

RISK ASSESSMENT



ACTIVITY ASSESSED: CORONAVIRUS DISEASE (COVID-19)

S = SEVERITY OF POTENTIAL HARM; **L = LIKELIHOOD OF HARM OCCURRING;** **RR = RISK RATING;** **S X L = RR**

Information: This assessment relates to the resumption of normal working and operation of the 2MHD BHX1 and BHX2 warehouse, transport and office staff at both sites safely getting back to normal operating levels following the easing of COVID-19 restrictions imposed by the UK Government. This assessment will be regularly reviewed and updated when necessary.										
RELATED DOCUMENTS: WAREHOUSE SOCIAL DISTANCING GUIDELINES TRANSPORT SOCIAL DISTANCING GUIDELINES OFFICES SOCIAL DISTANCING GUIDELINES CLEANING SAFE WORKING PRACTICES										
Ref	Hazard	Person(s) at risk	Uncontrolled			What precautions have we already taken	Controlled			Are further actions required
			S	L	RR		S	L	RR	
1	Spread of COVID-19 Coronavirus	2MHD staff and family members Contractors / service persons Vulnerable persons Members of the public	4	3	12	Staff instructed not to report to work if they develop symptoms or feel unwell. 2MHD staff classed as key workers so testing available on request. Contact details for booking free tests sent out to all staff. To reduce staff density, employees to work from home where practicable. Social distancing introduced to ensure 2-metre separation of staff.	4	2	8	Yes

RR 1 – 4 = Low

6 – 12 = Medium

15– 25 = High

Assessment title	Date of issue:	Assessed by:	Version no:	Date Reviewed:	Reviewed/amended by:	Date Approved:	16-12-2021
COVID-19 Risk Assessment	05-01-2021	G.S. DEOL	1.4	16-12-2021	G.S. DEOL		

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	Spread of COVID-19 Coronavirus	2MHD staff and family members Contractors / service persons Vulnerable persons Members of the public	4	3	12	Tape and markings displayed in warehouses and offices indicate 2-metre separation rule. Staggered shifts to reduce interface between staff during shift changeovers. Social distancing guidelines prepared and briefed to all staff prior to restarting work. Handwashing facilities, hand sanitiser and cleaning wipes provided. Deep cleaning of offices and increased internal cleaning regimes. All offices IT equipment sanitised during deep clean. Social distancing / personal hygiene information displayed on signage throughout premises. One-way systems introduced where practicable in warehouse aisles and offices.	4	2	8	

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	Spread of COVID-19 Coronavirus	2MHD staff and family members Contractors / service persons Vulnerable persons Members of the public	4	3	12	<p>Staggered break times to reduce numbers of staff using the canteen facilities, toilets, vending machines and smoking shelters.</p> <p>Canteen tables, microwaves around site relocated to maintain at least 2-metre spacing.</p> <p>Facilities for making hot drinks have been reduced and some apparatus removed from the canteen.</p> <p>Sanitising gel dispensers, cleansing wipes issued to peripatetic staff (drivers, pickers, sales reps FLT drivers).</p> <p>Staff to be instructed to wipe down any equipment they have been using before starting and finishing work.</p> <p>Where possible driving teams are to utilise the same delivery vehicle for each shift.</p> <p>Full wipe down of all touch points including gears, handbrake, buttons, steering wheel, hand holds, door handles etc to be completed at the end of each shift.</p>	4	2	8	

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					<p>Drivers furnished with hand sanitisers, antibacterial wipes and disposable gloves to keep in vehicle.</p> <p>All contact with materials, back of vehicle and hard surfaces must be with disposable gloves worn.</p> <p>Observing of load by others must be from at least 2 metres away</p> <p>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</p> <p>Ensure disposable gloves are worn at all times when entering a customer's property.</p> <p>Avoid touching your face, eyes, nose and mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Ensure all hard surfaces touched whilst in the customer's property are sanitised with the wipes provided in your vehicles.</p> <p>Request the customer to wait in a different room until the service has been completed.</p> <p>If the customer refuses to sign delivery paperwork, take a photo of the appliance</p>				
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						<p>in situ and email to csc@2mhd.com</p> <p>Tolls and equipment touch points to be wiped down with antibacterial wipes or spray.</p> <p>Strictly no sharing of workwear or PPE</p>				
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	Spread of COVID-19 Coronavirus	2MHD staff and family members Contractors / service persons Vulnerable persons Members of the public	4	3	12	<p>Vulnerable members of staff to be allowed to work from home.</p> <p>Suitable PPE (disposable gloves, face masks, hand sanitiser) made available for staff.</p> <p>Packing benches moved or taken out of use to maintain at least 2 metres distancing between warehouse operatives.</p> <p>Drivers to be unaccompanied and maintain social distancing during deliveries. Orders to be dropped off at suitable locations at consumer premises.</p> <p>Designated car parks and separate entrances/exits for warehouse and office staff.</p> <p>Signing-in/out book has been digitised (QR Code) and sanitising station at staff carpark entrance for office staff.</p> <p>Doors wedged open in corridors to reduce touch points.</p>	4	2	8	

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	Spread of COVID-19 Coronavirus	2MHD staff and family members Contractors / service persons Vulnerable persons Members of the public	4	3	12	Smaller meeting rooms taped off to minimise risk of breaching social distancing guidelines and reduce the number of touch points. Where possible Warehouse Operatives are to utilise the same Fork Lift Truck for each shift. Full wipe down of all touch points including gears, handbrake, buttons, steering wheel, hand holds, etc to be completed at the end of each shift. Drivers furnished with hand sanitisers, antibacterial wipes to keep on FLT. Observing of load by others must be from at least 2 metres away.	4	2	8	

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Ref	Proposed further actions taken to control risks?	Person responsible	Target date for completion	Actual completion date	New RR
1.1	If required, the kitchens at 2MHD-BHX1 and ground floor kitchen at 2MHD-BHX1 will be reopened to allow staff to store their lunches in the refrigerator.	GD	Not set	05-01-21	
1.2	Tape off workstations in office to maintain social distance of office staff.	GD / Office Managers	To be agreed	05-01-21	
1.3	Consider hiring additional cleaners to maintain enhanced cleaning regime.	GD	To be agreed	05-01-21	
1.4	Immediate order of extra PPE supplies for the business, staff, employees and subcontractors.	GD	16-12-21	16-12-21	
1.5					
1.6					
1.7					

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Guidance for scoring

No	Severity (S)	No	Likelihood of occurrence (L)
1.	Injury that requires first aid - no time lost	1.	Very unlikely
2.	Injury that leads to time off work - less than 7-days	2.	Unlikely
3.	RIDDOR reportable injury	3.	Possible
4.	Single or multiple disabling injury or occupational illness	4.	Probable
5.	Fatality or catastrophic event	5.	Certain
Severity x Likelihood = Risk Rating (RR)			

S x L MATRIX

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

Risk Rating	Actions and Timescale
LOW	No additional controls. Existing control measures to be monitored and records retained
MEDIUM	Actions shall be taken to reduce the risk level within one month, if benefits outweigh costs.
HIGH !	Immediate actions shall be taken to reduce the level of risk to a tolerable level.

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