



Covid 19 Risk Assessment

Phase 2 – Increased staff numbers on site

Key details

Prepared by	Ray Dyer (Managing Director)
Approved by board / management on	29 June 2020
Policy became operational on	1 st July 2020
Revised	
Next review date	1 Sep 2020 (subject to government guidance)

Introduction

At Peters Ltd we have a legal duty to ensure, as far as reasonably practicable, the health, safety and welfare of our staff and anyone else who may be affected by contact with our business. We consider this our highest priority when considering how to return to work following the Covid 19 pandemic.

This document outlines the work we have undertaken to identify Covid-19 related risk and appropriate measures to control that risk that we have in place. This will be reviewed on an ongoing basis in line with the government guidance.

In addition to the work undertaken by the company, each individual member of staff, and visitors to our site, has a legal responsibility to take reasonable care for their own and others' health and safety and to cooperate with the preventative measures we have put in place.

These measures should also be considered when visiting other places of work, such as schools, public libraries, local government offices or our suppliers.

As part of our management of the risk, reopening our site will be done in phased stages based upon customer ordering patterns and government advice. The guidance below relates to the second phase of reopening, with increased staff numbers on site.

All colleagues that can work from home will be authorised to do so. Colleagues who have a clear business need or who are unable/unwilling to work permanently from home will be allowed to do so, as long as social distancing measures can be maintained. We have put measures in place to enable secure access to our systems, video conferencing and facilities to ensure business continuity.

Assessment of Risk

We have used a scoring and assessment system to identify a Risk Rating for each of the areas of the business. This is defined as the Outcome multiplied by the Likelihood equals the Risk Rating

Each Outcome and Likelihood is given a 'score' and each part of the business is assessed accordingly.

The scores we apply are:

Outcome:

1 – No illness, **3** – Minor illness, **5**- Lost time due to illness, **8** Severe illness, **10** – Fatality

Likelihood:

1 – Remote, **2** – Unlikely, **5** – Likely, **8** – Very likely, **10** – Certain

The combined score gives a figure which then indicates a Risk Rating. These are:

Risk Rating:

Low – a score between 1-19

Medium – a score between 20-49

High – a score between 50-100

Following the allocation of a Risk Rating to each element of the business we also assess the action that may need to be taken to maintain the risk at the existing level, or improve the Risk Rating.

Staff consultation

An initial consultation process to agree the majority of the measures in this risk assessment were conducted at the start of May.

The revised risk assessment to enable greater numbers of staff to work on site was circulated to all staff at the start of July and feedback requested.

Reopening our building – Risk Assessment and controls

1. Access to 120, Bromsgrove Street, B5 6RJ

Risk identified – the need to minimise contact between staff when entering, leaving, or moving through the building.

Control measures for colleagues

- All staff who can work from home will be encouraged to do so. Only staff that are physically required to supply orders, who have a legitimate business reason, or who are unable or unwilling to work from home permanently may attend site. First aiders will be requested to work on site to provide access to first aid as required by law.
- A one way system has been implemented on entrances and staircases. Staff will enter the building from the normal car park entrance. From there they can travel up to the showroom, up to the ground floor, or down to the basement. Staff will use the middle stair cases to travel from the basement to the ground floor, and from the showroom to the basement. All staff will exit the building via the door in the staff canteen.
- Floor signage has been installed to emphasize one way systems.

Risk Rating – 40 – Medium - (Outcome 8 and Likelihood 5).

Comment: The risk is considered to be medium at present as the square footage of the site is large enough for all staff to maintain social distancing while working. This will be reassessed following any change in working practises eg. reopening the showroom for visitors.

Control measures for visitors

- Only maintenance contractors are allowed on site until further notice. They will need to maintain social distancing while on site and follow the mitigation below.
- The showroom will remain closed for visitors and no events will be held on site.
- Couriers should remain at 2m distance from staff while unloading and are not allowed onto site. Deliveries should not be signed for. Paperwork for collections should be attached to pallets and not passed to drivers.

Risk Rating – 6 – Low - (Outcome 3 and Likelihood 2).

Comment: The risk is considered to be low at present due to very limited visitors attending the site. This will be reassessed following a relaxation of this policy.

2. Distancing on site – while working

Risk identified – colleagues working in close proximity could increase the risk of infection. Avoid face to face working and enforce social distancing.

Control measures in place for colleagues

- Workstations will be situated so that there is 2 **metres** between staff. Workstations that are close to choke points – access routes, the lift, doorways, common machinery will not be used.
- Initially it is anticipated that there is sufficient space on the basement and ground floors to adhere to a 2m separation of workstations. New workstations will be provided in the showroom floor to maintain the 2m separation if required.
- Workstations will be positioned so that no-one is working “face to face”.
- Staff that are completing functions that are not workstation based will be asked to maintain a 2m separation at all times. Staff will be asked to sign a disclaimer to this effect, acknowledging their responsibilities for this. Examples of activities that need to be carefully thought out so as to maintain distance – moving trolleys, taking goods from the warehouse, moving consignments from couriers, collecting invoices from printers.
- Conversations with supervisors and managers can be held at a distance. If privacy is required they can be held in the showroom, while maintaining a 2m separation.
- In order that staff do not arrive and leave at the same time, the building will be open from 7:45am until 4:30pm. Staff are asked to stagger when they arrive and when they leave so that a 2m distance is observed at all times.
- Staff should not travel in the goods lift. Staff should not use staircases with other colleagues present.
- Signage posted to remind colleagues to maintain 2m distance at all times.

Risk Rating – 40 – Medium - (Outcome 8 and Likelihood 5).

Comment: The risk is considered to be medium at present due to the size of the site relative to the reduced numbers of staff on site. This will be reassessed following an increase in staff numbers. Staff will be reminded about the need to maintain a safe distance.

3. Distancing on site – socialising etc

Risk identified – colleagues being in close proximity could increase the risk of infection.

Obviously after weeks of lockdown staff on site will be keen to hear from their friends and colleagues. However distancing measures MUST BE maintained at all times not just while working. Conversations should be held at a distance.

Control measures in place for colleagues

- The staff canteen and showroom kitchen will remain closed for eating/socialising. Taps and the cold drinks vending machine will be available to use by staff only in exceptionally hot weather – they should be wiped down before and after use.
- Staff should bring in their own drinks and refreshments and eat them at their workstations.
- Kettles will not be available for use. Staff should bring in a flask if hot drinks are desired. If any staff do not currently own a flask, an allowance will be provided so that one can be purchased.
- Staff should not exchange or share any items between each other, eg. crockery, cutlery, gifts or refreshments. Birthday cakes/samosas/cards etc should NOT be distributed.
- Smokers must maintain a 2m distance in the car park and not congregate together.

Risk Rating – 40 – Medium - (Outcome 8 and Likelihood 5).

Comment: The risk is considered to be medium at present due to the closure of all communal spaces.

Colleagues will be reminded about the importance of maintaining a safe distance and about the use of cleansing routines for hands and equipment.

4. Reducing contact points

Risk identified – possible transfer of infection between colleagues from poor hygiene regimes and retention of viruses on surfaces or equipment.

Control measures in place for colleagues

- As far as reasonably practicable staff will not share equipment. Where they are required to use common equipment (including door handles, invoicing PCs and printers, lift doors and buttons, etc) staff should refrain from touching their mouth and face and use hand sanitiser before resuming other work.
- The bi-daily FLT rota is suspended – a single named driver will take responsibility for all usage on a weekly basis.
- Powered pallet movers – a single operator will be designated for each powered pallet mover and manual pallet mover. If other staff need to use these machines they will wipe them down before and after using them.
- Use of signing in machines will be suspended. Staff will be required to fill out their own weekly timesheet.

- There are a total of 15 toilet cubicles on site. These will become gender-neutral. Staff will be assigned toilet cubicles to reduce the risk of transmission. Toilets, sinks and taps should be wiped down after use.
- A single person will be designated the “owner” of each staff radio and allowed to turn it on/off and change channels.
- To aid staff welfare in these circumstances the use of personal music devices and headphones will be allowed. Staff should control volume to ensure they are able to hear the fire alarm.
- Where common equipment is required to be used – eg. invoicing keyboards, printers, staff should wipe down surfaces using their disinfectant wipes before handling.

Risk Rating – 40 – Medium - (Outcome 8 and Likelihood 5).

Comment: The risk is considered to be medium at present due to the mitigations put in place above.

Note that the previous measures so that batches of work were handled by fewer staff members has been suspended – although it reduced risk of transmission on surfaces, it increased staff movement across the site and therefore increased the risk of transmission from failure to adhere to social distancing. Additionally, some staff are physically incapable of performing all handling operations.

5. Cleaning

Risk identified – the need to ensure all work areas, touch points, such as door handles, trollies and work surfaces are kept clean to avoid transfer of viruses.

Control measures in place for colleagues

- The cleaning team will focus on cleaning touchpoint areas – wiping down door handles and other controls that might be used by multiple members of staff. They will also clean staff toilets. Cleaners will be advised of the risk assessment for work on site, but should also follow the risk assessment of their own employer.
- Each member of staff will take responsibility for cleaning their own workstation and emptying their own bin into the containers in the car park.
- The caretaker will take responsibility for hoovering as necessary.
- Staff will be reminded to take sensible measures to control the spread of infection – including washing hands for 20 seconds with soap and water frequently during the day including after toilet breaks.

Risk Rating – 40 – Medium - (Outcome 8 and Likelihood 5).

Comment: The risk is considered to be medium at present due to the cleaning regime and the limited number of common touch points.

Colleagues will be reminded about the importance of maintaining the routines of washing hands regularly, using hand cleansers, wiping equipment and keeping their work space clean.

Recommend the use of additional signage to communicate to colleagues.

6. Travelling to site

Risk identified – the use of public transport. Being in close proximity to others can increase the risk of infection and spread of the virus.

Control measures in place for colleagues

- Peters cannot be held responsible for the safety of staff travelling to site and rely upon staff following government advice about the use of public transport, eg. the use of masks in enclosed communal spaces.
- Peters will provide all possible support to allow staff to travel to site without using public transport.
- The staff car park will be open to all staff attending site.
- If there are more people who wish to cycle to work than we currently have bike stands, bikes may be stored on premises for security.
- The pool car is currently available to a member of staff attending site who has a driving licence but does not have their own car.
- Staff who do have to use public transport will be encouraged to travel during non-peak times and follow government advice on the use of face coverings.

Risk Rating – 6 – Low - (Outcome 3 and Likelihood 2).

Comment: The risk is considered to be low at present based upon government advice.

Travel off site

Control measures in place for colleagues

- Unless it is necessary to carry out work that cannot be done remotely, we do not currently advise travel to other locations. All business meetings should be conducted by video or phone conference where possible.
- The pool car is currently available, but it should be cleaned using bacterial wipes before use to avoid transfer of viruses.
- When visiting another site, the rules on social distancing must be adhered to, as must any rules requested by the organisation being visited.

Risk Rating – 6 – Low - (Outcome 3 and Likelihood 2).

Comment: The risk is considered to be low at present as all travel off site – eg. to suppliers and customers has been suspended and is being undertaken using Zoom/Teams etc.

A separate assessment will be undertaken for furniture installations.

7. Staff with symptoms

Risk identified – high risk of transfer of infection if symptoms ignored.

Control measures in place for colleagues

- All staff are asked to be aware of COVID-19 symptoms and to monitor themselves daily for symptoms. According to the WHO the most common symptoms are fever, dry cough loss of smell or taste and tiredness
- If a member of staff experiences other symptoms, they believe might be related to COVID-19 they should call the NHS for advice.
- If they or a member of their household begins to exhibit symptoms, they must report this IMMEDIATELY.
- They will be asked to self-isolate and not allowed to return to work until the NHS advises they can return.
- A disclaimer to this effect will be signed by staff

Risk Rating – 64 – High (Outcome 8 and Likelihood 8).

Comment: The risk is considered to be high and will be reliant of the common sense and honesty of colleagues.

8. Personal Protective Equipment

Risk identified – increased risk of infection and virus spreading.

Control measure in place for colleagues

- The company will provide hand sanitiser to all members of staff on site. Each bottle should be used by one person only and kept on their desk.
- The company will provide disinfectant wipes for cleaning their workstation and trolley as required.
- The company will provide gloves and masks to any member of staff who requests them. If government advice mandates their use then the company will provide to all members of staff and their correct use will be compulsory. Until then, their use will be discretionary.

Risk Rating – 40– Medium (Outcome 8 and Likelihood 5).

Comment: The risk is considered to be medium. PPE is now available on site and the supply chain to source more is resilient.

9. Despatch and Receipt of Goods

Risk identified – possible transfer of infection upon receipt of goods from our suppliers / on goods supplied by us. Possible transfer from delivery drivers who may have visited multiple premises.

Control measures in place for colleagues

- When unloading and loading vehicles, encourage the (courier) driver to remain in their vehicle, where safe to do so.
- Paperwork for deliveries should be attached to the consignment where possible
- Do not allow courier drivers to use the toilet facilities, unless there is a designated cubicle for this.
- All parcels of serviced goods (ie. where each item has been physically handled by our team) will display a label giving the handling date (see sample at end of this document) to enable customers to delay processing them if their own risk assessment requires this.

Risk Rating – 16 – Low (Outcome 8 and Likelihood 2).

Comment: The risk is considered to be low at present due to government advice that the virus is unlikely to survive on packaging. Additionally all UK couriers are now operating according to government advice and have adapted to maintain social distancing when making deliveries.

Additional information

Communication / signage

- This document will be shared with all staff and feedback taken into consideration.
- If staff have any concerns while on site they should immediately raise it with the management team.
- Simple signage will be posted at entry points and at multiple places in the line of sight of workstations:

Keep 2m distance
from colleagues



Regularly wash
your hands for 20
seconds



Other health and safety issues

- As there will be over 25 people on site from July, a qualified first aider will be required to attend site every day.
- Fire marshals are on site and will be expected to conduct fire safety checks as normal.

COVID-19 GUIDANCE

This parcel contains serviced books
that were handled by Peters staff on
Wed 20 May 2020.

Please follow your organisations risk
assessment when receipting these goods.

Peters' risk assessment in respect of
COVID-19 can be viewed at
peters.co.uk/covid-19.