

RISK ASSESSMENT

Risk Assessment No.	Date of Next Review
08	May 2021

I mp a c t	4	8	12	16
	3	6	9	12
	2	4	6	8
	1	2	3	4
	Likelihood			

Date of Assessment:	July 2020	Last review:	April 2021
Company	Archive Business Centre Limited		
Assessment By:	Joanne Worsfold		
Area	The company in general		
Address:	Aston Way, Moss Side Leyland PR26 7UX		

Risk Assessment Key

Impact	(Insignificant)	1	Minor Injury or discomfort
	(Minor)	2	Severe injury
	(Serious)	3	Major Injury or ill health
	(Death)	4	Death or severe disabling
Likelihood	(Rare)	1	May occur under exceptional circumstances
	(Unlikely)	2	Could occur at some time
	(Likely)	3	Should occur at some time
	(Highly Likely)	4	Is expected to occur in most instances
Risk Rating	1-4		Further control measures required if cost effective. Incorporate into long term plans
	5-10		Identified risks not acceptable, controls to be included in current plans
	11-16		Immediate control measures required

Nature of Hazard	Who is at Risk	Evaluation			Recommended Control Measures	Reduced Risk		
		I	L	RR		I	L	RR
Spread of Covid - 19	All employees and visitors	4	4	8	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Posters uploaded to the employee portals and posters put up in keys areas e.g. Kitchen, toilets. Hand gels supplied to all employees.</p> <p>Employees made aware of symptoms of the virus and what to do if they or a member of their household develop symptoms. Posters uploaded to the employee portals and posters put up in keys areas e.g. kitchen, toilets.</p> <p>If employees show signs of symptoms, they <u>MUST</u> inform their line manager immediately and book at test at their nearest testing station. They can <u>NOT</u> to return to work until they have the results, which need to be emailed to jo@abc-ltd.net – positive or negative results must be emailed. If they test positive, they must follow government guidelines and isolate for 10 day, along with their household. If the test is negative, they can return to work.</p> <p>If a member of an employee's household test positive the employee must not come to work and should isolate for 10 days.</p>	4	2	6

Cleaning

Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.

Cleaning wipes and hand gels supplied to office-based workers.

Contract cleaners in daily cleaning key areas, kitchens, toilets, offices.

Light switches, door handles, and desks are to be cleaned on a regular basis using the anti-bacterial wipes and sprays. This must then be recorded using the sheets on the walls in the offices or the one that was emailed to you by Dave Moye.

Company vehicles

It is company policy that vehicles are to be kept in a clean and tidy condition. Cleaning products are made available to all employees so that they can keep their vehicle clean.

We recommend that vehicles are cleaned on a regular basis thought the day – Anti – Bacterial wipes are available from Paddy.

Where possible, drivers are asked to use the same vehicle on a day to day basic.

If a driver shows symptoms, then they must ring to the office and report to a manager.

On returning to the depot, they must drive to outside a warehouse door, where they will be met by a manager, leave their scanner, clipboard etc in the vehicle and go straight to their own vehicle. The vehicle will then be deep cleaned using the designated Covid-19 cleaning kit before it can be used again.

They must go straight to a test centre.

All drivers have been giving washable face masks and hand sanitiser.

Deliveries

Delivery drivers do not need to get a signature from the consignee, and they must be no contact on delivering a parcel.
Social distancing should be followed e.g the parcel left on the doorstep.
Drivers are already allocated their own vehicle and if any driver or member of their household develops symptoms then that vehicle is disinfected.
Drivers are aware of cleaning products made available by the company.

Collection of parcels

APC has announced that this is not expected from the depot. If people do collect, they are to follow social distancing guidelines. – Signs have been put up at the door that only two customers be in reception at any one time and that face masks are to be worn. Once inside the building the customer is asked not to cross the line on the floor.

Any parcels are to be left on the table next to the door.

Loading and unloading in the warehouse

All employees who load and unload and office staff have been give washable face masks or face shields. Masks should be worn when loading and unloading and when dealing with members of the public.

Mental Health

Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help - PH7 is still available to anyone who needs their services, and this is communicated to employees who may need help.

Contact details have been uploaded to the employee portals.

Furlough Workers

We have no employees shielding.

				Employees have started to have the vaccines and 98% of the office bases staff have had the first one.			
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Signed

Date.....

PRINT NAME.....

Company/Group Title.....