

# CORONAVIRUS RISK ASSESSMENT

**Location/Department:**  
 All Martinspeed offices and warehouse facilities

**Date assessed:** 25/05/2020  
**Review date:** TBC

**Assessed by:**  
 Jonathan Kennedy, Operations  
 Director

Activity/task	Hazard/risk	Persons at risk	Controls in place	Additional controls required	Action by who	Action by when	Done
Working in Martinspeed offices or warehouses	Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)</li> </ul>	<p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place including extra provision where needed.</li> <li>• Stringent hand washing by all staff taking place, particularly on entry or re-entry to premises.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers in any area where washing facilities not readily available.</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Relevant posters/signage to be displayed to remind all staff of importance.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>			

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			<p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, entry keypads, shared multi-function device printers/ scanners, reception area using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Office staff to be provided with antibacterial spray and cloths, per desk, not to be shared.</p> <p>No personal equipment to be shared under any circumstances.</p>			

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			<p><b>Social Distancing</b></p> <p>Social Distancing — Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended <a href="https://www.gov.uk/government/publications/covid-19-guidance-onsocial-distancing-and-forvulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-onsocial-distancing-and-forvulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p> <p>Redesigning processes to ensure social distancing in place. For instance ‘cohorting’, fixed teams working together at all times to reduce possibility of transmission.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Relevant posters/signage to be displayed to remind all staff of importance.</p>			

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			<p><b>Wearing of Gloves</b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			

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			<p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority 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.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member who is affected.</p>			

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			<p><b>Drivers</b></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work.</p> <p><b>Reference:</b>  <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p> <p>COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs where suitable distancing measures/mitigation of risk cannot be achieved.</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>			

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			<p><b>Mental Health</b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p><b>Reference:</b>  <a href="https://www.mind.org.uk/information-support/coronavirus-andyour-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-andyour-wellbeing/</a></p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>			