

RISK ASSESSMENT

Risk Assessment No.	Date of Next Review
13	April 2022

I m p 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:	March 2022
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.	
	5-10	Incorporate into long term plans 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.</p> <p>If employees show signs of symptoms, they <u>MUST</u> inform their line manager immediately. We recommend that they take a lateral flow test to confirm if they have covid or not. If the employee does have covid we recommend they stay at home and isolate for 5 days. If the employee feels fit to work, then they must always wear a mask/shield, social distance, regularly wash hands and continue to use hand sanitiser/cleaning produces provided. Employees will receive statutory SSP, if eligible, and go to go through a period of 3 waiting days.</p> <p>If a member of an employee's household test positive, the is no legal requirement to isolate or do daily testing. We recommend that the employee must wear a mask/shield social distance, regularly wash hands, and continue to use hand sanitiser/cleaning produces provided.</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 - cleaning key areas, kitchens, toilets, offices, Monday, Wednesday, and Friday.

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 or Jimmy.

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.

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.

				<p><u>Collection/drop off parcels</u></p> <p>If people collect/drop off a parcel, they are to be left on them on grey tub next to the door.</p> <p><u>Loading and unloading in the warehouse</u></p> <p>All the warehouse doors are open.</p> <p>Anyone we know to be vulnerable have been asked to wear a face mask or face shield while walking round the building. They can take them off while at their own desk.</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help – Health Assured is available to anyone who needs their services, and this is communicated to employees who may need help.</p> <p>Contact details have been uploaded to the employee portals or ask you line manager.</p> <p>Most of the workforce have also had both jabs.</p> <p>We are still recommemd staff and visitors to wear face coverings, use hand gels provided and social distance wear possible.</p>			
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Signed

Date.....

PRINT NAME.....

Company/Group Title.....