

Title	Stoke Depot Covid 19 Risk Assessment
Reference Number	
SOP Reference	
Date of Assessment	11.6.20
Review Date	11.6.21
Accepting Managers Name	Mandy Jenkins
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>Hand sanitiser to be used before and after using shared appliances i.e. photocopier, etc</p> <p>Cleaning regime to be enhanced to a daily frequency. Cleaning contractor to provide risk assessment and Coshh assessment of products used on site</p> <p>Front door to be kept shut so all visitors to use intercom</p> <p>Hand sanitiser station to be installed at entrance with instructions for use for all visitors</p> <p>All goods delivered to office to be left at entrance with delivery paperwork</p> <p>disposable gloves to be worn when handling drivers paperwork, delivered items or external apparatus.</p> <p>Avoid face to face meetings and the introduction of visitors to the building</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines

						<p>Instruct all colleagues on the safe use of PPE, how to remove gloves and use of hand sanitiser stations.</p> <p>Direct all customers to side door and maintain social distancing of 2M, <u>customers not to be invited into office.</u></p> <p>Card payments to be taken verbally to avoid touching of card and only one person at a time allowed in reception area.</p> <p>Each colleague to have a dedicated workstation and use dedicated apparatus which they will clean down with appropriate cleaner at the end of the day</p>				
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> <p>Disposable paper towels to be provided in each facility where hand washing occurs</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>Office traffic plan to be displayed</p> <p>Only one person to use corridor/walkway in offices at anytime</p> <p>All colleagues must observe 2m safe distancing</p> <p>All site users to observe office traffic plan and give courtesy to colleagues</p> <p>Staggered start/finish 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

						Sufficient breaks to be taken by staff in a controlled manner to observe social distancing All internal doors to be left open if not a fire door. These should be opened and closed daily by a dedicated colleague				
Use of the kitchen for breaks and lunch	Employees	5	4	20	Yes	Set break times to be given to each colleague All colleagues are to use hand sanitizer on entry and exit No more than one colleague in the kitchen at anyone time 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
Use of the staircase to access upper floor	Employees. Contractors.	5	4	20	Yes	Only one person to ascend or descend at any one time Mirror to be fitted at bends to allow all users to be aware of other users Hand sanitizer or washing of hands after ascent or descent depending on which part of the building you work in	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	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

						<p>Any colleagues who has displayed symptoms or notifies their colleagues of feeling unwell, must be sent home with immediate effect and follow Government advice</p> <p>No colleague, contractor or visitor will be allowed back until full isolation has been completed and verified</p> <p>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</p>				
Meetings/Appraisals	Employees. Contractors. Visitors.	5	4	20	Yes	<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</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> <p>For areas where regular meetings take place, using floor signage to help people maintain social distancing.</p> <p>Provide hand sanitiser in meeting rooms.</p>	2	1	2	
Office Environment	Employees. Contractors. Visitors.	5	4	20	Yes	Workstations to be arranged in line with floorplan to ensure social distancing is maintained as recommended by the Public Health Agency	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines

						Office lights to be switched on at the start of day and off at the end of day by a nominated person. Hand sanitiser to be used before and after contact with these appliances. Only nominated person to operate the air conditioning unit, hand sanitiser to be used before and after contact Staggered start and finish times to minimise potential of people congregating together when entering or leaving the depot				
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	
Cleaning contractor	Employees, visitors, contractors	5	4	20	Yes	Contractors to provide RA of work to be carried out and wear PPE including masks and gloves when cleaning the offices	5	2	10	Depot Manager to perform regular checks to ensure requirements are being met