

COVID-19 Risk Assessment



1.1 Activity

Title	COVID-19 Workplace Risk Assessment
Location	Crossflight House, Skyway 14, Calder Way, Colnbrook. SL3 0BQ
Risk	The spread of COVID-19
Those at risk	All employees, visitors, cleaners, contractors and members of the public who come into contact with employees

1.2 Person(s) conducting this assessment

Name	Jacqui Tutin / James Kelly	Date	06-Apr-20
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1.3 Assessment Review History

This assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid or after a reported incident. Otherwise, the assessment should be reviewed, at least every month. The responsible competent person must ensure that this assessment remains valid.

	Issue 1	Review 2	Review 3	Review 4	Review 5	Review 6	Review 7	Review 8	Review 9	Review 10
Date	06-Apr-20	12-May-20	12-Jun-20	16-Jul-20	04-Aug-20	24-Sep-20	21-Oct-20	23-Nov-20	29-Dec-20	25-Jan-21
Conducted by	Jacqui Tutin	James Kelly	James Kelly	James Kelly	James Kelly	James Kelly	James Kelly	James Kelly	James Kelly	James Kelly
	Review 11	Review 12	Review 13	Review 14	Review 15	Review 16	Review 17	Review 18	Review 19	Review 20
Date	26-Feb-21	30-Apr-21	29-Jul-21	28-Sep-21	01-Dec-21					
Conducted by	James Kelly	James Kelly	James Kelly	Jacqui Tutin	James Kelly					

2.0 Risk Areas and Controls

Area	Controls required	Additional controls	Action by	Due date	Done date
Hygiene Etiquette	<p>Hand washing facilities with anti-bacterial soap</p> <p>Paper towels/hand dryers for drying of hands</p> <p>See hand washing guidance; https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Antibacterial hand sanitiser available in all areas of the building</p>	<p>Employees are reminded on a regular basis via email and posters placed around the building to wash hands with antibacterial soap and water for at least 20 seconds and the importance of proper drying</p> <p>Also reminded to catch it, bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues are available in all areas of the building</p> <p>Further guidance can be found here; https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>James Kelly</p> <p>Paul Murphy</p>	<p>28-Feb-20</p> <p>and ongoing</p>	<p>28-Feb-20</p>

Ventilation and air conditioning	Good ventilation (including air conditioning) can help reduce the risk of spreading coronavirus	Offices with external windows - staff are encouraged to keep windows partially opened	All	25-Jan-21	
Cleaning	Frequent cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception and common areas using appropriate cleaning products and methods	Additional clean of building introduced during the working day Antibacterial cleaning materials are available throughout the building for all staff as and when needed	James Kelly	11-Mar-20	11-Mar-20
Social Distancing	<p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by PHE.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Relocating workers to other tasks, where possible</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>More information can be found here: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing https://www.hse.gov.uk/news/social-distancing-coronavirus.htm</p>	<p>Staff are reminded on a regular basis of the importance of social distancing.</p> <p>Limit the number of people in common areas</p> <p>Staff to use phone, email and instant messaging tools rather than face to face contact with colleagues to reduce movement around the building</p> <p>Virtual meetings and conference calls to be used in place of face to face meetings with clients and suppliers</p> <p>2 metre rule also applies to outside areas such as the smoking area</p> <p>Delivery drivers to be directed to the designated area in Transport Control and are not permitted to enter any other area of the building except for the toilets</p> <p>To control foot traffic within the building, office staff are to enter/leave the building via reception. Drivers, Transport and Operational staff via the door in the Transport Control office</p>	James Kelly Paul Murphy	28-Feb-20 and ongoing	28-Feb-20
Use of Equipment	Equipment with frequently used/touched surfaces should be cleaned by those using it, before and after use. (for example, forklift trucks, pallet trucks and scanners/copiers)	Antibacterial cleaning materials are available throughout the building for all staff as and when needed	All	and ongoing	

PPE	All staff working in the warehouse are to wear disposable gloves	Gloves and face coverings are available in Transport and Operations/warehouse	All Managers	on going
	Face coverings compulsory for all staff whilst in Crossflight buildings. On site Mailrooms to follow local practices, but Crossflight recommend that face coverings are worn.	Guidance provided on putting on, removing and disposing gloves and face coverings Following a relaxation on the wearing of face coverings, staff are now required to wear them once again when in the building	All	29-Nov-21
Symptoms of COVID-19 & Testing	If anyone becomes unwell with COVID-19 symptoms or has a positive test result, they must self-isolate for 10 days	First aiders to be provided with additional information on dealing with Covid-19	Jacqui Tutin	22-Apr-20
	If a member of staff has anyone in their household showing symptoms, they must stay at home for a period of 10 days if they are not double vaccinated. The 10-day period starts from the day when the first person in the house became ill. It's a legal requirement to self-isolate if you are told to by NHS Test and Trace. You could be fined if you do not self-isolate.	Line managers will maintain regular contact with staff members during this time.	All Managers	on going
	All staff & visitors entering the building will have their temperature taken	A log of temperatures is to be kept - this indicates a temperature was taken. Only if a high temperature is recorded, is action taken.	Nominated Managers	23-Jul-20
	If a driver is made aware of a potential or a confirmed case of COVID19 at a client's premises, they should seek guidance from the Transport Manager or the Operations Director before entering the client's offices premises	Anyone found to have a high temperature will be sent home and asked to take a COVID-19 test and only permitted to return to work once their test results confirm they do not have COVID-19		29-Dec-20
	Lateral Flow Tests	All staff are encouraged to have lateral flow tests, where available, at least once per week. The company holds a supply of lateral flow test kits for use by anyone developing symptoms during the course of a working day. Anyone having a positive test result will be required to leave the building and book a full COVID test.	Managers	25-Jan-21 on going

Drivers & Vehicles	<p>Drivers to adhere to Crossflight procedures, observe social distancing rules and to be aware and observe any client specific requirements</p> <p>Reference; https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm#</p> <p>Where possible drivers should avoid swapping vehicles and remain in the vehicle allocated to them. However, if a swap is necessary, all touch surfaces must be cleaned with antibacterial wipes/appropriate cleaning materials in both vehicles, before and after use</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers</p> <p>Drivers to leave packages as directed by consignees to avoid contact and observe social distancing rules</p> <p>To further avoid contact, drivers do not need to obtain a physical signature (POD), but must record the full name of the recipient on their POD paperwork/TomTom device</p> <p>Drivers to carry hand sanitiser in their vehicles.</p> <p>No passengers to be carried in the vehicle</p>	Steven Bailey	on going
	<p>Face coverings for drivers made compulsory when on client's premises</p>	<p>Face coverings available in the Transport Control office</p>	Steven Bailey	16-Jul-20
Mental Health	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p>	<p>Regular communication and open-door policy for those who need additional support.</p> <p>Mental Health First Aider trained / qualified 25Jun20</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	All Managers	on going
Communications	<p>Management to keep all employees up to date. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p>	<p>Regular email from Chairman</p> <p>Regular contact by line manager</p>	Richard Stoughton All Managers	on going on going
Visitors/Contractors entering the building	<p>Staff are encouraged to conduct all meetings online rather than face to face, however, when a visit is necessary, visitors must complete a declaration confirming themselves to be free of COVID-19 symptoms and their acceptance to certain conditions when on our premises</p> <p>Staff are also required to complete a check list document prior to the meetings</p>	<p>It is the responsibility of the staff member being visited to ensure their visitor is sent and returns the form prior to the visit.</p> <p>Both forms can be downloaded from the COVID19 area on the intranet</p> <p>Both forms are to be retained in reception</p>	All	24-Jul-20