

Coronavirus (COVID-19) Risk Assessment

Company:	Bishopsgate	Location:	Nationwide	Assessment Date:	4 th August 2020
				Review Date:	4 th November 2020
Operation:	Coronavirus (COVID-19)	Completed by:	Debbie Goy	Reference No	BSI-COVID RA

HAZARD	AT RISK	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
Infection to vulnerable employees <ul style="list-style-type: none"> Aged over 70 (regardless of medical conditions) Under 70 with an underlying medical condition 	Staff and customers, and members of their households who are Extremely Clinically Vulnerable or Clinically Vulnerable. High risk of severe illness or death.	High	Consideration has been given to who should be on-site. Staff who are considered Extremely Clinically Vulnerable or Clinically Vulnerable to COVID-19 are working at home if they can, or have been furloughed.	Low	Monitor Government Advice for the Extremely Clinically Vulnerable or Clinically Vulnerable.	Ongoing
COVID-19 infected or symptomatic persons in work	Staff Customers Visitors	High	When a member of staff develops symptoms compatible with coronavirus, they will be sent home and advised to book a test and to self-isolate for 10 days. Members of their household will be advised to self-isolate for 14 days.	Medium	Posters to raise awareness of the signs and symptoms of coronavirus to be displayed on notice boards around all depots. Review the latest Government / World Health Organisation	22/06/20 Done Ongoing

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			<p>Staff can apply to be tested via the government website and will be encouraged to do so.</p> <p>Where the staff member tests negative, they can return to work and their household members can end their self-isolation.</p> <p>Staff are kept up to date with national guidance about the signs, symptoms and transmission of COVID-19.</p> <p>Management to be vigilant and if any staff display signs of being unwell with possible COVID-19 symptoms they must be sent home immediately.</p> <p>If another member of staff has helped someone with COVID-19 symptoms they do not need to go home unless they develop symptoms themselves. The staff member will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Areas used by anyone unwell are appropriately cleaned once vacated.</p>		guidance and update as required.	
Spread of Coronavirus (COVID-19)	Staff Customers Visitors	High	All staff who can work from home were informed to do so from mid-March 2020.	Medium		

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<p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • Virus moves from person to person in droplets from the nose or mouth spread when a person with the virus coughs or exhales. • The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. • People can pick up the virus by breathing in the droplets or by touching their eyes or mouth. 	Contractors		<p>The number of staff has been reduced to the minimum required to keep operating.</p> <p>Social distancing is in operation and staff must keep 2m apart in the office, warehouse and on the road. Where this is not possible staff have been advised to keep the time working together to a minimum, to work side by side or back to back and to keep work areas well ventilated. Face masks are available and advice has been provided on the use of face coverings in line with government guidelines.</p> <p>Fixed partnering - crews will be partnered with the same person, wherever possible, to reduce the number of people each person works with.</p> <p>All communal areas have strict rules applied to maintain the 2 metre distancing.</p> <p>Start and break times are staggered to reduce staff traffic.</p> <p>Cleaning has been increased within the depot with regular wiping of frequently touched surfaces.</p> <p>Only essential visitors are allowed access to sites and a touchless signing in</p>		<p>Signs and markings to clearly show social distancing requirement.</p>	<p>22/06/20 Done</p>
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			<p>procedure has been introduced for to the SwipedOn, which keeps a record of all visitors.</p> <p>Signs in reception areas explain the social distancing rules on site.</p> <p>Hand washing facilities are kept well stocked and staff are instructed to wash their hands with soap and water for at least 20 seconds regularly throughout the day.</p> <p>Hand sanitiser is provided in multiple locations in the depot, including reception with instructions to sanitise hands before entering.</p> <p>Signage is displayed throughout the depot to reinforce the guidelines.</p> <p>Staff are reminded of the government guidelines through regular communications to promote good hand and respiratory hygiene.</p> <p>Tissues are provided and staff should use when coughing or sneezing and then place the used tissue in the bin before washing their hands.</p> <p>Crews and warehouse staff operate to Safe Standard of Work BSI-SSOW-41.</p>			
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			<p>Crews and warehouse operatives are provided with hand sanitiser and disposable gloves & masks.</p> <p>Vehicles are equipped with spray and / or wipes and frequently touched areas must be regularly wiped down, such as handles, steering wheel, keys, gear stick, PDA's.</p> <p>Crews are self-signing the PDA's and photos taken of goods in final position.</p> <p>Consideration is given to meetings and visiting customers. Wherever possible meetings are being held remotely via Microsoft Teams.</p>			
Mental Health & Wellbeing	Staff	Medium	<p>Employees are kept up to date on the company's policies and when the situation changes.</p> <p>Remote and on-site staff are kept connected using Microsoft Teams Chat and video conferencing.</p> <p>Bishopsgate have invested in an EAP - Employee Assistance Programme to promote mental health and wellbeing and to provide support to staff during the coronavirus outbreak.</p>	Low	<p>Continued and regular internal communications to keep staff informed.</p> <p>Continued promotion of this service via e-mail and by displaying posters on the notice boards.</p>	<p>Ongoing</p> <p>Ongoing</p>