

Title	Immingham Depot Covid 19 Risk Assessment
Reference Number	
SOP Reference	
Date of Assessment	17.6.20
Review Date	17.6.21
Accepting Managers Name	Abbey Eames
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	<p>Hand washing facilities with soap, and hot water provided.</p> <p>All site users 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 stations provided at entrances with directions for use</p> <p>Social distancing to be observed at all times at the depot</p> <p>Hand sanitiser to be used before and after using shared appliances i.e. photocopier, etc</p> <p>Each driver to wipe down touchpoints after use with supplied cleaner</p> <p>Instruct all colleagues on the safe use of PPE, how to remove gloves and use of hand sanitiser stations.</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
Use of shared toilet facilities	Employees. Contractors. Visitors.	5	4	20	Yes	<p>An engaged sign fitted to each toilet to control one person using at any time</p> <p>Sign on entry that only one person can use at any time.</p> <p>Hand washing sign to be installed in all toilets</p> <p>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

						Disposable paper towels to be provided in each facility where hand washing occurs				
Movement around offices	Employees	5	4	20	Yes	Staggered start/finish times to reduce number of staff entering and leaving the offices Only one person allowed in the office at anytime, sign on door to signify if office is in use.	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 Any contractors or visitors must have a point of contact and liaise with them before attending site 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 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	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

						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				
Meetings/Appraisals	Employees. Contractors. Visitors.	5	4	20	Yes	<p>Provide hand sanitiser in meeting rooms.</p> <p>Where possible avoid face to face meetings with colleagues, contractors or visitors</p> <p>Meetings will be conducted via Zoom or Skype where practically possible</p> <p>When holding the meeting electronically each individual must dial in individually to observe social distancing</p> <p>When face to face meetings are unavoidable only absolutely necessary participants should physically attend meetings and should maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable).</p> <p>Avoiding transmission during meetings, for example avoiding sharing pens, documents and other objects.</p> <p>Hold meetings outdoors or in well-ventilated rooms whenever possible.</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
Office Environment	Employees	5	4	20	Yes	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	