



COVID 19 –Bristol Avenue Depot- Risk Assessment

FM(RA).01.01

Job / Task Assessed:	COVID 19 19 Arrangements	Area:	Bristol Av Depot	Assessor:	Sam Howarth (Head of Social Enterprise)
Person assessed (if any):	Persons visiting / working at the depot.	Date:	28-05-2020	Job Number:	NA

Hazard	Hazardous Event	Risk Assessment			Who is affected	Control Measures	Residual Risk Rating
<i>What is the potential for harm?</i>	<i>How could the harm be realised?</i>	Likelihood (A)	Harm (B)	Risk Rating (C)		<i>What are the current controls? How can the risk be reduced further?</i>	
Pick Up & Deliveries	Interaction with persons and paperwork control	3	5	15	Employees Customers Visitors	<ul style="list-style-type: none"> Pick Ups & Deliveries will be scheduled where they can. Maintain social distancing (2m apart) at all times. Mechanically unload wherever possible. If 2m cannot be maintained then staff to wear face mask. All Mechanical Lifting Aids will be wiped down before and after each use to reduce the risk of infection The controls of the tail lifts will also be cleaned regularly as part of the Vehicle Cleaning process Ideally deliveries and drop offs should be signed for on your behalf. Where this cannot be achieved then staff to use their own pen to sign any documentation(DO NOT USE OTHERS PENS & MANITAIN SOCIAL DISTANCING) Access to the office should be limited with interaction taking place outdoors where possible, 2m apart All incidents must be reported to your Line Manager immediately. 	5



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						All of the above will be identified within a Covid - 19 Induction.	
Social distancing	Spread of Coronavirus	3	5	15	Employees Customers Visitors	<ul style="list-style-type: none"> Social distancing to be observed at all times. In areas where persons have to be in close proximity the method of work needs to be reassessed and re managed to reduce the length of time social distancing guidelines cannot be maintained PPE as a last resort as per the hierarchy of controls. Signage to be utilised throughout the premises. Markings in the office, warehouse and toilet facilities to be put in place and checked regularly to make sure they remain visible Visitors should be discouraged unless absolutely necessary Where visitors have to attend then this should be by appointment so that the person/s they are meeting is aware and the necessary arrangements put in place to manage extra person/s in the building so that social distancing is not being compromised 	5
General cleanliness	Spread of Coronavirus	3	5	15	Employees Customers Visitors	<ul style="list-style-type: none"> Offices, toilets and vehicles are to be cleaned at the start of each shift and regularly throughout each day. Antibacterial wipes or spray to be used with the used paper towels/wipes being 	5



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						<ul style="list-style-type: none"> disposed of in a lidded bin. Extra Hand Sanitising stations will be provided at the main entrance and at various points throughout the building 2 meter social distancing should be maintained where possible at all times 	
Signage	Insufficient or incorrect information	3	5	15	Employees Customers Visitors	<ul style="list-style-type: none"> Appropriate Signage to be displayed, including – 2 meter distancing, keep clean, “catch it, bin it, kill it” All signs to be observed and the instruction followed at all times. 	5
Cross contamination	Spread of coronavirus via sharing everyday objects & materials	3	5	15	Employees Customers Visitors	<ul style="list-style-type: none"> Signing in book – persons signing should use their own pen to prevent cross contamination Everyone should bring their own flask/cups – no sharing of communal cups where possible. Where communal equipment such as kettles or microwaves are used then they should be wiped down before and after use 	5
Travel to and from Bristol Av Depot (including Parking)	Close contact with others. Spread of coronavirus	3	5	15	Employees Customers Visitors	<ul style="list-style-type: none"> Travel separately whenever possible. If 2 people have to travel together the passenger must face away from the driver and windows must be down on both sides of the vehicle. Vehicles to be cleaned each day internally, including door handles and switches (inc 	5



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					<p>Tail Lift Controls)</p> <ul style="list-style-type: none">• Public transport to be avoided as much as possible, walk or cycle if possible.• If public transport is the only options then consider your travel times to avoid rush hour traffic (consult your line manager to make arrangements).• On public transport it is advised that face coverings are worn.• Upon arrival at Bristol Av you should ensure that your vehicle is parked as far away from others as you can in order to avoid contravening social distancing measures.• Prior to exiting your vehicle, make sure that there isn't a build up of persons congregating outside the entrance again compromising social distancing. Wait until its clear before you enter• Prior to entering the office area please ensure you follow the pedestrian routes and distancing marked out.• Always try to ensure you stick to your allocated time slot / appointment time and advise your Line Manager / Person your meeting if your going to be late or not attend• Once in Bristol Av wash or sanitise your hands immediately.	
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Rules for welfare facilities	Left unclean, spread of coronavirus	3	5	15	Employees Customers Visitors	<ul style="list-style-type: none"> TOILETS – wipe down after you have finished and bin the paper towels you use. If toilet is in use, try to use another unit or wait at the 2 meter markings on site next to the toilets. CANTEEN – MAX people allowed in at any one time otherwise queue at the 2 meter markers. Try and have your breaks in your own vehicles (if possible) Wipe down kettle and/or microwave before and after use OFFICE – max 2 people allowed in at any one time. Knock before entering. Queue at the 2 meter markers as required. 	5
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NB The above precautions are not exhaustive. Should you feel unsafe or are unable to follow any of the above precautions, please remove yourself from the situation immediately and call your manager for further advice. No Furniture Matters employee is required to undertake an activity where they consider it is unsafe to do so, or the actions of others could place them at risk. You have the company's full support in taking such action.

Please add additional Service / Workplace Specific Controls Below

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Providing the recommendations are followed and the training and instructions provided then the risks can be reduced to acceptable levels.

PPE REQUIRED FOR TASK (tick/complete as appropriate – Refer to Control Measures over page making specific)



Head Protection	Hearing Protection	Eye Protection	Respiratory Protection (face-fitted)	Hi-Vis	Gloves	Foot Protection	Overalls	Other
Mandatory	N/A	Recommended	As Required	Mandatory	Recommended	Mandatory	As Required	

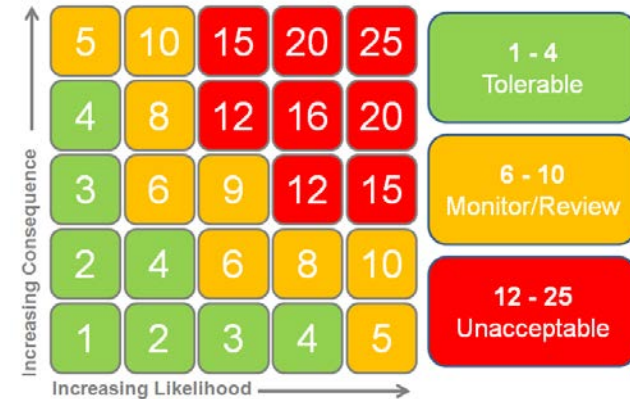


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Col (A) - Likelihood of Injury or Hazard	Col (B) - Severity of Injury or Hazard	Who Could Be Affected
1. Improbable - (Extremely Unlikely To Occur)	1. Minor (No First Aid Required)	Operators
2. Remote (Small Chance Of Occurring)	2. Harmful (Minor First Aid Required)	Maintenance / Quality
3. Occasional (Could Occur Sometime)	3. Critical (Serious Fractures, Burns, L.T.A.)	Contractors
4. Probable (Unsurprised If It Happened)	4. Severe (Amputations, Loss Of Eyesight)	Visitors
5. Frequent (Almost Certain To Happen)	5. Catastrophic (Fatality, Explosions Etc)	Special Cases (Pregnant Worker/Young People Under 18)



Persons affected by this Risk Assessment – Have been instructed and understand the contents of this risk assessment and associated documentation. By signing below you are accepting that all the associated hazards and risk involved have been assessed and will abide to the control measures detailed within.

Print Name:	Sign:	Trade/ occupation:	Date:



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