



RISK ASSESSMENT
COVID 19 (CORONAVIRUS) created by Nicola Robinson IOSH cert no 177136

IDENTIFY THOSE WHO COULD BE AFFECTED BY OR AT RISK FROM ACTIVITY

- **Employees**
- **Subcontractors**
- **Agency Staff**
- **Visitors**
- **Member of the public**
- **Anybody who meets you in relation to the business**

NB currently and for the foreseeable future, no visitors, members of the public or anybody not fulfilling work duties are allowed on any premises of Courier Logistics

What are the hazards	Controls required	Additional Controls	Action by who	Action by when	Completed
The spread of Covid 19 (Coronavirus)	Hand Washing Hand washing facilities with warm water and soap	Anybody who could be affected are reminded to wash their hands for 20 seconds with warm water and soap. Disposable towels are available.	Human Resources/General Manager	June 2020	Completed
	Handwashing guidance	Hand washing guidance, posters and notices in all restroom areas, health and safety notice boards, reception, warehouses, and offices. Hand drying is encouraged by towel roll provided and changed regularly by our sanitation provider or	Human Resources/General Manager	June 2020	Completed

		disposable paper towel. Hand sanitizer is also available in portable, and fixed units with a substantial stock of replacements to ensure it is not diminished. Our sanitation supplier regularly replenishes the fixed units			
	Sneezing and Coughing	A supply of tissues is provided to all at risk within our business. Signs are posted around the business to Catch it, Bin it, Kill it. This notice is also a screensaver on each PC to remind employees	Human Resources/General Manager	June 2020	Completed
	<p>Cleaning</p> <p>Cleaning of the premises is conducted during peak hours of our business by an employed cleaner with regular time scheduled cleaning of surfaces, door handles, taps, light switches, milk bottles, cleaning products, hot/cold water dispenser using appropriate disinfectant and bleach products. Bins are emptied and bin liners replaced daily. Disposable paper towels are used on each are cleaned.</p> <p>Employees, drivers, subcontractors are required to clean their own workspace including, desktops, pc's and keyboards, telephone headsets, dialing keys, chairs including handles, vehicle handles, steering wheels, any surface</p>	<p>The General Manager and HR Manager will spot check areas of the business regularly to ensure cleaning is adequate, they will also discuss and implement any changes with the Cleaning Operative to ensure optimum cleaning is achieved to mitigate risk</p> <p>Bins bags are disposed of into skips provided by Ron Hull's and are contracted to be changed bi-weekly.</p> <p>Employees, drivers, subcontractors are provided with had sanitizer, alcohol wipes, disposable gloves, and face masks. Stocks are maintained to ensure replacements are always</p>	Human Resources/General Manager/Cleaning Operative/Operations Manager	June 2020	Completed

	within the vehicle dashboard that is used	available and accessible			
	<p>Social Distancing</p> <p>Social Distancing - reducing the number of people in any work area to comply with the 2m (6.5ft) gap recommended by the Public Health Agency.</p> <p>NB, Social Distancing will be reduced from 4th July 2020 to 1m + (3ft+) in line with government guidelines, though 2m will remain in areas where practicably possible.</p>	<p>Staff are reminded daily to social distance. A cap on the number of people allowed in canteens and restrooms at any one time is restricted and signage advising of the restriction in affected area.</p> <p>Desks are designated to individuals and no hot desks are allowed. Desks are positioned at minimum 2m apart. Weekly Health and Safety checks are conducted and documented to ensure compliance. Line Managers to review their department daily to ensure compliance</p>	<p>Human Resources/General Manager/Operations Manager/Sameday Manager/Customer Service Manager/Sales Manager</p>	<p>June 2020</p>	<p>Completed</p>
	<p>Warehouse Operatives may not always be able to observe social distancing as their job role is predominantly offloading vehicles at capacity of boxes, courier packs and mail packs. Our operation is structured to meet tight trunk departure times and multi drop timed deliveries and collections required by The APC and Pallet Track Networks. For Warehouses that operate Storage pick and pack, social distancing is observed.</p>	<p>Warehouse Operatives are requested not to congregate and social distance where practicably possible. Face Masks, Face Visors and disposable gloves are provided along with access to disposable towels/tissues, hand sanitizer and alcohol wipes. Temperature checking will commence before the start of each shift.</p>	<p>Human Resources/General Manager/Operations Manager</p>	<p>June 2020</p>	<p>Completed</p>

	<p>NHS Drivers Contract Drivers though working alone in company vehicles, the drivers are required to collect samples from GP surgeries and delivery samples into hospitals, sometimes specified as Covid samples for testing.</p>	<p>Drivers are supplied with face masks, disposable gloves, and hand sanitizer. The drivers comply with the guidance set out by each GP surgery and hospital and have their own designated surgeries to collect from to mitigate risk. The Covid samples and blood and urine samples are packaged by the hospitals in line with the hospital trust and requirements for carrying such samples and are classed as Cat B, low risk. For every sample taken to hospitals, drivers are instructed to leave the samples outside, call the number on the back of the samples to advise the delivery point where the goods are.</p>	<p>Human Resources/General Manager/Sameday Manager</p>	<p>June 2020</p>	<p>Completed</p>
	<p>Office Staff are situated at their own desks which are at least 2m apart. Staffing levels are limited with staff at work who cannot fulfill the job role from home.</p>	<p>Desk based staff are provided with alcohol wipes and hand sanitizer to ensure their desk space is clean, social distancing is promoted through signage throughout the business, lunch times are staggered to ensure canteens are not occupied by more than 1 person, movement around the premises is not encouraged unless toilet breaks or rest breaks are needed. Home working applies where practicably possible.</p>	<p>Human Resources/General Manager</p>	<p>June 2020</p>	<p>Completed</p>

	<p>Drivers are alone in their vehicles; their freight is loaded by warehouse operatives. The driver is provided with face masks, disposable gloves, and alcohol wipes. Social distancing procedures have been implemented.</p>	<p>A non- physical contact policy is in place that ensures drivers can socially distance from the public defined by the delivery and collection requirements of the parcel and pallet networks to business and residential addresses within the 'S' postcode only. Drivers are instructed to knock on residential doors and move away to a safe 2m distance and obtain a name as proof of delivery, the same principle applies for the collection of freight. For Pallets, curbside deliveries apply with a name requested as proof of delivery and collections are loaded onto the vehicle by the collection point. The driver is advised to stay in his cab or move to a safe distance as dictated by the Health and Safety requirements of the collection point. The scanners in the driver's possession are handled only by them and are wiped with alcohol wipes before docking at the end of a shift and on collection before shift.</p>	<p>Human Resources/General Manager/Operations Manager/Sameday Manager</p>	<p>June 2020</p>	<p>Completed</p>
	<p><u>Mental Health</u> Mental Health and wellbeing are promoted regularly to support staff and furloughed employees through the Covid 19 pandemic</p>	<p>Regular communication through discussions with managers, website information, leaflets, and access to counselors through our company insurance policy are encouraged. We also encourage discussions through social media, emails, and</p>	<p>Human Resources/General Manager</p>	<p>June 2020</p>	<p>Completed</p>

		telephone calls. All discussions are non-contactable and if a face to face meeting is required, social distancing is implemented.			
	<p><u>Symptoms of Covid 19</u></p> <p>If anyone becomes unwell with any of the symptoms stipulated by PHE (Public Health England) or WHO (World Health Organisation), they will be sent home and advised to self-isolate following the most recent and up to date guidance. The governments track and trace will assist with the identification and isolation of any other person who could become affected following a Covid 19 diagnosis</p>	<p>Internal communication and cascading of messages and informative documents will be issued to anyone via line managers, memo's, or posters on a regular basis to reassure and support employees, subcontractors, and agency staff in a fast-changing situation</p> <p>The business will offer support to any of the above becoming affected by Covid 19 or who has a family member affected.</p>	Human Resources/General Manager	June 2020	Completed