

Europa Worldwide Ltd

Hazard identification and assessment of OH&S risks		
Date: 26/06/2020	Version No. 1.0	Reference: C7
Approved by:	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Alec Kirkbride, Maria Torrent-March, Dan Cook, Lee Sullivan, Jack Darke.	

1. Activity, Process, Substance Risk Assessed	2. Who will be harmed or at risk of injury Step 2 ISO45001:2018 6.1.2.1 (e)	3. ISO45001:2018 Eliminating or reducing OH&S risks (8.1.2) Hierarchy of control
<p>Description is:</p> <p>Warehousing logistics operations – Northampton site.</p> <p>ISO45001:2018 (6.1.2.1 (b))</p> <p>Routine: Yes</p> <p>Non routine: No</p> <p>Location assessed: Yes</p>	<p>Warehouse Operatives: Yes</p> <p>Staff: Yes</p> <p>Visitors: Yes</p> <p>Contractors: Yes</p> <p>Young person: Yes-apprentice: NA</p> <p>Expectant mother: Yes</p> <p>Cleaners: Yes</p> <p>Others in the vicinity: Visiting drivers</p>	<p>HOC 1. Can the hazard be eliminated: Hazard is Covid19 virus- No, Covid-19 cannot be eliminated.</p> <p>HOC 2. Can the hazard be substituted with less hazardous process, operations, materials, substances or equipment: No Covid-19 cannot be eliminated.</p> <p>HOC 3. Can hazard be controlled using engineering controls and reorganisation of the work: Yes</p> <p>Thorough cleaning, employees to use 2m social distances rule</p> <p>HOC 4. Can the hazard be controlled using administrative controls (SSOW) and training: Yes</p> <p>See safety control measures below.</p> <p>HOC 5. Can the hazard be controlled using personal protective equipment: Yes</p> <p>Gloves, suitable face mask provided where Social Distancing cannot be achieved.</p>
4. Company safety procedures (if applicable)	5. H&S regulations applicable to activity assessed	6. HSE Guidance documents, any other requirements, Manufacturer's instructions, MSDS
<p>1. H&S policy</p> <p>2. Coronavirus Health and Safety Policy</p> <p>3. Emergency plans: NA</p>	<p>COSHH Regulations 2005</p> <p>MHSWR Regulations 1999-Risk assessment</p> <p>PPE Regulations 2002</p> <p>RIDDOR 2013</p>	<p>Human Behaviour, Capability and other human factors:</p> <p>1. HSG48-Reducing error and influencing behaviours</p> <p>2. INDG430-Stress at Work</p>
7. ISO45001:2018 (6.1.2.1 (c))	8. ISO45001:2018 How is work organised (6.1.2.1 (a))	9. ISO45001:2018 Social factors (6.1.2.1 (a))
<p>Past accidents/incidents: No past internal accidents</p> <p>External accidents/incidents: Yes - Governmental reporting and statistics</p>	<p>Coronavirus Health and Safety Policy detailed in the risk assessment applies.</p> <p>Limited number of employees allowed to work at the site, many staff furloughed and other teams working new shift patterns to accommodate work volumes.</p>	<p>1. Workload assessed: Yes - Furloughed staff, additional staff in certain locations managed by Board of directors for operational needs.</p> <p>2. Work hours: Yes – Changing Shifts and Home working scheduled to accommodate non furloughed staff.</p> <p>3. Victimization: NA</p> <p>4. Harassment: NA</p> <p>5. Bullying: NA</p>
10. Technical validation and verification by:		
H.S. Virdee MSc(Eng) PgD C.Eng. MIET CMIOSH CQP CMIQA, MIFE Registered consultant OSHCR		

Step 5

Date next review:	Revision No.	Remarks:
26/07/2020		

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11.0 Risk Assessment Step 4

When completing 11.2 below you must take into account ISO45001:2018 (6.1.2.1) Hazard arising from: Infrastructure, Equipment, Materials, Substances, Physical conditions (b1), Human factor (b3), Potential emergency situations (d), Other issues (f), Actual or proposed changes (g), Changes in knowledge of, and information about, hazard (h).

Equipment/Machinery safety must consider and document:

1. Pre-use checks-Mandatory checks which must be carried out.
2. Regular checks (when and by whom).
3. Statutory examinations by insurance company (6 monthly and annually).
4. Axle stands shall be used when working under a vehicle – Mandatory.

11.1 Process Step	11.2 Step 1 Hazard	11.3 Step 2 Risk (How will the person be harmed)	11.4 Step 3 Initial Risk Level- R=Severity*Likelihood (see table below)	11.5 ISO45001:2018 6.1.2.2 (a) What safety control measures (CM) (preventive and precautionary) are in place to prevent harm- Precaution(s)-as far as reasonably practicable (AFARP) -Step 3	11.6 What additional safety control measures (CM) are required to prevent harm (if any)	11.7 Responsibility (Name, not a job role)	11.8 Completion date	11.9 Residual Risk Level R=Severity* Likelihood (see table below)
1.	Coronavirus (Covid-19)	-Infection virus -Cross contamination	9 (3*3) Intolerable	<p>1. Coronavirus Health and Safety Group Policy document issued to all Europa staff and requested sign to ensure they understand the rules presented as below:</p> <p>Hygiene requirement for all employees</p> <ol style="list-style-type: none"> I. Upon arrival at any Europa site every employee will be required to have a non-invasive temperature check. Dependent on the outcome if you have a temperature you may be advised to return to your home for self-isolation. II. On each occasion that you enter a Europa site (at any entry point) you must immediately wash your hands with either hand sanitizer (if available) or soap and water at 				3 (3*1) Moderate

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				<p>the closest facility to the entry point. This also applies to each employee on each visit to the toilet, canteen, offices or portacabins.</p> <p>III. You must wash your hands at frequent intervals throughout every shift and avoid touching your face in particular your nose, mouth and eyes with either gloved or bare hands. Hands should be washed for at least 20 seconds and included should be the back of hands, between fingers and under nails.</p> <p>IV. You must ensure that you wipe down all equipment (Pump trucks, PPT's, trollies, dock leveller door handles and buttons) with whatever cleaning products are made available for that purpose.</p> <p>V. You must clean your MHE on arrival, prior to using the equipment with cleaning fluids provided – cleaning all the parts that hands may come in to contact with.</p> <p>VI. Gloves are provided and are to be worn where practical.</p> <p>VII. Face masks (although not a mandatory Government requirement) are available to those who wish them and will be issued by your Team Leader upon request. Please look after PPE they are in short supply due to</p>				
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				<p>the need to ensure supply to the NHS.</p> <p>VIII. Please remember not to share cups, glasses, dishes and cutlery.</p> <p>IX. Be sure dishes are washed in soap and water after use.</p> <p>X. Please do not leave magazines and papers in common areas (such as canteens and kitchens).</p> <p>XI. Keep your work area clean and tidy at all times.</p> <p>XII. Office staff are also required to keep their work area clean. Staff should clear the desk at the end of the night prior to cleaning the area (desk, keyboard and phone) with whatever cleaning products are made available for that purpose and wiping down again the following morning before using the equipment.</p> <p>XIII. Warehouse, offices, toilets, canteens, drivers' windows and other social areas are being cleaned and sanitised at regular intervals and this is noted on the register on the back of toilet doors and is audited randomly by Facilities.</p> <p>XIV. Hygiene is taken very seriously during this difficult and challenging time and Europa will continue to ensure that for our part we maintain a high standard. We require employees to do the same, but if you have any concerns, please discuss with your line manager immediately</p>				
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				<p>to give them the opportunity to rectify any issue.</p> <p>Social Distancing for all employees and visiting drivers</p> <ol style="list-style-type: none"> I. You must always work a minimum of 1 metre (3 feet) away from all colleagues. If you need be in close proximity to another employee at any time, please speak to your Team Leader/Manager prior to doing so for additional control measures to be implemented II. All employees will be briefed daily to ensure they are applying social distancing of 1 metre (3 feet) (in their work area, breaks, smoke shelters, locker area, walking around site and when attending briefings). III. Employees must keep all 'Goods-In' drivers at a social distance space of 1 metre (3 feet) away. We would prefer that they remain in their cab, but you must obtain their keys from them first before agreeing this. IV. All keys transferred between personnel must be handled with gloves and the keys cleaned with fluid provided. V. When entering or exiting the building employees must be extra vigilant not to crowd into a group. Except for briefings, groups should be avoided. 				
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				<p>VI. If you have to pass someone in relatively close proximity you should not stop and must continue walking until you are at least 1 metre (3 feet) apart.</p> <p>VII. It is mandatory that staff respect and comply with social distance guidance for social distancing within the canteens and smoke shelters at all times (where office space and boardrooms have been made available for eating, please ensure social distancing space is also being followed). In addition, we would always advise that you wipe the surface on which you are eating for added peace of mind.</p> <p>2.Periodic briefings to all staff to remind them of their social distancing responsibilities issues by management team.</p> <p>3.New areas created for eating and smoking areas expanded to allow for social distancing during breaks.</p> <p>4.Floor markings in warehouses to provide clear indication of social distancing requirements.</p> <p>5.Increased cleaning regime at all sites including all "touch points" (door handles, rails etc.)</p>				
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				<p>6. Hand sanitizers are issued in toilets and for individuals. Facilities managing continuous stock levels.</p> <p>7. Gloves and masks purchased for implementation when social distancing cannot be achieved.</p> <p>8. All personnel entering site including agency are temperature tested and if reading is 37.8 + the person is asked to sit down for 5 minutes, the temp is then re taken, if still 37.8 they must leave the building and carry out 111 as that is a reading of a temperature.</p> <p>9. Instructions are also given if becoming unwell or have Coronavirus symptoms through the Coronavirus Health and Safety Policy document as below:</p> <p>Becoming unwell in the workplace with Coronavirus symptoms</p> <p>If someone becomes unwell in the workplace with coronavirus symptoms, they should:</p> <ol style="list-style-type: none"> I. Tell their Team Leader/manager immediately and go home II. Avoid touching anything as they leave and advise their Team Leader/manager where they have been on site and who they may have been in close proximity above taking into account the 				
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				<p>requirements of social distancing above.</p> <p>III. Cough or sneeze into a tissue and put it in a bin and wash their hands, or if they do not have tissues to hand, cough and sneeze into the crook of their elbow.</p>				
2	<p>Contaminated:</p> <p>-Vehicle keys.</p> <p>-External surfaces of vehicle, door handles.</p> <p>-Glass dividers</p> <p>-Inside of cab.</p> <p>-Visiting driver.</p>	<p>-Infection virus</p> <p>-Cross contamination</p>	<p>9 (3*3) Intolerable</p>	<p>1.Restrictions on the number of visiting drivers allowed inside the building.</p> <p>2.All keys transferred between personnel must be handled with gloves and the keys cleaned with fluid provided.</p> <p>3.Cleaning and sanitising inside cab and external surfaces required by Europa drivers.</p> <p>4.Visiting driver must stand 2mtr away from reception desk.</p> <p>5.Regular daily cleaning of all doors, glass office furniture and equipment using soap and water or suitable cleaning substances.</p>				<p>3 (3*1) Moderate</p>
3.	<p>Contamination of parcels and small items to office or warehouse.</p> <p>Delivery driver.</p>	<p>-Infection virus</p> <p>-Cross contamination</p>	<p>9 (3*3) Intolerable</p>	<p>1.Staff must stand 1mtr apart from driver.</p> <p>2.Delivery driver must stand 1mtr away from drivers' desk.</p> <p>3.All items to be wiped over where possible.</p>				<p>3 (3*1) Moderate</p>

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4.	Contamination of freight into warehouse and handling. Delivery driver. Warehouse Operatives.	-Infection virus -Cross contamination	3 (3*1) Moderate	1.Staff must stand 1mtr apart from delivery driver. 2.Delivery driver must stand 2mtr away from drivers' desk. 3.Social Distancing rules as per Coronavirus H&S policy guidance to be adhered to. 4.Specific activities to be assessed by team management if social distancing cannot be achieved.				3 (3*1) Moderate
5.	Visitors and contractors attending site	-Infection virus -Cross contamination	6 (3*2) Substantial	1.Business and safety critical visitors and contractors will be allowed on site by prior appointment only. 2.Visitors and Contractors temperature testing and questionnaire must be completed before they are allowed on site. This is mandatory. 3.Visitors and contractors are then provided work area which allows them to conduct their business in accordance with social distancing rules whilst on site.				3 (3*1) Moderate

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6.	First Aiders attending to infected, injured or ill personnel.	-Infection virus -Cross contamination	3 (3*1) Moderate	<p>1.All control measures in this document reduce the likelihood of persons coming into contact with infected personnel. However, for a first aider who will need to come into contact with a potentially infected person shall have available to them and shall wear:</p> <ul style="list-style-type: none"> • Face Mask • Protective Gloves <p>2.The first aiders shall wash and sanitize hands immediately before and after attending to injured/ill person.</p> <p>3.All other personnel shall remain 1metre away from Injured/ill person unless assisting the first aider, then they too shall wash and sanitize hands before and after treatment.</p> <p>4.St. John issued an update on performing CPR during COVID-19, key additions are:</p> <ol style="list-style-type: none"> 1) If you find someone collapsed, you should first perform a primary survey. Do not place your face close to theirs. 2) Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 1m distance 3) Before you start CPR, use a towel or piece of clothing and 				3 (3*1) Moderate

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				<p>lay it over the mouth and nose of the casualty.</p> <p>4) Do not give rescue breaths.</p> <p>5) Wherever possible, the helper should keep a distance of 2m.</p>				
				Full document issued to all first aiders.				
7.	Homeworkers	Non furloughed staff still operational -Infection virus -Cross contamination -Ergonomic, musculoskeletal disorders.	3 (3*1) Moderate	<p>1. Where possible many staff have been requested to work from home.</p> <p>2. Some staff may be working reduced days in the warehouse so the same controls in place to reduce likelihood of coming into contact with infected persons or substances apply and the Coronavirus Health and Safety Policy is issued to supply instructions.</p> <p>3. Government guidance on staying home is reminded by Europa.</p> <p>4. Managers are in frequent contact with homeworkers with regards workload and general wellbeing.</p> <p>5. Homeworkers requested to ensure a suitable Display Screen Equipment set up is adopted.</p>				3 (3*1) Moderate

<p>PPE Required ISO45001:2018 Eliminating or reducing OH&S risks (8.1.2) Hierarchy of control</p>	<p>The following PPE is required and shall be used:</p> <ol style="list-style-type: none"> 1. Gloves: Yes - This is required for cleaners and when social distancing cannot be achieved and by following specific team management instructions and for first aiders. 2. Safety goggles or glasses: No. 3. Safety Masks - This is required for cleaners and when social distancing cannot be achieved and by following specific team management instructions and for first aiders. 4. Company overall: Yes (VMU only)
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ISO45001:2018 requirement 6.1.2.2 Criteria

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Most businesses will not need to use risk matrices. However, they can be used to help you work out the level of risk associated with a particular issue. They do this by categorising the likelihood of harm and the potential severity of the harm. This is then plotted in a matrix (please see below for an example). The risk level determines which risks should be tackled first.

Using a matrix can be helpful for prioritising your actions to control a risk. It is suitable for many assessments but in particular to more complex situations. However, it does require expertise and experience to judge the likelihood of harm accurately. Getting this wrong could result in applying unnecessary control measures or failing to take important ones.

The risk matrix is based upon the HSE suggested model (<http://www.hse.gov.uk/risk/faq.htm>)

RISK LEVEL Severity of Injury	CATEGORISATION
INTOLERABLE (9)	The hazard identified could result in: Score 9: Fatality Mandatory: New or additional safety control measures must be implemented to eliminate or reduce the risk level to the lowest possible level, ALARP.
SUBSTANTIAL (6)	The hazard identified could result in: Score 6: Major injury, laceration, permanent disability, major burns, electric shock, etc. Mandatory: New or additional safety control measures must be implemented to eliminate or reduce the risk level to the lowest possible level, ALARP.
MODERATE (3-4)	The hazard identified could result in : Score 3 - 4: Minor Injury, temporary disability, minor burns, minor electric shock etc Mandatory: Safe operating procedures, Permit to work, formal instructions and training.
TOLERABLE (2)	The hazard identified could result in: Score 2: First aid incident, cut fingers, minor sprains and strains Advisable: Safe operating procedures, training.
TRIVIAL (1)	A formal documented safe operating procedure <u>will not</u> be completed for a LOW risk identified as the existing precautionary and preventive measures are considered sufficient and adequate safety arrangements are implemented. These are insignificant risks.