

Title	Ribble Fuel Oils The Lakes Depot Covid 19 Risk Assessment
Reference Number	
SOP Reference	
Date of Assessment	19.6.20
Review Date	18.6.20
Accepting Managers Name	W. Ollis
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 and hand towels or sanitiser. Compulsory use of sanitiser stations provided at entrances with direction to use. Hand sanitiser to be used before and after using shared appliances. Cleaning regime to be a daily occurrence or when being used. Everyone visiting/using the depot is to use the sanitiser provided inside the office. Disposable gloves to be worn when handling drivers paperwork. Avoid any face to face meetings with any other employee or visitors. Instruct all colleagues on the safe use of PPE, how to remove gloves and use of hand sanitiser stations. The single workstation is to be cleaned before and after use.	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
Use of shared toilet facilities (Portaloos)	Employees, Contractors, Visitors	5	4	20	Yes	An engaged sign is fitted to the door by the means of locking the door. The Portaloos is for the use of Ribble Fuels staff only. Hand washing sign to be installed in the toilet. Each user to hand sanitise before entry and with soap and water before exiting. Disposable paper towels to be provided in the facility where the hand washing occurs.	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 cupping that someone else is to use.	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
Movement around the office	Employees, Contractors, Visitors	5	4	20	Yes	Only one person in the office at any one time. All colleagues must observe 2m safe distancing. Stagger times when more than one person is expected at the depot.	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 depot. Any contractors or visitors to the depot must be accompanied by a member of Ribble Fuels Oils. 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 on site until full isolation has been completed and advised. 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	There will be no face to face meetings with colleagues. All meetings requiring face images are to be carried out by Zoom or Skype	2	1	2	
Office Environment	Employees, Contractors, Visitors	5	4	20	Yes	The office is for single use only. Office light to be switched on and off by the person using the facility. Disposable glove to be worn and the switch and surrounding area to be sanitised before and after use. In the event of more than one colleague operating from this site then staggered start and finish times must be implemented to minimise cross infection situations.	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
Mental Health	Employees, Contractors, Visitors	4	3	12	Yes	Regular communication of mental health information and open door policy for those who need additional support	4	1	4	