

# 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This assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid or after a reported incident.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 1	Review 2	Review 3	Review 4	Review 5				
Date due	06-Apr-20	12-May-20	12-Jun-20	16-Jul-20	04-Aug-20	24-Sep-20				
Date conducted	06-Apr-20	14-May-20	15-Jun-20	17-Jul-20	04-Aug-20	24-Sep-20				
Conducted by	Jacqui Tutin	James Kelly	James Kelly	James Kelly	James Kelly	James Kelly				

## 2.0 Risk Areas and Controls

Area	Controls required	Additional controls	Action by	Due date	Done date
<b>Hygiene Etiquette</b>	<p>Hand washing facilities with anti-bacterial soap</p> <p>Paper towels/hand dryers for drying of hands</p> <p>See hand washing guidance;  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></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;  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	<p>James Kelly</p> <p>Paul Murphy</p>	<p>28-Feb-20</p> <p>and ongoing</p>	<p>28-Feb-20</p>
<b>Cleaning</b>	<p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches,</p>	<p>Additional clean of building introduced during the working day</p> <p>Antibacterial cleaning materials are available throughout the building for</p>	<p>James Kelly</p>	<p>11-Mar-20</p>	<p>11-Mar-20</p>

	reception and common areas using appropriate cleaning products and methods	all staff as and when needed			
<b>Social Distancing</b>	<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 &amp; 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:  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a>  <a href="https://www.hse.gov.uk/news/social-distancing-coronavirus.htm">https://www.hse.gov.uk/news/social-distancing-coronavirus.htm</a></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
<b>PPE</b>	<p>All staff working in the warehouse are to wear disposable gloves</p> <p>Face coverings compulsory for all staff whilst in the building</p>	<p>Gloves and face coverings are available in Transport and Operations/warehouse</p> <p>Guidance provided on putting on, removing and disposing gloves and face coverings</p>	All Managers		on going
<b>Symptoms of COVID-19</b>	<p>If anyone becomes unwell with COVID-19 symptoms or has a positive test result, they must self-isolate for 10 days</p> <p>If a member of staff has anyone in their household showing symptoms, they must stay at home for a</p>	<p>First aiders to be provided with additional information on dealing with Covid-19</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	Jacqui Tutin  All Managers		22-Apr-20  on going

	<p>period of 14 days. The 14-day period starts from the day when the first person in the house became ill.</p> <p>All staff entering the building will have their temperature taken</p> <p>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</p>	<p>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</p>	<p>Nominated Managers</p>	<p>23-Jul-20</p>
<b>Drivers &amp; Vehicles</b>	<p>Drivers to adhere to Crossflight procedures, observe social distancing rules and to be aware and observe any client specific requirements</p> <p>Reference; <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm#">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm#</a></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>Face coverings for drivers made compulsory when on client's premises</p> <p>Drivers provided with a 'Safety Measures' guide</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> <p>Face coverings available in the Transport Control office</p>	<p>Steven Bailey</p> <p>Steven Bailey</p>	<p>on going</p> <p>16-Jul-20</p>
	<b>Mental Health</b>	<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></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>All Managers</p>

<b>Communications</b>	<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>	<p>Richard Stoughton</p> <p>All Managers</p>	<p>on going</p> <p>on going</p>
<b>Visitors/Contractors entering the building</b>	<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>	<p>All</p>	<p>24-Jul-20</p>