

RISK ASSESSMENT

Managing the workplace risks associated with the COVID-19 Coronavirus Pandemic

Revised 11 January 2021

HAZARD	AT RISK	CONTROL MEASURES	FURTHER ACTION	RESPONSIBILITY	WHEN
Contracting or spreading coronavirus by not washing hands or not washing them adequately	Workers	Soap and hot water are provided in the toilet area and kitchen area.	Monitor the supply of soap and replenish as necessary.	Will Robertson	Ongoing
	Customers	Instructions for effective hand washing are shown at both hand washing locations.	Monitor the supply of hand sanitizer and replenish as necessary.	Will Robertson	Ongoing
	Contractors		Monitor adherence of those at risk to ensure hand washing / sanitisation is conducted appropriately.	Will Robertson	Ongoing
	Drivers delivering to and from the business	Hand sanitizer is available with instructions for use at the entrance door of the warehouse and in the office.			
	Visitors				
Contracting or spreading coronavirus in common use areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, warehouse and other communal areas	Workers	Observe the clearly-marked one-way system for entering and exiting the building.	Frequently touched surfaces to be cleaned regularly cleaned when the building is occupied by more than 1 person.	Will Robertson	At least once an hour
	Contractors	Leave all non-fire doors open.	Monitor the "clean as you go" system to ensure occupants of the building are observing the requirements and instruct as necessary.	Will Robertson	Ongoing
	Drivers delivering to and from the business	Discourage in-person visits in all cases and move all meetings to online platforms.			
	Visitors	It is not permitted to wait in high-traffic areas such as corridors.			
		Areas where people are likely to touch the same surfaces such as door handles, toilet facilities and kitchen must be regularly wiped down with sanitising spray and disposable wipes.			
		A "clean as you go" system is in place and must be observed by all occupants.			
		Near misses should be reported immediately so that appropriate action may be taken.			
Contracting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers	Office equipment is allocated to specific workers and should not be used by others.	Frequently touched surfaces to be cleaned regularly cleaned when the building is occupied by more than 1 person.	Will Robertson	At least once an hour
	Customers	Disposable gloves must be worn when handling warehouse stock which may have been handled by others.	Deep clean of facilities if someone develops symptoms at work or after recently occupying the building and 72 hour ban on occupancy of the building.	Will Robertson	As required
	Contractors				
	Drivers delivering to and from the business	Hands must be washed and/or sanitised before and after handling common tools and stock items.			
Visitors	Dispose of cleaning waste to avoid a build-up of potentially contaminated waste items.				

Mental health and wellbeing is affected through isolation or anxiety over coronavirus	Workers	Keep workers informed of any significant developments or company plans regards coronavirus. Have regular discussions to allow workers to raise any concerns or worries they may have. Ensure working hours are observed and that regular breaks are being taken.	Provide workers with information on mental health and wellbeing. Refer workers with continued mental health concerns to occupational health professionals.	Will Robertson Will Robertson	Ongoing As necessary
Contracting or spreading the virus by not social distancing	Workers Customers Contractors Drivers delivering to and from the business Visitors	Prevent workers from congregating in areas where social distancing is not possible, with signage or barriers. Clearly marked one way system for moving around the warehouse and office, including entrances and exits. Seating at workbenches and office desks to be at least 2m apart.	Encourage the use of face coverings by occupants within the building. Provide posters to remind and instruct occupants to observe distancing.	Will Robertson Will Robertson	Ongoing Ongoing
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Contractors Drivers delivering to and from the business Visitors	Keep windows open where possible. Keep all non-fire doors open. Switch HVAC systems to not recirculate air.	Maintain HVAC systems according to manufacturer specifications	Will Robertson	Ongoing
Musculoskeletal disorders as a result of using DSE at home for long periods	Workers	Provide suitable screen and height-adjustable stand. Provide advice to workers on correct setup and use of DSE. Ensure that stretching exercises and stand-up breaks are observed regularly by workers.	Provide links to HSE's Protect home workers page https://www.hse.gov.uk/toolbox/workers/home.htm	Will Robertson	As necessary
Increased risk of infection and complications for vulnerable workers	Workers	Identify any workers in this category and put in place home working measures for them.	Ensure compliance with government guidelines for employers and relay requirements to affected workers.	Will Robertson	As necessary
Exposure to workplace hazards because it isn't possible to get normal PPE	Workers	Normal PPE requirements for the warehouse remain in place and will be supplemented by PPE to prevent against virus transmission or contraction where necessary.	Monitor PPE availability and ensure workers have the PPE to meet the requirements.	Will Robertson	Ongoing