

### Warehouse Risk Assessment

Objective	Current Practice	Possible further action	Action	Comments	Done
Maintain social distancing of two metres in the workplace wherever possible	<ul style="list-style-type: none"> <li>Increased handwashing</li> <li>Hand gel, sprays and wipes are freely available in the warehouse</li> <li>Pallet truck &amp; platform truck available for heavy items</li> <li>Physical barrier created to meet drivers</li> <li>Requirement for two-man lift is rare.</li> </ul>	<ul style="list-style-type: none"> <li>avoid face-to-face lifting if <u>at all</u> possible</li> <li>If 2-man lift needed consider using fork-lift truck &amp; pallet</li> <li>Otherwise back-to-back or side-to-side working</li> <li>Face masks are available and must be worn if likely to be closer than 2 metres</li> <li>Face-to-face lifting only as last resort using face masks and visors</li> <li></li> </ul>	All		✓
Arriving & leaving work	<ul style="list-style-type: none"> <li>All staff currently drive or cycle to work</li> <li>Ample parking facilities with all staff using their own transport</li> <li>Warehouse work is staggered to meet the needs of the business</li> </ul>	<ul style="list-style-type: none"> <li>Some internal doors could be kept open/ajar to avoid touching (not fire doors)</li> <li>One-way system in operation. Entrance through the side entrance</li> </ul>	All		✓
Workplaces & workstations	<ul style="list-style-type: none"> <li>The Warehouse/Night Manager's Office to be moved into a larger office, with desks well-spaced out and individual computers</li> <li>Wipes and gels freely fully available</li> </ul>	<ul style="list-style-type: none"> <li>Avoid sharing staplers, tape, pens etc.</li> <li>Workstations ideally should not be shared, if this is needed then they should be shared by a minimum number of people and wiped down after each shift</li> <li>Wipe down work surfaces when you have finished your shift or any shared object</li> </ul>	GL		✓

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Meeting visitors De-briefing drivers Receiving and dispatching goods	<ul style="list-style-type: none"> <li>2-metre social distancing observed throughout</li> <li>Avoid handing packages directly to each other, for example warehouse worker place package on floor or shelving for driver to load, driver unload to floor or shelving</li> <li>Where several drivers arrive at once they must not group together, or enter the building, but wait outside or in their vans</li> <li>Ensure all visiting personal wear face mask</li> </ul>	<ul style="list-style-type: none"> <li>Delivery notes &amp; paperwork handed in for processing is left in a tray by the Night Manager's Office</li> <li>Delivery notes stay with packages</li> </ul>	All	None	✓
Common areas - maintain social distancing while using whilst moving around office/Warehouse Common areas	<ul style="list-style-type: none"> <li>Premises have been deep cleaned and regularly cleaned under contract</li> <li>Hand Gel, gloves &amp; wipes freely available</li> <li>Signage displayed in several locations around the premises to remind everyone</li> </ul>	<ul style="list-style-type: none"> <li>Use ground floor kitchen and rest room</li> <li>Clean all shared equipment (pallet truck etc)</li> <li>Maintain 2 metres distance at all times</li> <li>Face masks to be worn when 2-metre rule can't be complied with or when leaving your work bubble to deal with colleagues &amp; visitors</li> <li>1 person at a time in the kitchen</li> <li>Lunch and rest breaks staggered- Use own mugs – avoid sharing and making drinks for colleagues &amp; wash up after yourself, use the dishwasher</li> </ul>	All		✓

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Accidents, 1 <sup>st</sup> Aiders Prioritize safety needs during incidents, two-metre rule may be breached	<ul style="list-style-type: none"> <li>Face masks and PPE in uniform store &amp; in BCDR Grab-Bag</li> <li>Hand Gel, gloves &amp; wipes freely available</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> Aiders use face masks. Sanitation measures immediately afterwards including washing hands</li> <li>Gloves and face mask in BCDR Grab Bag &amp; stock available</li> </ul>	GL		✓
Instruct the warehouse team to keep good hygiene through the working day	<ul style="list-style-type: none"> <li>Hygiene signage in Warehouse &amp; washrooms</li> <li>Regular cleaning in operation</li> </ul>	<ul style="list-style-type: none"> <li>Risk Assessment poster on display in w/house</li> <li>Hand-gel dispenser on Driver's Door</li> <li>Daily check of washroom</li> </ul>	All	Managers can instruct/report drivers if they observe this is not being followed	✓
PPE, uniform, gloves, face-mask, hand-gel, wipes	<ul style="list-style-type: none"> <li>Stock available and provided</li> <li>Face masks are required if less than 2 metres proximity to a person to assist or close proximity lifting, if there is no other solution</li> </ul>	<ul style="list-style-type: none"> <li>Face-mask &amp; Visa to be used if doing a face-to-face lift or when in close proximity to someone and two-metre rule can't be enforced.</li> <li>Preferred hierarchy would be to avoid scenario wherever possible- can the fork lift or other means be used?</li> <li>Washing uniform/clothing regularly.</li> </ul>	All	Stock of replacement workwear available	✓
Ongoing communications and Signage, make sure all workers are kept up to date with how safety measures are being implemented	<ul style="list-style-type: none"> <li>Simple &amp; clear messages on notice boards and on signage around building</li> </ul>	<ul style="list-style-type: none"> <li>Guidance &amp; Support leaflet provided to all on Self Isolation with symptoms</li> <li>Awareness that Hannah is the trained Mental Health 1<sup>st</sup> Aider</li> <li>Ongoing reminders on hygiene</li> <li>Concerned staff can speak to Sarah in confidence</li> </ul>		Copies of Guidance & Support Leaflet are available	✓

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Maintain clean workplace and prevent transmission by touching contaminated surfaces	<ul style="list-style-type: none"> <li>Frequent cleaning undertaken</li> <li>Adequate ventilation in large warehouse</li> <li>“Host” any visitors advising of correct procedure entry &amp; exit routes</li> <li>Signage</li> <li>Clearing workspace and removing belongings at the end of a shift</li> <li>Keep warehouse clean and clear of rubbish. Floor swept weekly at least</li> </ul>	<ul style="list-style-type: none"> <li>Kitchen to be kept clean &amp; signage to instruct users to wash all cups plates cutlery after use and use bins provided</li> <li>Warehouse washroom/toilets subject to frequent inspection, (cleanliness, hand soap, paper towels and loo roll) with signage to encourage cleanliness</li> <li>Dispose of dirty &amp; damaged reusable packaging. Waste cardboard removed under contract</li> <li>Re-useable packaging is left for a period of time before re-use (48-hours)</li> <li></li> </ul>	<p>BS/CL</p> <p>BS/CL</p> <p>BS/CL</p> <p>BS/CL</p>	<p><b>NOTE:</b> - If/when cleaning a van after a known or suspected case of Covid-19 report first to H&amp;S Manager (Sarah) for specific guidance</p> <p>Contract cleaners twice weekly clean</p>	✓
Inbound & Outbound Goods - Maintain social distancing and avoid surface transmission when packages received or dispatched, especially in high volume areas	<ul style="list-style-type: none"> <li>Most arrivals and departures are spread out over the course of 24 hours, with most activity during evenings</li> <li>Maximise non-contact, packages off-loaded/loaded from racking or the floor without direct hand-to-hand contact</li> <li>Gloves &amp; hand gel provided</li> <li>If having to wait drivers to stay in their vans or outside (where this does not compromise their safety), especially during busy times</li> </ul>	<ul style="list-style-type: none"> <li>Two-metre rule to be observed at all times. Managers to report anyone not observing this.</li> <li>Covid-19 test samples (UN3373) inbound require consolidating into overpacks.</li> <li>Guidance has been circulated on the correct way to remove gloves</li> <li>All staff working in the warehouse report any Covid related incidents and near misses to SGC</li> <li></li> </ul>	<p>BS/CL</p> <p>BS/CL</p> <p>BS/CL</p>	<p>UN3373 is compliant 3-part packaging and there is no contact with the swabs. However, staff should wear gloves when handling boxes as usual.</p>	

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All visitors and employees encouraged to observe good hygiene throughout the working day	<ul style="list-style-type: none"><li>• Signage &amp; posters on display</li><li>• Contract cleaning for offices and communal areas</li><li>• Covid-19 Secure poster signed-off and in position</li><li>• All visitors must wear face masks</li></ul>	<ul style="list-style-type: none"><li>• Keep reminding team, display signage where necessary</li><li>• This Risk Assessment on display in warehouse and website</li></ul>	SGC		✓

**Employee Acknowledgement**

I have read and understood the contents of this Risk Assessment and agree to abide by the instructions and procedures set out in it.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_