

Coronavirus Risk Assessment

Plymouth Self Storage

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Location/Dept: Office and warehouse		Date Assessed: 28.05.2020			Assessed by Vicky Hackworthy		
Task/Activity: Coronavirus Office/Warehouse.		Review Date: Daily			Reference Number: COR-GEN-PSS1		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severi ty (1- 5)	Likelih ood (1-5)	Risk/ Priorit y	Additional Controls Required
Office and Warehouse	Contact with persons suffering from coronavirus	Employees Contractors Visitors	<p>If an employee or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Office and Warehouse	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate.</p> <p>Practice social distancing; where possible, avoid close-up conversations (within shorter than two steps) with clients, peers, member of the public, etc.</p> <p>Promote good hand hygiene in the workplace.</p> <p>To limit possible contact staff who can work from home should do so.</p> <p>Staggered start times to limit spread within workforce.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Office and Warehouse	Accepting deliveries and collections by persons who may have been exposed to coronavirus	Employees	<p>Deliveries and collections to site to be scheduled to limit the number of people onsite.</p> <p>Where possible trunker drivers should stay in their cabs if it does not compromise their safety and existing safe working practice.</p> <p>Where possible single workers or paired workers to load and unload lorries.</p> <p>Couriers to sign PDA's/delivery paperwork and avoid physical contact</p> <p>Where the handling of delivery paperwork is required handwashing procedures and hand sanitiser to be used.</p> <p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Office and Warehouse	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag, and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person tests positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Emergency and accidents	Contact and Spreading of infection	Employees Contractors Visitors	<p>In the event of an accident such as a fire people's immediate safety should take priority.</p> <p>People should not socially distance where it would be unsafe to do so.</p> <p>Staff involved in the provision of assistance should immediately afterwards pay attention to sanitation measures including hand washing.</p>	5	2	10	<p>FCO advice will be reviewed regularly.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p>
Office and Warehouse	Contracting and spreading of infection	Employees Contractors Visitors	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often - use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Do not touch your eyes, nose, or mouth if your hands are not clean. <p>Staff to follow social distancing guidelines.</p> <p>Staff advised on hand washing procedure including use of sanitiser and the need to socially distance.</p> <p>Posters and signs displayed to reinforce message.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

			<p>Office and Equipment:</p> <p>Alternations made to office to allow for social distancing.</p> <p>Where possible phones and IT equipment should be used by one person only.</p> <p>Shared keyboards, phones and IT equipment should be subject to enhanced cleaning procedures at the end of each shift.</p> <p>Reception:</p> <p>Limit number of clients in reception to:</p> <p>Lanage: 3 people Elliott Rd: 1 person</p> <p>Stickers on floor for queue management</p> <p>Wipe down equipment after use</p> <p>Elliott Rd- remove merchandise from reception to allow more space,</p> <p>Encourage use of contactless and credit cards.</p> <p>Warehouse:</p> <p>Encourage people to come alone. MUST supervise children.</p> <p>Provide hand sanitiser and trolley cleaning materials at entrances.</p> <p>Monitor flow of people around the building to ensure social distancing being observed.</p>			
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			<p>Re-enforce social distancing message with use of signs and floor markings.</p> <p>Introduction of one-way systems and separate exits and entrances in the building if required.</p> <p>Limit number of people in passenger lift to one person/household.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p>Where employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p>				
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Equipment servicing and maintenance work.	Contracting and spreading of infection	Staff Contractors	<p>Site visits to be limited to essential contractors only.</p> <p>Visits should be booked to reduce the number of people on-site at one time</p> <p>Equipment servicing and contractor site visits should be limited to essential visits only.</p> <p>Provide guidance for all contractors working on site.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
Business meetings	Contracting and spreading of infection	Staff Visitors	<p>Where possible face to face meetings are to be avoided.</p> <p>When necessary participants to observe 2 metre rules in well ventilated rooms only.</p> <p>Avoid sharing equipment</p> <p>Provide hand sanitiser</p> <p>Meeting area should be cleaned after</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

Canteen and Washroom facility	Contracting and spreading of infection	Staff	<p>Canteen seating to be reconfigured to maintain spacing and reduce face to face contact.</p> <p>If common areas cannot be configured, consider closing or moving to another space.</p> <p>Cleaning schedule to be followed.</p> <p>Encourage staff to take breaks outside where possible</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
Work	Health and Wellbeing	Staff	<p>Staff working from home:</p> <p>Monitor and keep in contact . Ensure they feel connected with the rest of the workforce.</p> <p>Provide equipment so people can work safely and effectively.</p> <p>All Staff:</p> <p>Provide support for workers around mental health and wellbeing.</p> <p>Provide support for those people who are at a high risk: Clinically extremely vulnerable and those living with clinically extremely vulnerable people will not be expected to work.</p> <p>Clinically vulnerable will not be expected to work unless a role can be found which limits their risk sufficiently for them to feel it is acceptable to return to work.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

Work	Equality in the workplace	Staff with: protected characteristics Disabilities New/expectant mothers	We will consider particular circumstances of those staff members with protected characteristics and disabilities. We will consider reasonable adjustments to ensure we meet our duties under the equalities legislation to ensure there is no unjustifiable negative impact				
Cleaning and Hygiene	Contracting and spreading of infection	Staff Visitors Contractor	Cleaning procedures introduced to limit the risk contracting the virus. Schedule for cleaning of equipment, objects and surfaces which are touched on a regular basis. Provide cleaning materials for customer to clean trolleys Procedures in place for the disposal of cleaning materials Posters and signs used to build awareness of good handwashing techniques, need for increased handwashing etc Clean as you go systems introduced for meeting rooms and shared areas. Provide hand sanitiser in multiple locations	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated daily at 2pm when the latest government guidance is released. https://www.nhs.uk/conditions/coronavirus-covid-19/
Crew arrival and debrief	Contracting and spreading of infection	Staff	Staggered start times for crews. Crews not to arrive on site more than 5 minutes before their scheduled start. Staff to observe social distancing measures. Office staff to carry out staff well-being checks by following agreed procedure. Staff limited to one person at drivers hatch. Provide staff with PPE including waste bag for safe disposal.	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated daily at 2pm when the latest government guidance is released.

			Keys, folders and phones to be sanitised at the end of each shift				https://www.nhs.uk/conditions/coronavirus-covid-19/
Management of Risk	Contracting and spreading of infection	Staff Visitors Contractors	<p>Daily Management and review of risk and procedures.</p> <p>Recorded daily checks per site</p> <p>Recorded cleaning schedule per site</p> <p>Guidance and update procedures to be provided to staff via emails and notice boards</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so