

**Meachers Global Logistics**

**Coronavirus COVID-19 - Return to Work Risk Assessment**

<b>Date of Initial Assessment</b>	05/05/2020	<b>Assessor:</b> Amy Allen	<b>Date of Next Review</b>	Ongoing with updates	last review: 03/07/2020
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Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Hazards - Spread of Covid-19 through...	Persons affected and how they might be harmed	Risk Level without Controls	Existing Controls	Risk Level with existing controls	Additional Controls	Risk Level with Additional Controls	Action by When	Action by Whom	Done	Comments							
<b>Premises; workplace, work stations, yards</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to the premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>• Prohibit/limit external visitors, portaloos have been hired for external drivers with hand sanitiser provided.</li> <li>• Alter office layout as appropriate, using spare offices and meeting rooms as auxiliary offices etc.</li> <li>• Limit external visitors, portaloos have been hired for external drivers with hand sanitiser provided.</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>• Reviewing all office layouts to ensure that a two metre distance can be maintained for all staff and also especially night workers, security guard and, if permitted, visitors.</li> </ul>	<b>L</b>	ASAP	SENIOR MANAGERS, FACILITIES MANAGER, COMPLIANCE MANAGER	15/05/2020	Offices have been reviewed by Senior Managers, FM & CM							
					<ul style="list-style-type: none"> <li>• Adjust spacing and office layouts between staff. Use spare offices (Unit 15) and meeting rooms (Unit 19 and Unit 26/27) to spread/space office staff out. Introduce screens for those desks which face other staff, if spacing measures cannot be introduced, ascertain which desks will require screens prior to purchasing - Traffic office, General W/H office, CUK, Freight Forwarding, Accounts, IT, Derby, Portland</li> </ul>			SENIOR MANAGERS, FACILITIES MANAGER, COMPLIANCE MANAGER	06/07/2020								
					<ul style="list-style-type: none"> <li>• Adjust the way in which Warehouse delivery drivers are seen to, so they are no longer using the drivers lobby to speak to the warehouse office staff e.g. creating a 'goods in/out' window to the warehouse office with distancing measures</li> </ul>			FACILITIES MANAGER		waiting on a glass pane							
					<ul style="list-style-type: none"> <li>• Implementing "One way" people flows for offices, yards and warehouses, where possible</li> </ul>			SENIOR MANAGERS, FACILITIES MANAGER, COMPLIANCE MANAGER	15/05/2020								
					<ul style="list-style-type: none"> <li>• Install clear signage in the premises reminding staff of the two metre distance requirements, directional arrows, floor tape etc. especially for photocopying areas and kitchens</li> </ul>			COMPLIANCE MANAGER	15/05/2020	Keep your distance signs have been posted around the business							
					<ul style="list-style-type: none"> <li>• Leaving of some internal doors open during the working day so that the chances of transmitting the virus via touching contaminated handles is reduced- look into purchasing 'DORGARD' fire door automatic closers for fire doors, if necessary.</li> </ul>			COMPLIANCE MANAGER AND FACILITIES MANAGER		not necessary. Hand sanitising stations available throughout.							
					<ul style="list-style-type: none"> <li>• In toilet areas many sinks will be too close to allow social distancing, make toilets one person at a time, signage and instructions to be issued to all staff.</li> </ul>			FACILITIES MANAGER	15/05/2020	Memo and signage on toilets							
					<ul style="list-style-type: none"> <li>• Continue to limit external visitors, continue to hire the portaloos for external drivers with hand sanitiser provided.</li> </ul>			SENIOR MANAGERS	ongoing	portaloos in place indefinitely							
					<ul style="list-style-type: none"> <li>• Establish an isolation room/area should a colleague fall unwell at work, especially with suspected coronavirus. Unit 19 'training room' or Unit 19 meeting room. Unit 7 lobby.</li> </ul>			FACILITIES MANAGER		not necessary, person will need to taken outside and asked to go home							
					<ul style="list-style-type: none"> <li>• Canteens to have clear signage and marking for social distancing measures and number of staff allowed in the rooms at one time. Must be monitored by Managers to ensure there is never too many staff in the canteens and staff have breaks at a distance from colleagues. Remove surplus chairs, ensure tables allow for 2 metre distance. Drivers to have breaks in their cabs.</li> </ul>			SENIOR MANAGERS	15/05/2020	Regular memo and comms regarding canteens							
					<ul style="list-style-type: none"> <li>• Directive on shared equipment e.g. such as office workstations, pens, forklifts and goods vehicles. Restricting to single usage of workstations, and where this is impractical cleaning between use and/or providing PPE to protect colleagues e.g. drivers and warehouse to be provided with face masks, gloves and disinfecting sprays/wipes</li> </ul>			BOARD and COMPLIANCE MANAGER	13/05/2020	Memo has gone out to all on shared equipment and areas							
					<b>Business Activities; Policies, coming into and leaving work, moving around the business, common areas and meetings.</b>			<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to the premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in on contact with you in relation to your business</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>• Managers have decided who is to work from home, and who can work from the offices. Establish which activities can be delayed or undertaken off-site.</li> <li>• Use alternative means to have meetings, video conferencing etc.</li> <li>• Prohibit travel by public transport and overseas travel as much as possible</li> <li>• all staff have been told to limit travel between offices.</li> <li>• shared PC use to be limited and should be sanitised after use.</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>• Managers to re-establish who can work from home, perhaps changing for those who were originally in the office, and who can work from the offices. Establish which activities can be further delayed or undertaken off-site</li> </ul>	<b>L</b>	ASAP	SENIOR MANAGERS	23/03/2020	
												<ul style="list-style-type: none"> <li>• Continue to use and further extend alternative means for meetings, including daily internal meetings. e.g. video conferencing etc. If they need to be held, think about the number of people who need to be present, can it be held outside, ensure there is 2 metre distance, and no shared use of pens etc.</li> </ul>			ALL MANAGERS	16/03/2020	visitor self declaration form for track trace purposes.
<ul style="list-style-type: none"> <li>• Continue to limit travel by public transport and overseas travel as much as possible</li> </ul>	ALL MANAGERS	16/03/2020															
<ul style="list-style-type: none"> <li>• Continue to limit travel around the business, to other offices</li> </ul>	ALL MANAGERS	16/03/2020															
<ul style="list-style-type: none"> <li>• Prior to staff returning to work Managers should make contact with staff members who have been away from the office via video or telephone to discuss their reintroduction to the office, discuss their situation and any changes in the work environment affecting them.</li> </ul>	ALL MANAGERS OF FURLOUGHED OR VULNERABLE STAFF	ongoing															
<ul style="list-style-type: none"> <li>• Establish precisely who will be returning to work and when</li> </ul>	BOARD	ongoing															
<ul style="list-style-type: none"> <li>• Establish who will continue to work from home to keep office staff distanced</li> </ul>	SENIOR MANAGERS																
<ul style="list-style-type: none"> <li>• Plan for the "vulnerable" or "shielded", e.g. continue to work from home/ separate offices away from high traffic areas/ change of role for a temporary period of time/ continue to furlough</li> </ul>	BOARD	23/03/2020															
<ul style="list-style-type: none"> <li>• Plan in place to handle those who decline to return to work without good reason</li> </ul>	BOARD	23/03/2020															
<ul style="list-style-type: none"> <li>• Stagger the return to work by activity or department</li> </ul>	SENIOR MANAGERS	23/03/2020															
<ul style="list-style-type: none"> <li>• Stagger people's start times at work or introduce a shift system</li> </ul>	SENIOR MANAGERS	23/03/2020															
<ul style="list-style-type: none"> <li>• Stagger people's break times so that canteens have limited staff using them. Reconfigure canteen tables so that they cannot be used by more people than required.</li> </ul>	SENIOR MANAGERS	23/03/2020															

		H	M	<ul style="list-style-type: none"> <li>Visitor self declaration for all receptions. Confirm they are not - 1) I am not awaiting results of a COVID-19 test.</li> <li>2) In the last 14 days, I have not tested positive for COVID-19.</li> <li>3) In the last 14 days, I have not been in contact or exposed to anyone suspected or confirmed as having COVID-19.</li> <li>4) In the last 14 days, I have not travelled from outside the UK.</li> </ul> <p>And also • You are well, and symptom-free (free from cough, fever and loss of sense of smell and any cold and flu like symptoms) at the time of this declaration.</p> <ul style="list-style-type: none"> <li>You will maintain 2 metre distancing, and</li> <li>You will maintain good hygiene. These statements will be signed for and the visitor will leave their mobile number in case we need to contact them</li> </ul>	L	ASAP	COMPLIANCE MANAGER	10/03/2020	UPDATED WITH TRACK TRACE
				<ul style="list-style-type: none"> <li>Review holiday policy (including policy for furloughed staff) and communicate to all staff</li> </ul>			BOARD/PS		
				<ul style="list-style-type: none"> <li>Variations of employment terms, if permitted, under the employment contract: part time working, alternative role, alternative location</li> </ul>			BOARD/PS		
				<ul style="list-style-type: none"> <li>Establish the impact on the remaining office workers of furloughed staff returning to the office</li> </ul>			SENIOR MANAGERS	05/06/2020	
				<ul style="list-style-type: none"> <li>Stay Alert - Staff monitoring for coronavirus symptoms, Managers to keep up to date with the main symptoms of COVID-19, if staff become unwell visually - e.g. persistent cough, high temperature, Managers must immediately take action and ask the staff member to to follow the gov. guidance and self isolate and seek a COVID-19 test. (<a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a>). If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will contact the relevant Authority, if necessary, to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Cleaning of the areas where the person has been will need to take place using disinfectant, use disposable clothes/paper towels- PPE - Face mask, visor, disposable apron, gloves. Keep the area unused, if possible, for as long as possible, and ventilate. After cleaning, hands must be washed for at least 20 seconds. Wash clothes immediately when arriving home. The waste must not be put in a communal waste area until negative test results are known or the waste has been stored for at least 72 hours.</li> </ul>			ALL MANAGERS / COMPLIANCE MANAGER / BOARD	Ongoing	regular memos to all regarding responsibilities
				<ul style="list-style-type: none"> <li>Additional signage asking staff to not enter the building if they are feeling unwell.</li> </ul>			COMPLIANCE MANAGER	Ongoing	regular memos to all regarding responsibilities
				<ul style="list-style-type: none"> <li>Is it reasonably practicable to introduce a testing procedure for staff and visitors entering the premises.</li> </ul>			BOARD		Track trace, and employer testing has been communicated to all staff
				<ul style="list-style-type: none"> <li>Consultation and feedback process for employees</li> </ul>			ALL MANAGERS	ongoing	
				<ul style="list-style-type: none"> <li>Staff still working from home will need to take our Display Screen Equipment self assessment questionnaire</li> </ul>			COMPLIANCE MANAGER	12/06/2020	
Hygiene; Facilities, toilet and kitchens including personal hygiene of employees.	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to the premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in on contact with you in relation to your business</li> </ul>	H	M	<ul style="list-style-type: none"> <li>Hand washing signage put up in all toilets. Maintaining good stock of hand soap and hand sanitiser.</li> <li>City Cleaning disinfecting communal areas as per morning daily clean. Including handles, phones, desks, light switches</li> <li>all staff have been told to wash their hands Often with soap for 20 seconds.</li> <li>to cover mouth and nose with tissue or bend elbow when coughing or sneezing.</li> <li>to avoid close contact and touching others.</li> <li>not to touch face</li> <li>to make tea/coffee for themselves only.</li> </ul>	L	ASAP	COMPLIANCE MANAGER	18/05/2020	On entry to the buildings we have put hand sanitising stations
				<ul style="list-style-type: none"> <li>Review the provision of hand washing facilities, is more signage required, OR more soap dispensers.</li> </ul>			COMPLIANCE MANAGER AND FACILITIES MANAGER	25/05/2020	We have decided against the drivers lobby
				<ul style="list-style-type: none"> <li>Install hand sanitiser stations at Unit 27, Unit 26, Unit 7, Unit 19 - drivers door, drivers lobby, front entrance, 104 Berth, Derby.</li> </ul>			COMPLIANCE MANAGER AND ALL MANAGERS	18/05/2020	On entry to the buildings we have put hand sanitising stations
				<ul style="list-style-type: none"> <li>Ensure that staff wash hands/use sanitiser as soon as possible after entering the premises, signage and supervision of this.</li> </ul>			COMPLIANCE MANAGER	18/05/2020	This will be an ongoing action
				<ul style="list-style-type: none"> <li>Provide disinfectant wipes/sprays to staff for use during the day, for use on regularly use or communal items; desks, photocopiers, kitchen equipment, warehouse equipment such as MHE, compressors, step ladders, trolleys, computer terminals, RFID scanners, banding equipment etc.</li> </ul>			COMPLIANCE MANAGER	18/05/2020	Staff will maintain during the working day
				<ul style="list-style-type: none"> <li>Decide whether it is appropriate to introduce additional cleaning during the working day, particularly for high use and communal areas - either staff cleaning or city cleaners</li> </ul>			DISCUSSION POINT		only one person in the kitchen, plenty of washing up supplies and hot water. No one is to make drinks for other staff members, communicated via memo regularly
				<ul style="list-style-type: none"> <li>Consider the use of single use items such as disposable cups, cutlery etc. at least as a temporary measure</li> </ul>			FACILITIES MANAGER/ COMPLIANCE MANAGER	15/05/2020	Memo and signage on toilets
PPE; including hygiene when wearing PPE	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to the premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	H	M	<ul style="list-style-type: none"> <li>Purchase of gloves for all warehouse and drivers, Staff have be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> </ul>	L	ASAP	COMPLIANCE MANAGER	25/05/2020	
				<ul style="list-style-type: none"> <li>Introduce face mask/coverings for those in public facing roles - drivers, warehouse.</li> </ul>			COMPLIANCE MANAGER	25/05/2020	SSOW written
				<ul style="list-style-type: none"> <li>Training of staff in how to fit, wear and use them properly.</li> <li>1. Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>2. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>3. Change your face covering if it becomes damp or if you've touched it.</li> <li>4. Continue to wash your hands regularly.</li> <li>5. Change and wash your face covering daily.</li> </ul> <p>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>			COMPLIANCE MANAGER	25/05/2020	SSOW written
				<ul style="list-style-type: none"> <li>Ascertain the period of use, and safe disposal procedure</li> </ul>			COMPLIANCE MANAGER	25/05/2020	SSOW written
				<ul style="list-style-type: none"> <li>Purchase PPE bins</li> </ul>			FACILITIES MANAGER	25/05/2020	bins have been purchased.
				<ul style="list-style-type: none"> <li>Staff must be told of the importance of still maintaining good hygiene whilst wearing PPE. E.g. not touching their face, washing their hands before using, and washing their hands after use.</li> </ul>			COMPLIANCE MANAGER	25/05/2020	SSOW written

	<ul style="list-style-type: none"> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> </ul>			<ul style="list-style-type: none"> <li>Continue purchasing gloves and masks.</li> </ul>			COMPLIANCE MANAGER	Ongoing	these are much sought after items of PPE and gloves are difficult to get hold of, but we are continuing to purchase where we can	
<b>Drivers and Handling cargo; premises, procedures for safe unloading/loading of vehicles, safe handling of customers products from various sources, hygiene, arrival and departure times of staff in both warehouse and transport</b>	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to the premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, Anyone else who physically comes in contact with you in relation to your business</li> </ul>	H	M	<ul style="list-style-type: none"> <li>Keeping up to date with the Governments guidelines and advice</li> </ul>	L	ASAP	SENIOR MANAGERS	ongoing	ongoing regular review of gov. guidelines	
				<ul style="list-style-type: none"> <li>Established procedures for deliveries into the warehouse e.g. Maintaining distance</li> </ul>			<ul style="list-style-type: none"> <li>Ensure that they are aware of Government guidelines that it is physically safe to do so 'Staff should continue to follow existing risk assessments and safe systems of working; there are no additional precautions needed for handling post or packages.'</li> </ul>	FACILITIES MANAGER, SENIOR MANAGERS	06/06/2020	
				<ul style="list-style-type: none"> <li>Regular hand washing or use of hand sanitiser</li> </ul>			<ul style="list-style-type: none"> <li>Establish further procedures and implement them to maintain social distancing when cargo is delivered/accepted: <ul style="list-style-type: none"> <li>o Markings on the ground in the warehouse, and public/lobby areas to show 2 metres distance</li> <li>o Sending/receiving relevant documents in advance by email for signature and return</li> <li>o Non contact deliveries. Alternatives to signed PODs e.g. photos, must be agreed in advance with clients.</li> </ul> </li> </ul>	SENIOR MANAGERS	ongoing	not possible in some cases
				<ul style="list-style-type: none"> <li>Signage for hand washing</li> </ul>			<ul style="list-style-type: none"> <li>Avoiding situations where two people are required to lift freight</li> </ul>	SENIOR MANAGERS	15/05/2020	
							<ul style="list-style-type: none"> <li>Ensuring the delivery/collection drivers stay in their vehicles unless they need the toilet facilities</li> </ul>	ALL MANAGERS	established and ongoing	this is an action already done by the warehouse team
							<ul style="list-style-type: none"> <li>A single operative unloads/loads vehicles</li> </ul>	ALL MANAGERS	established and ongoing	this is an action already done by the warehouse team and at delivery sites
							<ul style="list-style-type: none"> <li>A single person handballing containers, look into a process involving the roller conveyor.</li> </ul>	GM FOR WAREHOUSE	established and ongoing	
							<ul style="list-style-type: none"> <li>Provide hand sanitiser for all drivers</li> </ul>	GM FOR WAREHOUSE		this is a longer term project, face masks have been provided for public and enclosed spaces.
							<ul style="list-style-type: none"> <li>Staggering arrival and departure times of the drivers</li> </ul>	COMPLIANCE MANAGER AND GM TRANSPORT	15/05/2020	
							<ul style="list-style-type: none"> <li>Fixing the same set of paired drivers for vehicles (day and night)</li> </ul>	GM TRANSPORT	established and ongoing	this is an action already done by the transport team
							<ul style="list-style-type: none"> <li>Monitoring and keeping in touch with all drivers</li> </ul>	GM TRANSPORT	established and ongoing	this is an action already done by the transport team
							<ul style="list-style-type: none"> <li>Reducing repetitive jobs, e.g. reducing delivering/collecting from a single point to minimise cross contamination</li> </ul>	GM TRANSPORT	established and ongoing	this is an action already done by the transport team
							<ul style="list-style-type: none"> <li>Limiting drivers in corporate vehicles</li> </ul>	GM TRANSPORT	established and ongoing	no unauthorised persons in vehicles
							<ul style="list-style-type: none"> <li>Ensure that collections/delivery times are staggered to limit the number of persons onsite</li> </ul>	SENIOR MANAGERS	ongoing	this is an action already done by the transport and warehouse team
<b>Well-being; both physical and mental</b>	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	H	M	<ul style="list-style-type: none"> <li>Managers monitoring well-being of all staff</li> </ul>	L	Ongoing	ALL MANAGERS	ongoing		
<b>Lack of Monitoring; supervision, instruction and training</b>	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	H	M	<ul style="list-style-type: none"> <li>Managers monitoring social distancing</li> </ul>	L	Ongoing	ALL MANAGERS	ongoing		
				<ul style="list-style-type: none"> <li>Managers continue to Supervise staff and monitor all of the new changes implemented, ensuring social distancing is maintained with regular announcements/reminders regarding maintaining a distance of at least 2 metres and washing hands. Signage and memos to all staff regarding any updates from the government that may affect them.</li> </ul>						