



Hendy Group

Covid 19 - Logistics Risk Assessment


Location: All Sites


Date: 1st May 2020


Covid 19 Employee - Risk Assessment


Location: **All Sites**


Assessment Carried Out By: **Raymond Riley /Jeff Batchelor**

Hazards: Look only for hazards that you could reasonably expect to result in significant harm under the conditions of operation. Check for the following possible hazards:	Control Measures: Is the risk adequately controlled? What precautions have already been taken	Level of Risk Likelihood	Level of Risk Severity	Overall Risk Risk Rating	Who might be harmed? List the groups of people who are specifically at risk from the hazards identified.	What further action is necessary to control the risk?
General Hygiene Standards Risk of coming into contact with surfaces that contain the Covid 19 virus	1. Do not share work stations 2. Frequently clean and disinfect work equipment and surfaces that are touched regularly, using your standard cleaning / anti-bacterial cleaning products. This should be completed as a minimum at the end of each shift or immediately after each customer transaction 3. Use suitable nitrile/latex gloves during the cleaning and dispose of in covered bins 4. Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water if not available. 5. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the covered bin.	Possible (3)	Moderate Injury (3)	Medium 	Self, Work Colleagues & Customers	1.Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.

Vehicle Movements	<p>1. All vehicles should be treated as contaminated and PPE and protective covers must be used at all times whilst moving vehicles.</p> <p>2. Vehicle must be fully cleaned and sanitised after each movement to a dealership and a note or hanger to this effect left inside the vehicle by the valet.</p> <p>3. Vehicles should be cleaned and sanitized using products appropriate for materials used. Some alcohol or products containing bleach will not be suitable for some interior surfaces. This should be completed immediately after a movement.</p> <p>4. Keys should also be cleaned and handed over in a plastic bag observing the 2 meter self distancing rule.</p> <p>5. Any paperwork and documents required to complete the movement should be completed using own pens.</p> <p>6. Wash or sanitize hands immediately after touching any items such as keys etc</p> <p>7. Only one person is allowed in a vehicle at one time, unless a 2m distance can be maintained (in a minibus for example)</p>	Possible (3)	Moderate Injury (3)	Medium 	Self, Work Colleagues & Customers	<p>1. Adhere to latest government guidelines on self distancing</p> <p>2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.</p>
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Rest rooms, washrooms and kitchens	<ol style="list-style-type: none"> 1. Tables and chairs and kitchen surfaces should be cleaned before the start of each shift using your standard cleaning / anti-bacterial cleaning products. 2. Cups, plates, kitchen utensils etc should be brought in from home, kept to the individual and not shared. 3. Any paper plates or packaging should be disposed off in bins with lids. 4. All bins should be fitted with bin liners, sealed, and removed daily or more often if required. 5. Only one person at a time should be using kitchen work surfaces, kettles, microwaves etc. 6. Access doors should be left open to avoid constant contact with door handles. If it is a fire door then an automatic release device should be fitted to close if the fire alarm is activated. 7. Alternatively door handles should be cleaned after each use. 8. Seating should be organised to ensure 2 metre distancing is provided at rest room tables. 	Possible (3)	Moderate Injury (3)	Medium 	Self and Work colleagues	<ol style="list-style-type: none"> 1. Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.
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<p>Self Distancing & Ventilation and personal items</p> <p>Risk of coming into contact with surfaces that contain the Covid 19 virus</p>	<ol style="list-style-type: none"> 1. Ensure that workstations in office and any chairs in rest rooms are set 2 metre apart. 2. Add as much natural ventilation to offices as possible by leaving doors open to promote fresh air circulation and to minimise use of door handles. 3. All personal items to be taken home at the end of each day eg, Mugs, tea/coffee, pens, bags, jackets. 4. Do not share work items such as pens, staplers, rulers etc. Each works station should have its own personal supply. 	<p>Possible</p> <p>(3)</p>	<p>Moderate Injury</p> <p>(3)</p>	<p>Medium</p> 	<p>Self, Work Colleagues & Customers</p>	<ol style="list-style-type: none"> 1.Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.
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<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<ol style="list-style-type: none"> 1. Update Human Resources with absence identifying Coronavirus and manage absence in line with company HR policies / procedures. 2. Social distancing encouraged and limit non essential travel where possible. 3. Do not come into work where someone you live with has been diagnosed. 4. Follow NHS / 111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease. 5. Company to ensure vulnerable persons (elderly, pre-existing health condition, lower immunity) employed are individually assessed and should not be available for working during this period. 6. Follow good hygiene measures at all times. 7. Colleagues must not come to work if they are showing any kinds of symptoms; <ul style="list-style-type: none"> • Temperature exceeds 37.5 degrees • Feeling feverish • Muscular pains • Dry Cough • Shortness of breath • Loss of taste and smell • Intense tiredness 	<p>Possible</p> <p>(3)</p>	<p>Moderate Injury</p> <p>(3)</p>	<p>Medium</p> 	<p>Self, Work Colleagues & Customers</p>	<ol style="list-style-type: none"> 1. Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.
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Comments

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

<https://www.who.int/teams/risk-communication/employers-and-workers>

Management

- Please ensure all employees are aware of reporting requirements and that all confirmed cases are escalated to your HR Manager.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Assessments to be reviewed every 6 months or where significant change has occurred
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Overall Risk Assessment is Medium based on the above assessment and control measures

Likelihood		Severity		Risk Level	(Likelihood x Severity)
1	Very Unlikely	1	Very Minor Injury	1 - 3	Very Low
2	Unlikely	2	Minor Injury	3 - 5	Low
3	Possible	3	Moderate Injury	6 - 11	Medium
4	Probable	4	Serious / Disabling Injury	12 - 16	High
5	Certain	5	Fatal	17 +	Very High

Please read and sign to confirm understanding and compliance:

Name	Signature	Date

