

Coronavirus (Covid-19) Risk Assessment

Scope of Validity:
Rhenus Logistics Ltd

TITLE:	Coronavirus (COVID-19) (CV19) Risk Assessment		
REFERENCE:	RFL-HS-RA-032	PAGE NO:	Page 1 of 10
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REVIEWED BY:	Mike Morris	REVIEW DATE:	Monthly

PERSON(S) AFFECTED BY THIS TASK:	EMPLOYEE	<input checked="" type="checkbox"/>
	GENERAL PUBLIC	<input checked="" type="checkbox"/>
	SUB-CONTRACTOR	<input checked="" type="checkbox"/>
RISK TYPE:	PHYSICAL INJURY	<input checked="" type="checkbox"/>

SECTION 1 – SAFE PLACE

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED			
TASK/HAZARD	Who might be affected and how?	L	S	RR	CONTROL MEASURES	L	S	RR
Someone entering the workplace with CV19	<p>Employees/Visitors</p> <p>A visitor enters the workplace with CV19 and passes the virus on to employees.</p>	5	5	25	<p>An information poster/email is sent to regular visitors, which highlights the risks of CV19, and states that symptomatic individuals will not be allowed entry or will be requested to leave.</p> <p>An information poster highlighting the symptoms of CV19 is placed on the entry/sign in point. The poster states that symptomatic individuals will not be allowed entry.</p> <p>Temperature should be taken using a non invasive thermometer.</p> <p>No visitors allowed on site without an appointment</p> <p>Pre-access check sheet in place for visitors</p> <p>Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction.</p> <p>CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards etc).</p>	1	5	5
Someone becomes ill within the workplace	<p>Employees, visitors</p> <p>Contracted CV19 by any means.</p>	5	5	25	<p>Working from home where possible only if it fits business requirements to aid with social distancing guidelines. All Rhenus depots are compliant with Covid secure measures. The individual will be sent home and advised to follow NHS guidance online and comply with the results. If the person is a visitor, a nominated member of staff will also contact their organisation. If the individual tests positive Covid 19, the workplace will be decontaminated following Government and Group guidance:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-nonhealthcare-settings</p>	2	5	10

Coronavirus (Covid-19) Risk Assessment

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<p>Contaminated workplace</p>	<p>Employees, visitors</p> <p>A person catches CV19 due to contaminated surfaces.</p>	4	5	20	<p>An increased formal cleaning regime is already underway at all Rhenus depots. Employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.). Dettol Surface Cleanser wipes and spray and Hand sanitisers have been placed in the workplace. Clean Desk policy has been implemented. Extra hygiene requirements (handwashing etc.) are enforced. Posters detailing correct methods to be displayed and information on how to wash your hands poster sent out to all and displayed. Multi-use handtowels or a blow dryer are not used to dry hands, individual paper towels are to be used. FLT drivers have been instructed to disinfectant machines and wear appropriate PPE.</p>	2	5	10
<p>Proximity, workplace gatherings</p>	<p>Employees</p> <p>A person catches CV19 due to working closely with an infected person.</p>	5	5	20	<p>We comply with the Government Guidelines regarding Social Distancing at all times. All work areas and activities have been evaluated by the branch manager to implement social distancing (no handshaking, desk realignment, deferring large meetings etc.) https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p> <p>Close contact is defined by the UK Government as a person who has been near (within 2 metres) to someone who has tested positive for COVID-19 and this contact was any time from 2 days before until 10 days after onset of symptoms in the infected person (this is when they are infectious to others). For the purposes of NHS Test and Trace, however, 'close contact' means having face-to-face contact with someone less than a metre away (even if a face-covering or face-mask is worn) or being within 2 metres of an infected person for 15 minutes or more. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>Stay more than 1 metre plus but 2 mtr where possible away from anyone. Close contact is defined</p> <p>Company policy is all employees must wear a face covering when not at their desk. Face coverings are provided by the company if required.</p> <p>Stay 1 metre away from anyone you are having a face-to face conversation with for any period of time.</p> <p>Desk layout in offices to be amended to fit current social distancing requirements. Restriction of people in communal areas at any one time - Kitchens, WC's, smoking areas</p> <p>Ventilate areas where possible with open windows.</p>	2	5	10

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					<p>Working from home implemented where possible and if it fits business requirements. If it is deemed home working is not viable, all Rhenus depots must conform to the Covid Secure requirements.</p> <p>If Home Working is required, a specific homeworking DSE risk assessment and working from home risk assessment will be conducted. Where possible hold meetings via video conferencing or phone call.</p>			
Handling of documents	<p>Employees, subcontractors</p> <p>Employee(s) has been in close contact with someone with CV19.</p> <p>A person catches CV19 due to another employee continuing to work despite being unwell.</p>	3	5	15	<p>While the latest information from the NHS states “, we do not know exactly how coronavirus spreads from person to person. Similar viruses are spread in cough droplets. There is no scientific or medical evidence that the virus can be spread through items like packages or paper” we follow the Guidelines given by all regulatory transport departments</p> <p>As part of our obligation to maintain a safe and healthy supply-chain, with the exception of customs documentation and Dangerous Goods documents. Any paperwork, which is intended to travel forward with goods, should be affixed to the goods themselves.</p> <p>POD signatures: As per these special circumstances, if the consignee refuses to sign the transport documents/consignment notes, the driver will take the recipient’s name, and the shipment will be delivered as normal. Unless objected to before booking, this will act as proof of delivery.</p>	1	5	5
Temporarily working from Home / Lone working	<p>Employees</p> <p>A person catches CV19 due to being in close contact with someone with CV19.</p> <p>Musculoskeletal disorder or eye strain due to poor work station</p> <p>Stress, mental health and wellbeing issues</p>	5	5	25	<p>The risk of transmission can be substantially reduced if COVID-19 secure guidelines are followed closely. All Rhenus depots are classed as Covid-19 secure.</p> <p>Extra consideration should be given to those people at higher risk. Complete DSE assessment to be sent to all those who are Home Workers.</p> <p>Government guidelines are to be followed regarding breaks, leaving home and exercise.</p> <p>Regular supervision from and communication with managers.</p> <p>Set up a designated workspace. Separate space for yourself to work in, somewhere you can focus on tasks without being distracted and set up with everything you need for a normal working day – computer, phone, stationery, papers...etc. Make sure you have all the tech you need. Get dressed. Guidance states changing into working clothes will help you mentally switch to productive work mode. Write a daily to-do list. Set out a list of realistic, achievable tasks to keep you focused.</p> <p>Know when to step away from your desk. Be clear about when your working day begins and ends and take breaks to refresh.</p> <p>Stay in conversation. Contribute regularly to team chats/group emails.</p> <p>Use video calling to maintain face-to-face contact. Be clear in your communication.</p> <p>Ask for support when needed.</p>	1	5	5

Coronavirus (Covid-19) Risk Assessment

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					<p>Home worker to make sure they are NOT overloading plug sockets, using counterfeit or incorrect chargers for tablets, laptops and mobile phones and “daisy-chaining” – plugging multiple extension leads together or plugging many multi-socket adaptors into a single socket Ensure all procedures and IT department recommendations are followed to prevent data leakage of confidential data and cause a breach of data-protection legislation such as GDPR</p>			
<p>Maintenance of premises and equipment and statutory inspections / controls</p>	<p>Employees, subcontractors</p> <p>Employee(s) has been in close contact with someone with CV19.</p> <p>A person catches CV19 due to another employee continuing to work despite being unwell.</p>	4	5	20	<p>Health and safety at work regulations still currently apply and must be followed LOLER inspections and other statutory inspections to be carried out as normal Social distancing rules to be apply with contractors Organise regulatory inspection by external providers so that they are taking place on different days to reduce the risk and contact with multiple persons. An information poster/email is sent to regular visitors which highlights the risks of CV19 and states that symptomatic individuals will not be allowed entry or will be requested to leave. An information poster highlighting the symptoms of CV19 is placed on the entry/sign in point. The poster states that symptomatic individuals will not be allowed entry. Pre-access check sheet in place for visitors Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction. CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards etc).</p>	2	5	10

Coronavirus (Covid-19) Risk Assessment

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SECTION 2 – SAFE PERSON

BEFORE CONTROL MEASURES				CONTROL MEASURES IMPLEMENTED				
TASK/HAZARD	Who might be affected and how?	L	S	RR	CONTROL MEASURES	L	S	RR
General	<p>Employees (including those considered at increased risk)</p> <p>Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.</p>	3	5	15	<p>NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts): https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>The WHO (World Health Organisation) provides information and a free 5-minute video: https://openwho.org/courses/introduction-to-ncov</p> <p>Government guidance on hand washing is provided in line with the 20 second rule: https://www.nhs.uk/video/pages/how-to-washhands.aspx</p> <p>Additional consideration will be given to those employees who may be deemed to be at increased risk.</p> <p>Advice on risks, symptoms and control measures has been passed onto employees from management.</p>	2	5	10
Personal Protective Equipment	<p>Employees (including those considered at increased risk)</p> <p>Employees performing a task that conforms to the guidelines of enclosed spaces/</p>	4	5	20	<p>REMEMBER – PPE is defined as a last measure of defence.</p> <p>PPE should be worn in compliance with Government Guidelines and pre-existing Risk Assessments. The current guidelines state PPE should be worn in public transport, all UK stores and enclosed spaces.</p> <p>For warehouse operatives who are constantly going in and out of trailers – face masks should be worn along with pre-defined PPE.</p> <p>There is currently no mandate or law from the Government that requires staff working in non-healthcare environments to wear face coverings. HSE guidance:</p> <p>If an employee chooses to wear a face covering, they can supply themselves providing the following measures are taken: Wash hands for 20 seconds prior to putting it and after removing it. Change if the face covering becomes damp or if touched. Still practise Social distancing.</p>	2	5	10

Coronavirus (Covid-19) Risk Assessment

Scope of Validity:

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<p>Travel to and from work in public transport or with others</p>	<p>Employees, subcontractors, general public, family members</p> <p>Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.</p>	5	5	25	<p>Avoid public transport where possible.</p> <p>Avoid sharing car to and from work with someone outside your household.</p> <p>Apply social distancing rule to stay more 1 metre plus but 2 mtr where possible from others as much as is pragmatic. Wash your hands with soap and water on arrival at work or at home – do this for at least 20 seconds. Cover your cough or sneeze with a tissue, then throw the tissue in a bin.</p> <p>Follow Government guidelines with regards to wearing PPE.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	1	5	5
<p>Self-isolation</p>	<p>Employees</p> <p>Employees are not aware of the need to self isolate or how to self-isolate.</p>	4	4	16	<p>NHS 111 online provides advice on when to self isolate and access to an online interactive and personal checklist:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>The need to provide an isolation certificate has been passed to employees.</p> <p>Advice on how to self-isolate has been passed onto employees.</p>	1	5	5

Coronavirus (Covid-19) Risk Assessment

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<p>Travel (UK)</p>	<p>Employees</p> <p>Travelling to different depots or customers premises subject to potential CV19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Travel for meetings should only be undertaken when remote meetings are not practical.</p> <p>Only one person per vehicle, car sharing is not permitted at any time. If using a pool car, the last user must have the car valeted prior to handing it over. This can be claimed back via the usual expenses process.</p> <p>Public transport (trains/coaches/taxis) should only be used if a car is not available. Follow government guidelines on PPE while using public transport.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>If an overnight stay is required, check with the hotel regarding social distancing policies prior to booking.</p>	<p>2</p>	<p>5</p>	<p>10</p>
<p>Travel (Travelling abroad for work)</p>	<p>Employees</p> <p>Travelling abroad for work to an area with a higher risk of CV19.</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>FCO provides advice for travellers: https://www.gov.uk/foreign-travel-advice (FCO) UK Government advises against all non-essential travel.</p> <p>Practical alternatives to travel including postponing trips and holding meetings via video conferencing are implemented.</p> <p>Before decided on any potential travel, manager to be check the number of new cases in the last 15 days in the destination country on the European Centre for Disease Prevention and Control (ECDC) website and obtain approval from directors ECDC: https://www.ecdc.europa.eu/en/geographical-distribution-2019-ncov-cases</p> <p>Advice and guidance on travelling has been passed onto employees.</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Travel (Returning from travelling abroad)</p>	<p>Employees</p> <p>Returning to the UK after travelling abroad for work</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>CIPD provides advice for travellers returning to work from affected areas: https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak (CIPD)</p> <p>Check Government legislation for current Quarantine periods on entering the UK.</p> <p>https://www.gov.uk/uk-border-control</p>	<p>1</p>	<p>5</p>	<p>5</p>

Coronavirus (Covid-19) Risk Assessment

Scope of Validity:

Rhenus Logistics Ltd

<p>Symptomatic or exposed employee(s)</p> <p>Presenteeism</p>	<p>Employees, subcontractors, general public, family members</p> <p>Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.</p> <p>A person catches CV19 due to another employee continuing to work despite being unwell.</p>	4	5	20	<p>Employee(s) is/are advised to follow NHS online guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/ If NHS 111 or a GP determines the employee is symptomatic and certifies them unfit for work, they will be treated as off sick as per normal policy. Symptomatic employees will be sent home.</p> <p>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS online for guidance.</p> <p>Working from home will be considered.</p> <p>It is a legal requirement to self-isolate if you test positive or are told to self-isolate by NHS Test and Trace. As well as putting your colleagues at high risk, you could be fined if you do not self-isolate.</p>	1	5	5
<p>Vulnerable employees:</p> <ul style="list-style-type: none"> aged 70 or older (regardless of medical conditions) under 70 with an underlying health condition 	<p>Employees, subcontractors, general public, family members</p> <p>Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.</p>	5	5	25	<p>Employees who received a 12 weeks self-isolation instruction must follow government recommendation Only leave the house for very limited purposes:</p> <ul style="list-style-type: none"> shopping for basic necessities, for example food and medicine, which must be as infrequent as possible one form of exercise a day, for example a run, walk, or cycle – alone or with members of your household any medical need, including to donate blood, avoid or escape risk of injury or harm, or to provide care or to help a vulnerable person travelling for work purposes, but only where you cannot work from home <p>People most at risk from coronavirus need to take extra steps to avoid getting it. This is known as "shielding". It's recommended you follow this advice for at least 12 weeks.</p> <ul style="list-style-type: none"> stay at home at all times – do not leave your home to buy food, collect medicine or exercise stay at least 2 metres (3 steps) away from other people in your home as much as possible get food and medicine delivered and left outside your door wash your hands with soap and water often – do this for at least 20 seconds clean objects and surfaces you touch often (like door handles, kettles and phones) using your regular cleaning products <p>https://www.nhs.uk/conditions/coronavirus-covid19/advice-for-people-at-high-risk/</p>	2	5	10

Coronavirus (Covid-19) Risk Assessment

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Rhenus Logistics Ltd

<p>Employee(s) who have contracted CV19</p>	<p>Employees, subcontractors, general public, family members</p> <p>Contracted CV19 by any means.</p>	5	5	25	<p>The Rhenus guidelines are to be followed at all times.</p> <p>Colleagues who have had close contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance. Close contact is defined as:</p> <ul style="list-style-type: none"> • close face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them • being within 1 to 2 metres of each other for more than 15 minutes – including travelling in a small vehicle • spending lots of time in your home, such as cleaning it <p>The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-nonhealthcare-settings</p> <p>Personal Protective Equipment has been provided relative to activities.</p>			
<p>Impacted wellbeing, Equality and Mental Health</p>		5	4	20	<p>Keep employee well informed about the organisation's policies and contingency plans Managers should set clear expectations about the way employees should deliver and receive communications throughout the working day. This will help alleviate pressure and anxiety.</p> <p>Manager to use video calling to maintain face-to face contact with their team.</p> <p>Be clear about mutual expectations and trust your colleagues to get on without micromanaging. Focus on results rather than activity. Working relationships can deteriorate quickly and well-being suffer without trust.</p> <p>Remote conversations can easily be misinterpreted as it's harder to read body language, tone of voice and other visual and audio cues. Stay mindful of this when delivering difficult messages or feedback.</p> <p>Look after your body: Try to eat healthy, well balanced meals, drink enough water and exercise regularly.</p> <p>10 tips to help if you are worried about coronavirus: https://www.nhs.uk/oneyou/every-mindmatters/coronavirus-covid-19-anxiety-tips/</p>	2	5	10

Coronavirus (Covid-19) Risk Assessment

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					<p>If you're feeling stressed, anxious or depressed, or just want to feel happier, where can you get help? https://www.nhs.uk/using-the-nhs/nhsservices/mental-health-services/dealing-with-a-mental-health-crisis-or-emergency/</p> <p>https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-yourwellbeing/</p> <p>https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak</p>			
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FirstAid provision / First Aid Training / CPR	Employees Employees are exposed to risks from CV19 due to providing First Aid in the workplace, or, from the use of CPR Training on Manikins.	4	5	20	Advice on CPR and resuscitation in the workplace is taken from UK Gov & the Resuscitation Council: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ https://www.gov.uk/government/publications/novelcoronavirus-2019-ncov-interim-guidance-for-firstresponders/interim-guidance-for-firstrespondersand-others-in-close-contact-with-symptomaticpeople-with-potential-2019-ncov	2	5	10
					Use of Disposable gloves and fluid and face covering must be worn when administering First Aid. All First Aiders are provided with relevant PPE. After contact with the individual, wash your hands thoroughly with soap and water at the earliest opportunity. Alcohol hand gel is recommended if soap and water is not available. Avoid touching your mouth, eyes or nose, unless you have recently cleaned your hands after having contact with the individual. Advice on Manikin Hygiene is sought from reputable providers. https://www.qualsafe.com/categories/Manikins/Hygiene/			

S/C	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

LIKELIHOOD (L)

- 1= Very Unlikely
- 2= Unlikely
- 3= Likely
- 4= Very Likely
- 5= Almost Certain

SEVERITY/CONSEQUENCE (S/C)

- 1= First Aid/illness
- 2= Minor Injury/illness/damage
- 3= Reportable injury/illness/damage
- 4= Major injury/illness/damage
- 5= Fatality/disabling injury/severe damage