















Risk assessment name	Covid Secure Risk Assessment - Warehouses	Assessment type	 General
Assessor name	wayne allen	Affected site(s)	Galaxy Insulation and Dry Lining Limited (LS15 0BF)
Assessment date	16/06/2020	Review period	Custom
Approved by	wayne allen	Review date	31/12/2020
Approved date	16/06/2020	Reference	GAL874559







Description







This Risk Assessment is for the Warehouse staff
 This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission

Hazard	Who could be harmed and how?	Existing controls
 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff</p> <p>Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div data-bbox="675 297 774 398">  </div> <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</p> <p>Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <div data-bbox="675 719 774 819">  </div> <p>Cleaning Of Premises Before Work Commences</p> <p>Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place.</p> <div data-bbox="683 1144 766 1227">  </div> <p>Correct Guidance On Cleaning Will Be Followed For Cleaning Areas Of Higher Risk</p> <p>Based on current Government Guidance for Non-clinical Settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <div data-bbox="675 1592 774 1693">  </div> <p>Increased Cleaning Frequency Of Cleaning Throughout Site</p> <p>Increased cleaning regime in place throughout site. Particular focus on commonly touched areas, equipment, surfaces and common shared areas.</p> <div data-bbox="1090 1592 1189 1693">  </div> <p>Workspaces Will Be Cleared Of Waste Frequently</p> <p>Personal items removed at end of shift and increased waste collection in place.</p>








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 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	 <p>Employees Advised To Wash Clothing After Work Unless assessment of other risks deems necessary-employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing.</p>  <p>Signs And Posters In Use To Remind To Practice Good Hygiene Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 minutes on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p>  <p>Use Of Face Coverings If employees choose to wear face coverings then they will be supported in the workplace. Whilst not classed as PPE those in the workplace will be supported.</p> <p>Advice will be given to employees on the correct use.</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20seconds or use hand sanitiser before putting a face-covering on, and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. • If it's not washable, dispose of it carefully in your usual waste.
 <p>3. Attendance And Movement Of People In The Workplace -The attendance of people in the workplace</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Where more than 1 person attends work not from the same household</p>	








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<p>where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>increases the risk of transmission of the Covid-19 virus.</p>	<div data-bbox="671 255 772 360"> </div> <p>Controlled Movement Of People Throughout Workplace</p> <p>Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, turnstiles etc.</p> <p>Use of signs and markings to indicate the direction of movement and 2m distances in place where appropriate.</p> <p>Use of drop-off points and transfer zones to allow resources to be shared without direct contact with people.</p> <div data-bbox="671 808 772 913"> </div> <p>Emergency Plans Updated And Communicated</p> <p>People do not have to adhere to the 2m social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough hand washing.</p> <div data-bbox="671 1137 772 1243"> </div> <p>Information, Instruction and Training Provided To Employees</p> <p>Employees consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, posters, signs, announcements and toolbox talks.</p> <div data-bbox="671 1518 772 1624"> </div> <p>Minimal Employees To Attend The Workplace</p> <p>Work organised so that minimal people are required to attend the workplace - where it allows work to be carried out safely whilst supporting social distancing.</p> <div data-bbox="1086 1518 1187 1624"> </div> <p>Pro-active Monitoring In Place</p> <p>Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p>

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		<div data-bbox="660 255 762 353">  </div> <div data-bbox="788 246 1043 344"> Restrict Movement Of People Throughout Site Employees discouraged from carrying out non-essential trips within the site - use of phones or radios to communicate with others. </div> <div data-bbox="1075 255 1177 353">  </div> <div data-bbox="1203 246 1458 344"> Signage In Place To Remind Employees Of The Controls Posters and signs to be used to remind employees of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes). </div> <div data-bbox="660 739 762 837">  </div> <div data-bbox="788 730 1107 766"> Staggered Shift Patterns Shifts and working patterns organised to reduce the number of persons on site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over. </div> <div data-bbox="788 931 1394 999"> Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts. </div> <div data-bbox="660 1034 762 1133">  </div> <div data-bbox="788 1025 1442 1061"> Use Of Outside Spaces For Breaks Where Possible Safe outside places will be available for breaks- with social distancing in place through layout and use of signs and markings. </div> <div data-bbox="788 1191 1394 1258"> Monitoring of these spaces to be carried out to ensure adherence to social distancing. </div> <div data-bbox="660 1294 762 1393">  </div> <div data-bbox="788 1285 1442 1321"> Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspace. </div> <div data-bbox="788 1424 1378 1491"> Use of extraction fans may be used to increase ventilation. </div> <div data-bbox="788 1523 1362 1590"> Adjustments to be made to ensure adequate ventilation remains in place. </div> <div data-bbox="788 1621 1267 1657"> Fire doors will not be propped open. </div> <div data-bbox="788 1688 1410 1756"> Guidance on use of Shared Air Condition will be taken with a competent engineer. </div> <div data-bbox="660 1778 762 1877">  </div> <div data-bbox="788 1769 1171 1805"> Vulnerable Persons Protected Further assessment of the specific risks will be carried out on a case by case basis. </div> <div data-bbox="788 1904 1442 1971"> Those classed as clinically extremely vulnerable are advised not to work outside of the home . </div> <div data-bbox="788 2002 1442 2101"> Those classed as clinically vulnerable are advised to work 2m away from other persons where they cannot work from home. </div>

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		<div data-bbox="678 257 774 347">  </div> <p>Working Away From Home Strictly Assessed And Controlled</p> <p>Where it cannot be avoided and working away from home must be carried out it will be ensured that accommodation will meet Government Guidelines and be recorded centrally along with the assessment of any additional risks and controls required.</p> <div data-bbox="678 548 774 638">  </div> <p>Workspaces Organised To Support Social Distancing</p> <p>Work equipment and work activities organised to separate employees to allow for social distancing. Use of markings to support social distancing.</p> <p>Use of protective screens between people to be used where possible.</p> <p>Job rotation to be reduced where possible to prevent shared use of machines or equipment.</p>
<div data-bbox="167 1019 327 1153">  </div> <p>5. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	<div data-bbox="678 1041 774 1131">  </div> <p>Cases Recorded and Investigated.</p> <p>Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <div data-bbox="678 1422 774 1512">  </div> <p>Employee Not To Return To Work And Should Self-Isolate</p> <p>For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p>






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		<div data-bbox="662 253 762 353"> </div> <p>Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> <p>They should then self-isolate in accordance with guidelines.</p> <div data-bbox="662 674 762 775"> </div> <p>Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <div data-bbox="662 969 762 1070"> </div> <p>Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <div data-bbox="662 1355 762 1456"> </div> <p>Will Follow Government Advice On Testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <div data-bbox="662 1518 762 1619"> </div> <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>





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 <p>Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<div>  <p>Safer Travel Supported Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged.</p> </div> <div>  <p>Shifts Staggered Where at all possible shifts will be staggered to allow employees to travel outside of rush hours as well as avoiding cross overs of shifts.</p> </div>
 <p>Common Areas (Including Kitchen and Welfare Facilities) - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<div>  <p>Access To Toilets / Showers/ Changing Rooms Controlled Restrictions on the number of people using facilities at any one time to allow for social distancing.</p> <p>Use of markings and posters to indicate the social distancing requirements.</p> </div> <div>  <p>Break Times Staggered And Employees Remain On Site Employees to remain on site where possible during breaks.</p> <p>Break times to be staggered to prevent the gathering of people.</p> </div> <div>  <p>Canteen Facilities Restricted Canteen and kitchen access restricted to limit number of people permitted at any one time.</p> <p>Employees encouraged to bring in own food to avoid the need to use facilities.</p> </div>

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		<div data-bbox="660 255 762 353">  </div> <p>Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens. Increased cleaning of the welfare facilities will be carried out on site- especially portaloos are if in use.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Employees to clean kitchen items before and after use.</p> <div data-bbox="660 613 762 712">  </div> <p>Numbers Of People In Common Areas Managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> <div data-bbox="1075 613 1177 712">  </div> <p>Pro-active Monitoring In Place Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p> <div data-bbox="660 1039 762 1137">  </div> <p>Regular Cleaning Of Common Area And Touch Points. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>
<div data-bbox="150 1592 300 1720">  </div> <p>Handling Items, Materials And Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common</p>	<p>All staff</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<div data-bbox="660 1615 762 1713">  </div> <p>All Items To Be Cleaned Regularly Inbetween use by different operators the equipment will be cleaned with an appropriate cleaning product.</p> <p>Focus will be given to commonly touched areas such as handles, dials etc.</p> <div data-bbox="1075 1615 1177 1713">  </div> <p>Good Hand Washing/Hygiene Procedures Observed Before and After Use All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using the vehicles.</p>

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vehicles/plant or equipment.		<div data-bbox="676 255 778 353"> </div> <div data-bbox="804 248 1437 315"> Mitigation Of Risk For Employees Travelling And Working Together </div> <div data-bbox="804 324 1477 392"> <p>Workplace transport such as work minibuses, shuttle buses, vans will have limited persons permitted.</p> </div> <div data-bbox="804 421 1469 488"> <p>Seats will be left empty to allow for social distancing where possible.</p> </div> <div data-bbox="804 517 1449 584"> <p>Pairs or teams to be fixed to reduce the number of people mixing.</p> </div> <div data-bbox="804 613 1433 680"> <p>Passengers to sit as far away from each other and avoid sitting face to face.</p> </div> <div data-bbox="804 710 1453 777"> <p>Windows to be kept open during travel to improve ventilation.</p> </div> <div data-bbox="676 837 778 936"> </div> <div data-bbox="804 831 1023 898"> Non-essential Travel Prevented </div> <div data-bbox="804 907 1038 1064"> <p>Journeys will not be made where at all possible and work carried out remotely.</p> </div> <div data-bbox="1086 837 1189 936"> </div> <div data-bbox="1214 831 1437 920"> Rotation Of Jobs And Equipment Reduced </div> <div data-bbox="1214 929 1469 1198"> <p>Rotation of jobs and equipment reduced where safe to do so where it does not present other risks to avoid the risk of contamination.</p> </div> <div data-bbox="676 1227 778 1326"> </div> <div data-bbox="804 1220 1353 1254"> Vehicles Not Shared Where At All Possible </div> <div data-bbox="804 1263 1477 1330"> <p>Where the job permits, vehicles will not be occupied by more than one person at any one time.</p> </div> <div data-bbox="804 1359 1453 1426"> <p>Where possible the same person will use the same vehicle and not swap with other drivers.</p> </div> <div data-bbox="804 1456 1465 1545"> <p>If vehicles are to be used by different people at different times then they will be cleaned before and after each use.</p> </div> <div data-bbox="804 1574 1453 1641"> <p>Vehicles taken home by employees will be cleaned before the next person uses it.</p> </div>
<div data-bbox="165 1720 325 1863"> </div> <p>Managing Customers, Visitors and Contractors Coming To Site.</p> <p>-</p> <p>Tradespeople,</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<div data-bbox="676 1742 778 1841"> </div> <div data-bbox="804 1736 1038 1825"> Access To Welfare Facilities Controlled </div> <div data-bbox="804 1843 1050 2033"> <p>Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.</p> </div>

Hazard	Who could be harmed and how?	Existing controls
<p>couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>		<div data-bbox="662 253 762 353"> </div> <p>All Visitors To Site To Be Pre-Arranged And Times Staggered</p> <p>Non-essential visitors/contractors /customers to be requested or permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> <div data-bbox="662 645 762 745"> </div> <p>Delivery Drivers To Remain In Vehicle Where Safe</p> <p>Where there is no risk of drive-aways and is safe to do so, drivers will wait in vehicles until required.</p> <div data-bbox="1077 645 1177 745"> </div> <p>Documentation Issued Electronically Where Possible</p> <p>To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> <div data-bbox="662 1093 762 1193"> </div> <p>Good Hand Washing/Hygiene Procedures Observed By Employees</p> <p>Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible- before and after any interaction with others.</p> <div data-bbox="662 1608 762 1709"> </div> <p>Increased Cleaning Regime In Place For Touch Points And Interfaces.</p> <p>Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops, re-usable delivery crates.</p>

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		<div data-bbox="678 257 778 358">  </div> <p>Information Communicated To Visitors</p> <p>Prior communication issued to expected visitors to site through phone, email or website. Information signs displayed at visitor arrival areas to make procedures clear.</p> <div data-bbox="678 739 778 840">  </div> <p>Managed Entry</p> <p>The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p>There will be the use of effective queue management outside the premises where necessary,</p> <p>The entrance/ exit points for contractors/ visitors etc will be away from employee areas where possible to minimise contact with other people.</p> <div data-bbox="678 1153 778 1254">  </div> <p>Protective Interface Established</p> <p>Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> <div data-bbox="1093 1153 1193 1254">  </div> <p>Remote Communication Encouraged</p> <p>Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site.</p> <div data-bbox="678 1545 778 1646">  </div> <p>Revised Pick Up and Drop Off Procedures</p> <p>Designated areas with clear signage in place to reduce contact with rest of workforce.</p> <p>Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors.</p> <p>Limited people to carry out the unloading/ loading and maintain fixed pairs or teams wherever possible will be used.</p>

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		<div data-bbox="660 255 762 353">  </div> <p>Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.</p> <div data-bbox="660 546 762 645">  </div> <p>Supervision On Site Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p> <div data-bbox="660 779 762 878">  </div> <p>Visitor Records Maintained Records of those who have attended site to be maintained where possible.</p> <div data-bbox="660 1039 762 1137">  </div> <p>Waiting Area For Visitors / Contractors Well Managed Any waiting area for people on site will allow for adequate social distancing in the seating arrangements. Use of signs and markers and announcements to remind any visitors of the requirements. Entry to waiting area restricted if the number of people will restrict the ability to socially distance. People may be turned away until a more suitable time is available where social distancing can be managed.</p>

Further control measures

None required

Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

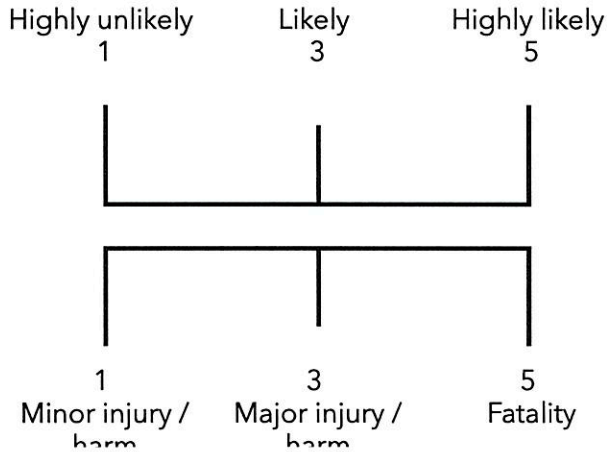
Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.



Probability	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
Severity					

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: wayne allen

Approved by signature: wayne allen

