

Title	Leighton Oils Covid 19 Depot Risk Assessment
Reference Number	
SDP Reference	
Date of Assessment	22.6.20
Review Date	22.6.21
Accepting Managers Name	AG/ghm
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 and hand towels or sanitizer</p> <p>Availability of hand sanitizer stations provided at entrances with direction signage</p> <p>Hand sanitizer to be used before and after using shared appliances.</p> <p>Cleaning regime to be a daily occurrence</p> <p>Everyone visiting/using the depot is to use the sanitizer provided inside the office</p> <p>Disposable gloves to be worn when handling drivers paperwork</p> <p>Avoid any face to face meetings with any other employees or visitors</p> <p>Instruct all colleagues on the safe use of PPE, how to remove gloves and use of hand sanitizer stations</p> <p>The single workstation is to be cleaned before and after use</p>	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	<p>An engaged sign is fitted to the door by the means of locking the door</p> <p>The Portaloos is a single use facility</p> <p>Hand washing sign to be installed in the toilet</p> <p>Each user to hand sanitise before entry and with soap and water before exiting</p> <p>Disposable paper towels to be provided in the facility where the hand washing occurs</p>	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	<p>Office sign to be displayed</p> <p>Only two people in the office at any one time</p> <p>All colleagues must observe 2m safe distancing</p> <p>Stagger times when more than one person is expected at the depot</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	<p>Cookery and coffee in shared kitchen areas should be cleaned with warm water and detergent and dried thoroughly</p> <p>Colleagues to only make themselves a hot drink to avoid contact with a cupping that someone else is to use</p>	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	<p>Any colleague displaying any symptoms must not attend the depot</p> <p>Any contractors or visitors to the depot must be accompanied by a member of staff on site only</p> <p>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</p> <p>Any colleague who has displayed symptoms or notified their colleagues of feeling unwell, must be sent home with immediate effect and follow Government guidelines.</p> <p>No colleague, contractor or visitor will be allowed back on site and full isolation has been completed and advised</p> <p>Site 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</p>	5	2	10	Regular communication by Depot Manager to be assured assured everyone is adhering to guidelines and inform colleagues of escalating situations. Site 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
Meeting/Appraisals	Employees, Contractors, Visitors	5	4	20	Yes	<p>There will be no face to face meetings with colleagues</p> <p>All meetings requiring face images are to be carried out by Zoom or Skype</p>	2	1	2	
Office Environment	Employees, Contractors, Visitors	5	4	20	Yes	<p>The office is for single occupancy only</p> <p>Office light to be switched on and off by the person using the facility</p> <p>Disposable glove to be worn and the switch and surrounding area to be sanitised before and after use</p> <p>Staggered times are to be implemented at the depot to prevent drivers meeting in the office</p>	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	<p>Regular communication of mental health information and open door policy for those who need additional support</p>	4	1	4	