



**COVID 19 WORKPLACE RISK ASSESSMENT**

Reference:	
Company:	Specflue Ltd
Assessment Date: <input type="text" value="20 May 2020"/>	Review Date:
Assessor:	Stuart Wilkinson
Job Title:	Operations Director
Responsible Person:	Ian Sams

**1. Spread of COVID 19 – Coronavirus :-**

		YES	NO	N/A
1.1	Are facilities in place for regular hand washing?	✓		
1.2	Are systems in place for Stringent hand washing routines?	✓		
1.3	Are facilities in place to allow drying of hands with disposable paper towels?	✓		
1.4	Are sufficient hands sanitising stations in place?	✓		
1.5	Are systems in place for staff to follow hand sanitising routines?	✓		
1.6	Are individual hand sanitisers available for staff to use?	✓		

**Comments by Assessor:**

1.1 – 14 x toilets and hand basins throughout the site

1.2 – Signage throughout the site at all toilet and canteen areas to remind staff

1.3 – Disposable paper towels placed at each toilet/ hand basin and kitchen areas

1.4 – 3 main hand sanitising stations and key points within the building

1.5 - Hand washing signage placed I key strategic locations to remind staff

1.6 - Individual sanitising units are purchased for our drivers only.

**2. Cleaning:-**

		YES	NO	N/A
2.1	Are the facilities regularly cleaned?	✓		
2.2	Are all touch points included as part of the daily cleaning routine?	✓		
2.3	Are anti-bacterial wipes/ disinfection solutions available for the cleaning of touch points?	✓		

2.4	Are all stair rails included as part of the daily cleaning routine?	✓		
2.5	Are staff encouraged to assist with the cleaning of shared touch points?	✓		
2.6	Are the correct products available to assist with frequent cleaning?	✓		

**Comments by Assessor:**

2.1 / 2.2/ 2.4– Cleaner employed to ensure site cleaned each day paying specific attention to touch points/ door handles / stair rails. All toilets and kitchen areas disinfected and appropriate products used to ensure clean hygiene is followed.

2.3 – Sanitising wipes available and placed at key stations throughout the site.

2.5 – All staff informed to clean their individual workstations and areas of frequent use if necessary ( photocopier , fork lift trucks, hand guns, tape guns, pallet trucks etc)

2.6 - Hand sanitising wipes available at key stations throughout site

**3. Social Distancing:-**

		YES	NO	N/A
3.1	Are systems in place to remind staff to comply with 2 meter distancing?	✓		
3.2	Is this system monitored and managed?	✓		
3.3	Are floor-ways clearly marked?	✓		
3.4	Are there systems in place to ensure 2 meter distancing from visiting drivers?	✓		
3.5	Is there a handout available that highlights to sites rules available for visitors?		✓	
3.6	Are customer collection points marked out or comply with the 2 meter distancing?	✓		
3.7	Has a review of the site layout been identified to create walkways that comply with social distancing?	✓		
3.8	Has a review of the warehouse racking and floors been identified to create social distancing?	✓		
3.9	Are there any steps in place to review start/ end shift times?	✓		
3.10	Are there facilities available for staff to take their breaks and can still comply with social distancing?	✓		
3.11	Is there a smoking area available that allows staffs to smoke and can still comply with social distancing?	✓		



3.12	Does the company promote the use of video conference calls rather than face to face meetings?	✓		
3.13	Are Staff encouraged to work from home if possible?	✓		

**Comments by Assessor:**

3.1 - Signage throughout the site and floor tape in key places to remind staff  
 3.2 - Staff encouraged to report if colleagues fail to comply, managers to monitor  
 3.3 - One way direction arrows in place plus crossing points identified  
 3.4 - Visiting drivers are informed to remain by their cabs when making deliveries  
 3.5 - Not completed as yet  
 3.6 – Customers are informed when visiting site our rules and guidance for collections  
 3.7 - Yes, site plan has been revised to ensure compliance  
 3.8 – Yes, warehouse has been reviewed with instructions in place for one person per racking aisle to be conformed with.  
 3.9 – Yes, to be initiated once sufficient numbers of staff return.  
 3.10 – Kitchen and staff canteen areas made available, 4 staff only allowed in canteen, 1 staff in kitchen area at any given time.  
 3.11 – Yes, smoking area complies, staff who smoke are aware to comply.  
 3.12 – Google hang-outs being used and put to good practice. One room identified to allow face to face meeting of less than 4 people. External sales force to use video calls more frequently than before.  
 3.13 – All staff who can work from home are doing so at present.

#### 4. Personal Protective Equipment (PPE):-

		YES	NO	N/A
4.1	Are face masks required and if so are they made readily available?			✓
4.2	Are gloves required and if so are they made readily available?			✓
4.3	Are visors required and if so are they made readily available?			✓
4.4	Are staffs monitored for temperatures when entering/ exiting the building?		✓	

#### Comments by Assessor:

See Drivers section

4.4 - Temperatures not to be taken, staff to report if feeling unwell or show symptomatic signs.

#### 5. Drivers:-

		YES	NO	N/A
5.1	Are deliveries able to be completed whilst complying with 2- meter distance?	✓		
5.2	Are systems in place to prevent cross contamination of paperwork (POD's)	✓		
5.3	Is there a system in place to allow the driver to sign for the goods in place of the customer?	✓		
5.4	Is there a cleaning regime in place to ensure cabs and touch points are cleaned before and end of each shift?	✓		
5.5	Is there PPE available for wearing when making deliveries if required?	✓		
5.6	Is there hand sanitisers available for each driver?	✓		
5.7	Are staggered starts/ end times in place?			✓

#### Comments by Assessor:

5.1 – Drivers to be instructed to comply with distancing measures

5.2 / 5.3 – Driver leaves paperwork (POD) with the goods and signs his own paperwork as delivered goods.



5.4 – All drivers have been instructed to clean cabs and all touch points at beginning and end of each shift.

5.5 – Yes, face masks are available, face visors have been purchased, gloves issued

5.6 – hand sanitisers in each cab

5.7 – upon full return of drivers a staggered shift system will be in place again.

**6. Mental Health and Wellbeing:-**

		YES	NO	N/A
6.1	Does the company regularly communicate with their staff to ask after their mental wellbeing?	✓		
6.2	Is there a support structure in place to enable staff to talk in confidence if required?	✓		

**Comments by Assessor:**

6.1 - Regular emails sent out to all staff informing them of updates. Staff are spoken to via telephone call on regular basis to enquire after their wellbeing

6.2 – 5 members of staff qualified as mental health first aiders across the business.