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| <b>Risk Assessment</b> | <b>17W COVID-19<br/>Warehouse<br/>&amp;<br/>Workshops</b> |  |
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| <b>Persons involved in carrying out this assessment</b>   | Steve Ansell, Health and Safety Committee and Artemis Training and Consultancy Ltd.   |   |   |
| <b>Document Date:</b>   | 1 <sup>st</sup> June 2020   |   |   |
| <b>Current Risk Rating (from section 5):</b>  | <b>10 Medium Risk</b>   |   |   |
| <b>Review Dates:</b>  | August 2020   |   |   |
| <b>1.Task/activity/environment to be assessed:</b>  | <b>Description</b>  | <b>Frequency</b>                                      |   |
| Working in Wellesbourne Warehouse/Workshops whilst minimising the potential for infection from COVID-19.  | To minimise the risk that staff and members of the public transmit, or become infected by the COVID-19 virus through person to person transmission and/or surface to person transmission. | The building is used Monday to Friday during the week |   |
| <b>2. Hazard identification (the potential to cause harm). Please number each hazard and identify the required control measures in section 5:</b> |   |   |   |
| <b>Environmental hazards</b>  |   | <b>Occupational hazards</b>                           |   |
| Workplace and welfare   | 2   | Lone working  | 8 |
| Temperature   |   | Violence  |   |
| Ventilation   |   | Working at height                                     |   |
| Lighting  |   | Fall from height                                      |   |
| Wet/uneven/ice on roads   |   | Collapse of structure                                 |   |
| Space   |   | Storage   |   |
| Noise and vibration   |   | Work equipment  | 4 |
| Maintenance of building   |   | Housekeeping  | 3 |
| Fumes/smoking   |   | Forklift  |   |
| Asbestos  |   | Hazardous substances                                  | 6 |
| Water (Legionella)  |   | Biological agents-COVID 19                            | 5 |
|   |   | Stress  | 7 |
| <b>1. The people at direct risk: (those likely to be harmed by the activity) Please indicate with a tick:</b>                                     |   |   |   |
| Employees   | ✓   | Contractors   | ✓ |
| Young persons   |   | Disabled persons                                      |   |
| Other (please specify)  |   | Visitors  | ✓ |
|   |   | New or expectant mothers                              |   |
| <b>4. History of previous incidents:</b>  |   |   |   |
| <b>5. Detail of Hazards and Control measures – go to page 2</b>   |   |   |   |
| <b>6. Specific assessment/s required</b>  |   | No  |   |
| <b>Type/s:</b>  |   |   |   |
| <b>To be completed by date:</b>   |   |   |   |
| <b>7. Key Actions/Comments:</b>   |   |   |   |
|   |   |   |   |
| <b>8. Managers Signature</b>  |   | S. Ansell   |   |

| 5. Details of Hazards and control measures for (title from section 1): |   |  |   |                 |                   |                     | Working & minimising the potential for infection from COVID-19 Warehouse & Workshops |                    |         |                         |
|--|---|--|---|-----------------|-------------------|---------------------|--|--------------------|---------|-------------------------|
| Hazard details   |   | Relevant legislation   | Existing control measures   | Severity Rating | Likelihood Rating | Overall Risk rating | Additional Control measures  | Person responsible | By Date | New Overall Risk rating |
| 1  | Vehicles- Forklift trucks and Delivery Vehicles | Management of Health and Safety at Work Regulations 1999<br><br>Provision and Use of Work Equipment Regulations 1998 (PUWER) | <p>Staff not to share the forklift trucks with any other staff if possible. If trucks are to be shared then it must be with the same person/s, rather than using any truck with a number of different staff.</p> <p>Where possible keep 2 meters away from other persons when undertaking forklift checks and where there is a delivery.</p> <p>If the distance cannot be kept during an activity, then coverings/face shields must be worn.</p> <p>If the forklift is used by another person then staff must sanitise any touch surfaces including the steering wheel.</p> <p>Staff to wear disposable gloves when unloading deliveries.</p> <p>Staff to wash hands with antiviral soap after the activity and to use the antiviral gel.</p> | 5               | 2                 | 10                  | Visual checks to ensure controls are being complied with.                            | Line Managers      | Ongoing | 10                      |
| 2  | Workplace and welfare                           | The Health Protection (Coronavirus Restrictions) (England) Regulations 2020<br><br>Workplace                                 | <p>The Warehouse is open as a workplace when the government permits the business to operate and will close if there is another lockdown.</p> <p>Check staggered start break and finish times.</p>   | 5               | 2                 | 10                  | Visual checks to ensure controls are being complied with.                            | Line Managers      | Ongoing | 10                      |

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|--|--|--|--|--|--|--|--|--|--|--|
|  |  | <p>(Health, Safety and Welfare) Regulations 1992</p> <p>Do not come to work if you or if anyone in your household has any known symptoms of COVID-19- Fever, cough, sore throat and loss of taste/smell.</p> <p>Staff to wear PPE as stated by their line manager.</p> <p>Staff to abide by any signage displayed in the building or issued by the company and follow any one-way flow through buildings where designated.</p> <p>Staff to greet each other verbally only.</p> <p>Read the Governments 'staying COVID-19 secure' poster.</p> <p>All BNAE staff are to be made aware of and will follow the sites rules.</p> <p>Adhere to 2 Metre distancing with other staff members where possible, and at all times with customers and the general public.</p> <p>Only those who cannot use the stairs should use the lift.</p> <p>The numbers permitted in the toilet area will be limited to one. Abide by the signs vacant and engaged on the front of the outside door.</p> <p>If the food area is open, check time with line manager to limit the number of people allowed to enter at the same time, e.g. by staggering lunch times.<br/>Dishwasher must go on a hot wash each time.</p> |  |  |  |  |  |  |  |  |
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|   |                |   | <p>Where working in close proximity is unavoidable use a consistent team pairing system. For example, during two-person assembly, maintenance, moving a machine. In this case an additional face covering must be worn under the face shield.</p> <p>Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>Identify areas where people need to hand things to each other (such as shared tools and machines) find ways to remove direct contact, for example, by using drop-off points or transfer zones.</p> <p>If any items are to be shared they must be sanitised before use.</p> <p>Staff must only eat and drink in the designated areas.</p> <p>The meeting room is only to be used if your line manager permits this. Ensure 2-metre distance.</p> |   |   |    |   |                     |         |    |
| 3 | Housekeeping   | Workplace (Health, Safety and Welfare) Regulations 1992 | <p>Staff to sanitise any shared touch points prior and after using for example the drinks machine and door handles.</p> <p>Staff to clear and clean up after themselves.</p> <p>Cleaner to sanitise all touch points within the building including hand rails and lift buttons.</p>  | 5 | 2 | 10 | Visual checks to ensure controls are being complied with. | Workshop Supervisor | Ongoing | 10 |
| 4 | Work Equipment | Provision and Use of Work Equipment Regulations 1998    | <p>Staff to only use their own equipment and not to share pens, chemicals, tools, PPE or any other object wherever possible.</p>   | 5 | 2 | 10 | Visual checks to ensure controls are being complied with. | Workshop Supervisor | Ongoing | 10 |

|   |                             |   |  |   |   |    |  |                             |           |    |
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|   |                             |   | <p>If any work equipment e.g. racking has been touched by another person, it must be sanitised before using and/or disposable gloves must be worn.</p> <p>Workstations/areas will have a sign displayed if it cannot be used.</p>  |   |   |    |  |                             |           |    |
| 5 | Biological agents- COVID 19 | Control of Substances Hazardous to Health 2002 (as amended) | <p>Staff to wear the provided PPE for the activity as stated by their line manager.</p> <p>First aiders must wear gloves, face coverings and face shield if contact is required with a member of staff. (Clothing may need to be changed depending upon contact)</p> <p>Staff to wash hands after each activity for a minimum of 20 seconds with anti viral soap. Hand Sanitizer to be used when washing hands is not appropriate.</p> <p>Staff to follow the COVID 19 procedure.</p> <p>Staff to report any ill health (COVID 19 symptoms) to their line manager and not return until the symptoms have gone (minimum 14 days).</p> <p>Only essential contractors and visitors allowed on site. They will be escorted to the necessary point whilst maintaining a 2 metre rule.</p> | 5 | 2 | 10 | <p>Full range of PPE is issued to all Staff.</p> <p>Training on the COVID-19 Procedures.</p> <p>Checklist to be discussed at the Health and Safety Committee</p> | Health and Safety Committee | June 2020 | 10 |
| 6 | Hazardous substances        | Control of Substances Hazardous to Health 2002 (as amended) | <p>Staff to use an anti viral cleaning product.</p> <p>Staff to wear the appropriate PPE.</p> <p>Contact times of chemicals to be known and implemented to ensure that the virus can be killed.</p>  | 5 | 2 | 10 | Chemical review  | Health and Safety Committee | June 2020 | 10 |

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| 7 | Stress          | Management of Health and Safety at Work Regulations 1999 | Staff to speak to their safety representative/line managers regarding any concerns.  | 3 | 3 | 9  | Managers to contact staff regarding their well-being and to act on any concerns. | Line Managers | Ongoing | 6  |
| 8 | Manual Handling | Manual Handling Operations Regulations 1992 (as amended) | <p>Staff to use manual handling aids such as sack trucks instead of two people lifting.</p> <p>If any team lifting is required it should be with the usual people you work by and coverings and face shields must be worn.</p> | 5 | 2 | 10 | Visual checks to ensure controls are being complied with.                        | Line Managers | Ongoing | 10 |
|   | Highest rating  |  |  | 5 | 2 | 10 |  |               |         | 10 |