

Covid 19 Risk Assessment Form

Date:	June 2020					
Assessed by:	Karen Syvertsen			Signature:		
Location:	Nemco Ltd					
Task / Premises:	Driver Despatch Worker					
Review Date:	Signature:					

Step 1 What are the hazards ?	Step 2 Who is affected ?	Step 3 What is already in place?	Step 4 What further action is necessary?	Step 5 How will you put the assessment into action?		
				Action by whom?	Action by when?	Done ?
Spread of Covid-19 Coronavirus	All Stores and Goods In Workers	<p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place</p> <p>Gel sanitisers in every area</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Additional sanitiser stations available for people entering the building</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and anti-bacterial soap and the importance of proper drying.</p> <p>Encourage staff to report any skin problems.</p> <p>Also 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. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p>	All Despatch Workers	Immediately	Ongoing
		<p><u>Food Hygiene</u></p> <p>Make all your own food and drinks whilst on site, and keep your own crockery and cutlery in your locker, to avoid contamination.</p>	Management checks to ensure this is adhered to.	All Despatch Workers	Immediately	Ongoing

		<p>Some disposal cutlery has been provided.</p> <p>Sanitise the table and chair after use to reduce the risk of infection to others</p> <p>Clean the kitchen area after use, to reduce the risk of infection to others.</p>	All staff aware of this procedure			
		<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, key pads, label machine, ladder rails etc, using appropriate cleaning products and methods.</p> <p>Immediately an employee advises Nemco they suspect they have Covid 19 symptoms their desk, pc and all equipment should be sanitised as a precautionary measure.</p> <p>In addition doors will be held open to reduce touch points and stop people holding them open for others.</p>	<p>Management checks to ensure this is adhered to.</p> <p>Stores Area cleaning schedule in place, all staff involved.</p>	All Despatch Workers	Immediately	Ongoing
		<p><u>Avoid Surface Transmission</u></p> <p>When goods and products enter the Despatch area ensure that you prepared use gloves and other PPE as recommended.</p> <p>Ensure that all packaging is used, stored and recycled as required.</p>	Adhere to bench and equipment cleaning procedures.	All Despatch Workers	Immediately	Ongoing

		<p><u>Social Distancing</u></p> <p>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>Taking steps to review work schedules including start & finish times/shift patterns etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p><u>Shop Floor Walkways</u></p> <p>When you need to visit the shop floor please observe the following:</p> <p>Follow the one way walkway system in Unit A, including directional arrows on the floor, priority arrows and passing zones.</p> <p>In Unit B, most walkways are 2m wide, so introduce passing zones and smaller work areas will be access only and wait and pass.</p> <p>Social distancing also to be adhered to in canteen area, smoking area and toilets, and specifically entering and leaving the building.</p> <p>Make more use of the telephone and email systems to reduce the amount of movement between sections.</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> <p>When passing other employees in an area less than 2m wide, turn your head away as you pass to reduce any risk.</p> <p>When using the toilets you must ensure you are 2m apart /separated. This can be achieved by either entering a cubicle, using urinals such that you are 2m apart, using sinks such that you are 2m apart. If there is not enough room then exit a safe distance and wait till a space becomes available.</p>	All Despatch Workers	Immediately	Ongoing

		<p><u>Driving/Deliveries</u></p> <p>Driving and deliveries should be kept to a minimum, but where essential you must follow the hygiene and cleaning schedule.</p> <p>Follow the Covid guidelines at your delivery point. At any time you do not feel safe or protected, please telephone your departmental manager for guidance.</p> <p>Where possible and safe, have a single worker load or unload vehicles, or use the same pair of people for loads where more than one is needed.</p> <p>Increase the use of non-contact collections by pre-booking online.</p>	<p>The company vehicles have been supplied with antibacterial wipes, and hand sanitiser. You are to clean the steering wheel, gear stick, handbrakes, door handles, anywhere that other people have touched before use.</p> <p>Please make sure these are re-stocked if they are running out ready for the next delivery.</p>	All Despatch Workers	Immediately	Ongoing
		<p><u>Personal Protective Equipment</u></p> <p>Nitrile gloves and face masks can be provided to staff who wish to use them.</p> <p>These are provided in addition to PPE that is a requirement for risks associated with the work undertaken.</p>	<p>If you cannot observe the 2m distancing for a specific task then face masks must be worn.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. The gloves will need to be replaced regularly.</p>	All Despatch Workers	Immediately	Ongoing
		<p><u>Symptoms of Covid-19</u></p> <p>All employees have been issued with a forehead thermometer so that temperatures can be taken before</p>	<p>A Temperature Check Procedure has been issued, and data logged in all departments.</p>	All Despatch Workers	Immediately	Ongoing

		<p>attending work.</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.</p> <p>If a member of your household show symptoms of Covid 19, as above, you are to stay home and contact the company to let us know.</p> <p>You need to take medical advice and arrange to be tested.</p> <p>Line managers/HR team will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the management team, will discuss the case, identify people who have been in contact with them and will take advice from the Public Health Authority on any actions or precautions that should be taken.</p>	<p>Line managers/HR team will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>You will need to self-isolate for 14 days. Unless you and your family member/housemate have been tested and the result is negative for Covid 19.</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</p>	All Despatch Workers	Immediately	Ongoing

		offer whatever support they can to help	additional support.			
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