bay Accuload buttons and bay telephone handsets is carried out twice daily. However, all drivers are strongly encouraged to manage their own hygiene safety by either wiping buttons/phones, wearing latex disposable gloves or using hand sanitiser when on loading bays. Fixed hand sanitiser dispensers are also provided.</p> <p>If entering terminal via pedestrian entrance please use hand sanitiser provided at either side of pedestrian gate, if gloves are not with you</p> <p>disposable gloves to be worn when handling external apparatus.</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines

						<p>Touchpoints in office area to be wiped down after use with cleaner provided</p> <p>Office to be used to print off delivery tickets and daily work related paperwork only, one person only to occupy at any one time.</p> <p>Sign fitted to office door to signify if office is in use</p> <p>Instruct all colleagues on the safe use of PPE, how to remove gloves and use of hand sanitiser</p>				
Communal Areas	Employees	5	4	20	Yes	<p>Use of the canteen area is to be avoided if possible - if needed, it is limited to 4 people at any one time. Use hand sanitiser provided at entrance and inside canteen. Please wipe down any surfaces after being used. Contract cleaners are cleaning these areas twice daily</p> <p>Do not share crockery or utensils in communal area</p> <p>Staging post/BOL room to be used by one person at a time.</p> <p>Valero control room office entrance to be used by one person at a time.</p> <p>Strictly no access to Valero office building beyond this point.</p> <p>All toilet/washrooms are to be used by one person at a time. Each user to hand sanitise before entry and wash hands with soap and water before exiting</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
Movement around offices	Employees	5	4	20	Yes	<p>Only one person to use the office facilities at any one time</p> <p>All colleagues must observe 2m safe distancing</p> <p>Staggered start times to reduce number of staff entering and leaving the offices</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines

Use of shared beverage making facilities	Employees.	5	4	20	Yes	Crockery and cutlery in shared kitchen areas should be cleaned with warm water and detergent and dried thoroughly. Colleagues to only make themselves a hot drink to avoid contact with a cup/mug that someone else is to use	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 A thermal thermometer will be provided for use on a voluntary basis, anyone with a temperature of 37.8 degrees Celsius or above must not enter the office. After a rest period retake your temperature to confirm if your original reading was correct, and 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 advice No colleague 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
Meetings/Appraisals	Employees. Contractors. Visitors.	5	4	20	Yes	Face to face meetings with colleagues should be avoided, Communication via phone or skype if necessary.	2	1	2	
Office Environment	Employees. Contractors. Visitors.	5	4	20	Yes	Office lights to be switched on at the start of day, hand sanitiser to be used before and after contact with these appliances. Staggered start and finish times to minimise potential of people congregating together when entering or leaving the depot	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines

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	
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