



LOGISTICS LIMITED

Risk assessment for Covid

	Who <ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Delivery drivers • Vulnerable • Anyone else 	Controls	Corrective actions	by who?	by when?	closed
Spread of Covid-19 and other viral conditions that could constitute a pandemic.	Do any members of staff have a condition that would class them as vulnerable?	<p>None reported</p> <p>Repeat the question and include or if you are in contact with someone with a condition that would class them as vulnerable, ensure you take extra precautions and let the management team know of any changes to circumstances.</p> <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • All tap tops replaced with arm operated taps • Stringent hand washing taking place. 	<p>From 1 August, clinically extremely vulnerable individuals, who were previously advised to shield at home, can go to the workplace as long as it is COVID-secure, but should carry on working from home wherever possible.</p> <p>The advice changes regularly review on an ongoing basis</p> <p>Replenish hand wash stations if and sanitisers if they run out staff encouraged to report.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with centre feed. Also</p>			



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		<ul style="list-style-type: none"> • Drying of hands with hand dryers or centre feed paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly • Gel sanitisers in addition to hand washing • Hand sanitiser sited in main entrance, goods in area & main office and board room • Each member of staff issued with their own personal sanitiser dispenser <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>			
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		<p>In the canteen staff to clean down the tables and chairs after they have finished using them ready for the next person to use them.</p> <p>carrying out cleaning and document it as per the cleaning schedules.</p> <p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Allocating a pair of staff to carry out any lifting duties that require more than 1 person.</p> <p>Staggered start, lunch and finishing times for staff, e.g. 4 members of staff on each of the patterns below:</p>				
			<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>			



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		<p>Start 8.30am / lunch 12.30-1pm / finish 4.30pm Mon-Fri Start 8.45am / lunch 1.15-1.45pm / finish 4.45pm Mon-Fri</p> <p>Entrance to the production area via the lockers and handwash sink, exit from production area to be via goods out to main entrance area.</p> <p>Ask people to move out of your way if you need to enter a particular area of the building</p> <p>Mark out logical route throughout the warehouse and office areas</p> <p>Staff can either sit at their desk, canteen or go outside on the bench or in their car for lunch. Staff to be restricted to maximum of 3 in the canteen at any one time</p> <p>Attempt to designate 1 person to each toilet if possible. Use anti-bacterial spray/gloves and toilet paper to clean toilet seat/toilet handle/door handle and flush</p>				
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		<p>toilet paper down toilet and dispose of gloves in bin</p> <p>Staff to obtain their own drinks from the drinks machine and not get any for anyone else and wipe down after use.</p> <p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Each person to wear clean gloves in kitchen area when utilising fridge/microwave etc., or clean down kitchen area after every use with anti-bacterial spray and centrefeed</p> <p>When using equipment like pump trucks to wear clean gloves and dispose of after use.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>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>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
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		<p>Wear gloves when moving waste wheelie bins</p> <p>Forklift drivers to clean down the forklift after and possibly whilst operating the forklift</p> <p><u>PPE</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Use company supplied face masks which must be washed daily. They can be worn to and from work and whilst at work. Do not take off completely when at work, leave hanging off one ear. Do not put down on surfaces. Wash hands before putting on mask and after taking it off</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>			
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		<p>Recommend washing polo shirts every day and put a clean one on every day</p> <p>Avoid touching face. Avoid touching face mask whilst wearing it</p> <p><u>Touch points and air</u></p> <p>Leave all doors open with the exception of external doors</p> <p>Taping over catches on outside toilet doors to avoid having to use hands to open</p> <p>Everyone to wash their hands, on arrival to work and when they leave. In addition to following eating drinking smoking etc</p> <p><u>Symptoms of Covid-19</u></p>					<p>Adult body temperature can range between 36.5°C and 37.2°C. If the results fall within this range, it can be determined that the temperature is normal. A high temperature is</p>
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		<p>All warehouse and staff are temperature checked on a daily basis before commencing work</p>	<p>usually considered to be 38C or above and the individual must be sent home to self-isolate.</p> <p>Above 37.4 retest at 1/2 hourly intervals and reduce contact with colleagues. If the temperature continues to rise, then they must leave the site and self-isolate at home until the symptoms subside. Otherwise they are ok to resume duties.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If a member of staff presents with symptoms (including as above) all areas must be cleaned down with sanitiser before recommencing work.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises</p>			
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		<p><u>Delivery Drivers</u></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference COVID-19-guidance on freight transport.</p> <p>No need to sign for goods when being delivered</p>	<p>(including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>			
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		<p>If items being received in goods inwards is not needed immediately for use they can be left for a couple of days.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><u>Visitors</u></p> <p>Whilst visitors are allowed in the building including customers, cleaner, pest control contractor, security, vending machine contractor etc. All must wear a face covering.</p> <p>Where possible other customers/suppliers are to be dealt with remotely.</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p>			
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		<p>offer whatever support they can to help</p> <p><u>Incidents and accidents</u></p> <p>First aiders to pay particular attention to sanitation immediately after or during treatment to another person</p> <p>Staff to report on anyone who might appear to be ill, including themselves their colleagues and close family members.</p> <p><u>BRCGS</u></p> <p>Review the HARA to ensure that all deviations from:</p> <ul style="list-style-type: none">• Process flow• Procedures• Policies• Site security <p>Are not adversely affected because of the actions to contain and mitigate Covid 19.</p>				
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NOTES	<p>The meeting was held as the inaugural quarterly meeting to determine if the measures being taken are sufficient to mitigate the spread of Covid 19 whilst in the workplace. This meeting was via a Zoom call in order to eliminate the need for NL to be present.</p> <p>As a result of this meeting the new measures were proposed incorporated</p> <p><u>References</u></p> <ul style="list-style-type: none"> • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • https://www.nhs.uk/conditions/emollients/ • https://www.hse.gov.uk/skin/professional/health-surveillance.htm • https://www.publichealth.hscni.net/news/covid-19-coronavirus • https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 • https://www.publichealth.hscni.net/news/covid-19-coronavirus • https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people • https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm 					



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	<ul style="list-style-type: none">• https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/• www.hseni.gov.uk/stress• https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm• https://www.publichealth.hscni.net/
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Duncan Pannell
Nick Lengden

date: 30/10/2020

Date of next meeting: Jan 2021