

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	



Risk Assessment – C19

Prepared by:

Harvinder Virdee MSc(Eng) PgD C.Eng. MIET CMIOSH CQP CMIQA, MIFE Registered consultant OSHCR
Technical Director – Inspire International UK Ltd

Risk assessment - Step 5: Date next review: 26.08.2020

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

Contents

1.0	Introduction	Page 3
2.0	Objective	Page 3
3.0	Responsibilities	Page 4
4.0	Hazard and Risk Assessment	Page 5
	Part 1.0 General applies to Head office, offices at Warehouses and Sales Offices	Page 9
	Part 2.0 Warehouse Activities, Processes and Equipment	Page 15
	Part 3.0 Drivers	Page 22
	Part 4.0 VMU	Page 24
	Part 5.0 Contractors	Page 26
	Part 6.0 Working from home	Page 27
5.0	Personal and Protective Equipment (PPE) Arrangements	Page 29
6.0	Procedures and Safe Operating Procedures/Toolbox talk Register	Page 30
7.0	Compliance with government guidelines	Page 31

Appendices:

Appendix A:	Equality Policy
Appendix B:	Government Covid-19 notice poster
Appendix C:	Coronavirus signs posted at offices and branch reception doors
Appendix C1:	Coronavirus Social Distancing poster
Appendix C2:	Coronavirus Social Distancing poster - Warehouse
Appendix C3:	Social distancing poster – Customer areas/desks
Appendix C4:	Catch it, Bin it, Kill it poster
Appendix D:	Floor markings at entrance and exit doors
Appendix E:	Floor markings inside reception area
Appendix F:	Protective screen at reception desks
Appendix G:	Drop off and pick up points for parcels and packages
Appendix H:	Visitors and Contractors questionnaire form
Appendix I:	Working within 2mtr
Appendix J:	Poster for using showers, locker and changing rooms
Appendix K:	Cleaning procedures for company cars and commercial vehicles

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

1.0 Introduction

- 1.1 The Coronavirus Covid-19 risk assessment has been prepared to comply with the UK Government requirements for all businesses to have a documented and published risk assessment.
- 1.2 The purpose of the Coronavirus Covid-19 risk assessment is to identify all company activities, processes and equipment which could allow the Coronavirus to harm employees, visitors and contractors. The risk assessment describes the arrangements and safety control measures which the company has identified and implemented to prevent harm from the virus.
- 1.3 The Coronavirus Covid-19 risk assessment format is based upon the structure of a Logistics business and considers all departments. Part 1 covers offices and all branches. Part 2 to 8 cover the specific arrangements which apply in each department.
- 1.4 The Directors have assigned a competent person and risk assessment team leader to assist them with preparing the Coronavirus Covid-19 risk assessment, who is:
- Harvinder Virdee MSc(Eng) PgD C.Eng. MIET CMIOOSH CQP CMIQA, MIFE Registered consultant OSHCR
Technical Director – Inspire International UK Ltd
- 1.5 The Coronavirus Covid-19 risk assessment will be subject to planned and regular reviews and updated to comply with latest government guidelines, HSE guidelines and industry best practices.

2.0 Objective

- 2.1 The objective is to safeguard the health of our employees, visitors and contractors from Coronavirus by ensuring the safety arrangements and control measures identified by this risk assessment are effectively implemented and maintained at our offices, branches and workshops.

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

3.0 Responsibilities

- 3.1 The Managing Director (MD) is ultimately responsible for ensuring the company H&S policy is effectively implemented within the organisation.
- 3.2 Board of Directors shall provide financial and other resources to ensure the Covid-19 arrangements and safety control measures are provided to all branches.
- 3.3 The respective Directors shall be responsible for implementing the arrangements and safety control measures listed in this risk assessment at all their respective branches.
- 3.4 The risk assessment team leader shall be responsible for ensuring the Coronavirus Covid-19 risk assessment is prepared, reviewed regularly and updated, when required.
- 3.5 The MD/Directors shall assign Managers and employees to form the Coronavirus Covid-19 risk assessment team. These team members shall be responsible for providing their industry insight, knowledge and experience to formulate the risk assessment.
- 3.6 Departmental Directors, Branch Managers and Supervisors shall be responsible for implementing and maintaining the safety control measures in their respective departments and branches.
- 3.7 Employees shall be responsible for ensuring they comply with the safety arrangements at all time.
- 3.8 Planned and regular COVID-19 audits by Managers and Directors to ensure safety arrangements remain effective. **This is mandatory.**

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

4.0 Hazard and Risk Assessment

4.1 The hazard and risk assessment process applied used the HSE 5 step approach:

- **Step 1:** Identify the hazard(s)
- **Step 2:** Who might be harmed and how
- **Step 3:** Evaluate the risks
- **Step 4:** Record your significant findings
- **Step 5:** Regularly review your risk assessment.

4.2 **Risk assessment - Step 1:** The hazard is Coronavirus.

4.2.1 The risk assessment must recognise the virus as a hazard. It should also reflect that the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). The risk assessment should conclude that if it is passed from one person to another, while many survive infection, some may die from the disease. It should be regarded as a high hazard.

(Reference 1: IOSH Covid 19 risk assessment guidance, <https://iosh.com/media/7811/iosh-risk-assessment-guide.pdf>)

4.3 Context of the risk assessment

4.3.1 In preparation for the risk assessment the risk assessment team must first ask:

- who is doing what and how,
- where they are doing it,
- why they are doing it and what they are using.

Understanding the activities, processes and equipment is vital to assess exposure and to qualify any subsequent control decisions.

4.4 Suitable and sufficient risk assessment

4.4.1 The law states that a risk assessment must be 'suitable and sufficient', i.e. it should show that:

- a proper check was made,
- you asked who might be affected,
- you dealt with all the obvious significant risks, taking into account the number of people who could be involved,
- the precautions are reasonable, and the remaining risk is low,
- you involved your workers or their representatives in the process.

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

4.5 Risk Assessment

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>The scope of this risk assessment covers:</p> <p>Part 1.0 Office Activity Areas.</p> <p>1.1 Reception areas, Office areas</p> <p>1.2 Eating arrangements and facilities.</p> <p>1.3 Smoking Shelters.</p> <p>1.4 Toilets</p> <p>1.5 First Aid.</p> <p>1.6 Cleaning procedures for company cars and vehicles.</p> <p>Part 2.0 Logistics/Transit Activities, Processes and Equipment</p> <p>2.1 Logistics and Transit Warehousing operations.</p> <p>2.2 Contamination of freight into warehouse and handling.</p> <p>2.3 Contamination of parcels and small items to office or warehouse.</p> <p>Part 3.0 Drivers</p> <p>3.1 Drivers reception activities, vehicle keys.</p> <p>3.2 Collection and Deliveries</p> <p>3.3 Cleaning procedures for company cars.</p> <p>Part 4.0 VMU</p> <p>4.1 Tools, equipment and diagnostic computers.</p> <p>4.2 Vehicle servicing and repairs processes.</p> <p>Part 5.0 Contractors</p> <p>5.1 Contractors on Site</p> <p>5.2 Permit to Work</p> <p>Part 6.0 Working from Home</p> <p>6.1 Home workers.</p>	<p>Warehouse operatives: Yes</p> <p>Staff: Yes, Administrative staff, Customer facing staff</p> <p>Visitors: Yes</p> <p>Contractors: Yes</p> <p>Young person: No</p> <p>Expectant mother: Yes-Separate risk assessment will be carried out.</p> <p>Cleaner: Yes</p> <p>First aid staff: Yes</p> <p>Others in the vicinity: Visiting drivers</p> <p>Clinically vulnerable and clinically extremely vulnerable individuals will work from home.</p> <p>Clinically vulnerable employees: Specific risk assessment must be completed for any clinically vulnerable employee who wants to return to work. <u>This is mandatory.</u></p> <p>Employees working from home.</p>	<p>HOC 1. Can the hazard be eliminated: No Hazard is Covid-19 virus and this cannot be eliminated.</p> <p>HOC 2. Can the hazard be substituted with less hazardous process, operations, materials, substances or equipment: No Hazard is Covid-19 virus and this cannot be substituted.</p> <p>HOC 3. Can hazard be controlled using engineering controls and reorganisation of the work: Yes Using 2mtr rule social distancing guidelines. Ventilation. Regular and frequent hand washing and sanitising spray/gel</p> <p>HOC 4. Can the hazard be controlled using administrative controls (SOP) and training: Yes Training and safety control measures below in SOP. Company communications, Signs and markings.</p> <p>HOC 5. Can the hazard be controlled using personal protective equipment: Yes Gloves, suitable face mask and workwear.</p>

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

ISO45001:2018 (6.1.2.1 (b))

Routine: Yes

Non routine: No

Location assessed: [Each office and warehouse will be checked against the safety control measures stated in this risk assessment. Where necessary the risk assessment will be amended to include location specific safety control measures.](#)

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

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
1. H&S policy: Coronavirus Health and Safety Group Policy 2. SOP: Yes-COVID-19 Precautions 3. Emergency plans: Government instruction will apply.	MHSWR Regulations 1999-Risk assessment. PPE Regulations 2002. RIDDOR 2013. DSE 1992. Government instructions. Public health legislation.	Human Behaviour, Capability and other human factors: 1. HSG48-Reducing error and influencing behaviours 2. INDG430-Stress at Work 3. Public health England / NHS / Government 4. Updated to comply with government guidelines issued 11.05.2020-Factories, plants and warehouses 5. Updated to comply with government guidelines issued 11.05.2020-working safely in or from a vehicle 6. Updated to comply with government guidelines issued 11.05.2020-working safely in offices and contact centres 7. HSE guidance: Working safely during the coronavirus outbreak-a short guide. 8. HSE guidance: Talking to your workers about preventing coronavirus.
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))
Past accidents/incidents: No past internal accidents External accidents/incidents: Yes-Governmental reporting and statistics	SOP listed in the risk assessment applies. Limited number of employees allowed to work at the site. Work from home / Furlough / Shift structures	1. Workload assessed: NA 2. Work hours: Flexible working / Home working 3. Victimization: Discrimination 4. Harassment: NA 5. Bullying: NA

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
5. Always clean and sanitise equipment before use to protect against Covid-19

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

PART 1.0: Office Activity Areas.

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)
1.1 Reception areas, Office areas and Gate House.	COVID-19	Serious illness Fatality	6 (3*2) Substantial	<p>Coronavirus Health and Safety Group Policy document issued to all Europa staff and requested sign to ensure they understand the rules presented.</p> <p><u>Governmental guidelines will be complied with:</u></p> <p><u>Main Reception</u></p> <ul style="list-style-type: none"> a. Only business critical contractors and visitors will be allowed on site via appointment only. b. Social distancing floor markings in place. c. Mandatory temperature taking before site entry. Taken from behind a protective screen. If the temperature is over 37.8 the contractor/visitor or staff member will wait 5 minutes before a retest. If after 5 minutes the temperature is still 37.8 or above the contractor/visitor or staff member will be asked to leave site and contact 111. d. Seating will be spaced at the correct social distance. No reading material will be provided in the 				3 (3*1) Moderate

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				<p>waiting area.</p> <ul style="list-style-type: none"> e. Signing in will only be done with contractor/visitor's own pen, if they do not possess a pen one will be provided and kept by the contractor/visitor. f. No lanyard or key passes are to be issued unless thoroughly cleaned. g. All staff members, contractors and visitors must use the wall had sanitiser provide before entering site. h. Post Staying COVID-19 Secure in 2020 notice in reception <p><u>Drivers reception areas</u></p> <ul style="list-style-type: none"> a. Waiting area with 1m social distance floor stickers and signage in place. b. One-way system in place at Door A portacabin. c. One driver at the portacabin window when being seen. d. Portacabin window kept shut with room for documents to be passed to drivers. e. Wall mounted hand sanitisers provided for drivers. <p><u>Office</u></p> <ul style="list-style-type: none"> a. Home working (where possible) <u>Mandatory</u> for clinically extremely vulnerable individuals. b. Self-isolation for employees who have virus or affected family members. 				
--	--	--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				<ul style="list-style-type: none"> c. Regular and daily cleaning of all doors, office furniture and equipment before use and by facilities cleaning team. Cleaning records signed by cleaner and managed by facilities Manager. d. Commonly touch items e.g. printer control panels, door handles, handrails, kettles, hot desk surfaces shall be cleaned before use. e. One-way systems for office staff where possible. f. 1m Social distancing signs posted. g. Office staff seated at the correct 1m social distance. h. <p><u>Communications</u></p> <ul style="list-style-type: none"> a. Employees issued regular company-wide Covid-19 communications and where assessed as necessary SOP-Toolbox issued. b. Regular office and branch meetings will cover COVID-19 and employee's comments/suggestions. c. Office staff issued information for returning to work. <p><u>Arriving at work</u></p> <ul style="list-style-type: none"> a. floor markings are used to enforce 1m social distancing at turnstiles, reception area and stairwells. b. Clear social distancing signage displayed. c. Staggered arrival times to reduce 				
--	--	--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				<p>any congestion on stairwells and corridors.</p> <p><u>Departing form work</u></p> <ul style="list-style-type: none"> a. 1m floor markings are used to enforce social distancing at turnstiles, reception area and stairwells. b. Clear social distancing signage displayed. c. Staggered departure times to reduce congestion on stairwells and corridors. <p><u>Computers and IT equipment</u></p> <ul style="list-style-type: none"> a. Cleaning substances provided. The user must ensure the computer and IT equipment is cleaned before use. b. Shared equipment such as printers must be cleaned down before use. <p><u>Sharing workstations</u></p> <ul style="list-style-type: none"> a. All workstations must be clean before use. b. Workstations shall be limited to one individual and not shared. c. If they need to be shared, then limit the number of people who will use them. d. Workstations must be kept 1mtr apart. If this is not possible at office/branch, local actions must be taken to reduce the risk of transmission by using screens. 				
--	--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				<p>e. Hot desks shall not be used.</p> <p><u>Printers and Whiteboards</u></p> <p>a. Printers and white board use are limited.</p> <p>b. Clean touch pad before use using cleaning products provided.</p> <p>c. Cleaned daily by the facilities cleaning team.</p> <p><u>Meeting Rooms</u></p> <p>a. 1m Social Distancing signage to be put up.</p> <p>b. Hand sanitizers shall be made available.</p> <p>c. Seating is set at the correct social distance.</p> <p>d. Part of the Facilities Regular cleaning regime.</p>				
1.2 Eating arrangements and facilities.	COVID-19	Serious illness Fatality	6 (3*2) Substantial	<p>a. Staff issued with safety arrangements for Coronavirus Health and Safety Group Policy applies.</p> <p>b. Employees to bring packaged meals where possible.</p> <p>c. Canteen layout changed to avoid face-to-face interactions.</p> <p>d. Reduced the number of seats available to employees.</p> <p>e. Spaced at the correct 1m social distance.</p> <p>f. Staggered breaks to reduce volume of people in eating areas.</p> <p>g. Part of the facilities regular cleaning regime.</p>				3 (3*1) Moderate
1.3 Smoking Shelters	COVID-19	Serious illness	6 (3*2)	a. Staff issued with safety arrangements for Coronavirus				3 (3*1)

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

		Fatality	Substantial	<p>Health and Safety Group Policy applies.</p> <p>b. Additional smoking area created for logistics.</p> <p>c. Transit smoking area extended.</p> <p>d. Office staff to only use the smoking area by reception.</p> <p>e. Chairs separated where possible.</p> <p>f. Management monitor and discuss social gathering in smoke areas.</p> <p>g. Signs posted regarding 1m social distancing.</p>				Moderate
1.4 Toilets.	COVID-19	Serious illness Fatality	6 (3*2) Substantial	<p>a. Following signs posted:</p> <ul style="list-style-type: none"> Frequent handwashing. Avoid touching face. Catch it, Bin it, Kill it. Cleaning record. <p>b. Toilets limited to two staff members at a time.</p> <p>c. Cleaning regime recorded by facilities team.</p>				3 (3*1) Moderate
1.5 First Aid	COVID-19	Serious illness Fatality	6 (3*2) Substantial	<p>a. 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>b. The first aiders shall wash and sanitize hands immediately before and after attending to injured/ill person.</p>				3 (3*1) Moderate

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				<p>c. All other personnel shall remain 1mtrs away from Injured/ill person unless assisting the first aider, then they too shall wash and sanitize hands before and after treatment.</p> <p>d. 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 lay it over the mouth and nose of the casualty. 4) Do not give rescue breaths. 5) Wherever possible, the helper should keep a distance of 2m. <p>e. Full document issued to all first aiders.</p> <p>f. Covid-19 measures are incorporated into the weekly emergency preparedness training.</p>				
1.6 Cleaning procedures for company cars.	COVID-19	Serious illness Fatality	6 (3*2) Substantial	a. All Europa vehicle cleaning regime recorded and submitted weekly by drivers.				3 (3*1) Moderate

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

PART 2.0: Logistics/Transit Activities, Processes and Equipment

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)
2.1 Logistics/ Transit Warehousing operations.	COVID-19	Serious illness Fatality	6 (3*2) Substantial	<p>a. 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> <p>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.</p> <p>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 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</p>	All identified activities where 2m rule cannot be adhered to shall be formally documented.			3 (3*1) Moderate

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				<p>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 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</p>				
--	--	--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				<p>(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 to give them the opportunity to rectify any issue.</p> <p>Social Distancing for all employees and visiting drivers</p> <p>a. You must always work a minimum of 1 metre away from all</p>				
--	--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				<p>colleagues. If you need be in close proximity to another employee at any time whilst working, you must wear a mask that will be provided for you.</p> <p>b. All employees will be briefed daily to ensure they are applying social distancing of 1 metre (in their work area, breaks, smoke shelters, locker area, walking around site and when attending briefings).</p> <p>c. Employees must keep all 'Goods-In' drivers at a social distance space of 1 metre away. We would prefer that they remain in their cab, but you must obtain their keys from them first before agreeing this.</p> <p>d. All keys transferred between personnel must be handled with gloves and the keys cleaned with cleaning product provided.</p> <p>e. When entering or exiting the building employees must stick to the one-way system in place.</p> <p>f. If you have to pass someone in relatively close proximity you should not stop and must continue walking until you are at least 1 meter apart.</p> <p>g. 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</p>				
--	--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				<p>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> <ul style="list-style-type: none"> h. Daily pre-shift briefings to all staff to remind them of their social distancing responsibilities issues by management team. i. New areas created for eating and smoking areas expanded to allow for social distancing during breaks. j. Floor markings in warehouses to provide clear indication of 1m distance. k. Increased cleaning regime at all sites including all "touch points" (door handles, rails etc.) l. Hand sanitizers are issued in toilets and for individuals. Facilities managing continuous stock levels. m. Gloves and masks purchased for implementation when social distancing cannot be achieved. n. 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. o. Instructions are also given if becoming unwell or have Coronavirus symptoms through the Coronavirus Health and Safety Policy document as below: 				
--	--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				<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"> Tell their Team Leader/manager immediately and go home 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 requirements of social distancing above. 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>4. Specific activities to be assessed by team management if social distancing cannot be achieved.</p>				
<p>2.2 Contamination of freight into warehouse and handling.</p> <p>Delivery driver.</p> <p>Warehouse Operatives</p>	COVID-19	<p>Serious illness</p> <p>Fatality</p>	<p>6</p> <p>(3*2)</p> <p>Substantial</p>	<p>Staff issued with safety arrangements for Coronavirus Health and Safety Group Policy applies.</p> <ol style="list-style-type: none"> Staff must stand 1mtr apart from delivery driver. Social Distancing rules as per Coronavirus H&S policy guidance to be adhered to. Staff are to manage the drivers at 				<p>3</p> <p>(3*2)</p> <p>Moderate</p>

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				portacabin windows, one driver should be at the window at any one time.				
2.3 Contamination of parcels and small items to office or warehouse. Delivery driver.	COVID-19	Serious illness Fatality	6 (3*2) Substantial	<ul style="list-style-type: none"> a. Staff must stand 1mtr apart from driver. b. Delivery driver must stand 1mtr away from drivers desk. c. All items to be wiped over where possible. 				3 (3*2) Moderate

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

Part 3.0 Drivers

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)
3.1 Drivers reception activities, vehicle keys.	COVID-19	Serious illness Fatality	6 (3*2) Substantial	<ul style="list-style-type: none"> a. Staff issued with safety arrangements for Coronavirus Health and Safety Group Policy applies. b. Reception doors to be kept fully opened. (Unless a Fire Door) c. Restrictions on the number of visiting drivers allowed inside the building. d. Visiting driver must stand 1mtr away from reception desk. One person at a time/queue observing social distancing. e. Floor markings used to denote 1m. f. Portacabin windows to be locked with only room for documents to be passed through. g. All keys transferred between personnel must be handled with gloves and the keys cleaned with cleaning product provided. 				3 (3*2) Moderate
3.2 Collection and Deliveries	COVID-19	Serious illness Fatality	6 (3*2) Substantial	<ul style="list-style-type: none"> a. No multi occupancy in cabs. Specific assessment to be completed to ensure best practice on distancing is achieved. b. Driver shall not go within 1m of public when collecting and delivering. c. PDA will be signed for by the 				3 (3*2) Moderate

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				<p>Europa Driver on customers behalf.</p> <p>d. All drivers shall adhere to local COVID-19 rules applied by the companies they are attending.</p> <p>e. Gloves, masks provided and must be worn when 1m distancing cannot be achieved.</p>				
3.3 Cleaning company vehicles.	COVID-19	Serious illness Fatality	<p>6 (3*2) Substantial</p>	<p>a. Cleaning and sanitising inside cab and external surfaces required by Europa drivers.</p> <p>b. Company shall document cleaning procedures with a sign off completed and handed in on a weekly basis.</p>				<p>3 (3*2) Moderate</p>

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

PART 4.0: VMU

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)
4.1 Tools, equipment and diagnostic computers.	COVID-19	Serious illness Fatality	6 (3*2) Substantial	<p>a. Staff issued with safety arrangements for Coronavirus Health and Safety Group Policy applies.</p> <p><u>Tools and Equipment</u></p> <p>a. Government guidelines state the Coronavirus can be present on hard surfaces for a few hours to several hours/days.</p> <p>b. VMU Operatives must wear suitable gloves at all time when handling and using workshop equipment and tools.</p> <p>c. VMU Operatives shall use personal hand tools where possible.</p> <p>d. VMU Operatives must ensure the tools/equipment are cleaned using antibacterial wipes/sprays.</p> <p><u>Computers and Laptops</u></p> <p>a. VMU Operatives using computers and laptops, including keyboard/mouse/mat must be cleaned using antibacterial</p>				3 (3*1) Moderate

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				wipes/sprays before use. b. Frequent hand washing and use of hand sanitiser required.				
4.2 Vehicle servicing and repairs processes.	COVID-19	Serious illness Fatality	6 (3*2) Substantial	a. VMU Operatives shall ensure gloves are worn to clean and sanitise inside areas of the cab and external surfaces, door handles. b. When it is not practicable to comply with the 1mtr social distancing guidelines then back-to-back or side-to-side working (rather than face-to-face) must be carried out. c. VMU Operatives shall wear and use face mask and safety glasses/goggles. d. Frequent hand washing and use of hand sanitisers is required.				3 (3*1) Moderate

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

PART 5.0: Contractors

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)
5.1 Contractors on Site	COVID-19	Serious illness Fatality	6 (3*2) Substantial	<p>a. Business and safety critical visitors and contractors will be allowed on site by prior appointment only.</p> <p>b. Europa shall obtain COVID-19 specific RAMs from contractors and supply COVID-19 control measures to Contractors.</p> <p>c. Contractors temperature testing and questionnaire must be completed before they are allowed on site. This is mandatory.</p> <p>d. Contractor badges/lanyards will not be used. Unless they can be thoroughly cleaned before and after use.</p> <p>e. contractors are then provided work area which allows them to conduct their business in accordance with social distancing rules whilst on site.</p>				3 (3*1) Moderate
5.2 Permit to Work	COVID-19	Serious illness Fatality	6 (3*2) Substantial	<p>a. All permits must still be issued where identified high risk activities are carried out.</p>				3 (3*1) Moderate

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

PART 6 Working from Home

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)
6.1 Working from home	Welfare, metal, physical health, personal security, provision of advice and telephone support.	Serious illness	6 (3*2) Substantial	<p>a. Where possible many staff have been requested to work from home.</p> <p>b. Some staff may be working reduced days in the warehouse and office 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>c. Government guidance on working from home is reminded by Europa.</p> <p>d. Managers are in frequent communication with homeworkers to monitor welfare, metal, physical health, personal security</p> <p>e. Homeworkers requested to ensure a suitable Display Screen Equipment set up is adopted.</p> <p>f. Homeworkers to report any issues with home set up to managers for rectification.</p> <p>g. Provision of advice and telephone support.</p> <p>Telephone number: XXXXXXXXXX</p>				3 (3*1) Moderate

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

				Email xxxxxxxxxxxxxxxxx				
--	--	--	--	-------------------------	--	--	--	--

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.

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

5.0 Personal and Protective Equipment Arrangements

The following PPE is required and shall be used:

1. Gloves: Yes- As stated in specific Risk Assessments and SOP's, 2m rule cannot be adhered to or cleaners who wear at all times.
2. Safety goggles or glasses: Yes- As stated in specific Risk Assessments and SOP's.
3. RPE: Yes-N95 or 3 ply face mask when the 2mtr social distancing guidelines cannot be met, as stated in specific Risk Assessments and SOP's

HSE guidance states that FFP2 and N95 respirators may be used for Covid 19 if FFP3 respirators are not available (Reference: Kennedy Webinar 09.04.2020, slide 20).

1. FFP3/FFP2: These face masks are considered suitable for people who are considered to be at high risk and work with persons who are affected with Coronavirus.

The type of work carried out by a VMU Operative on a vehicle means there is no potential risk of catching Coronavirus from vehicle components, servicing and repairs.

2. N95 or 3 ply disposable face mask: When the work to be carried out means the 2mtr social distancing guidelines cannot be met, the risk assessment decision is a N95 or 3 ply face mask must be used.

Employees shall request this face mask from the Supervisor.

Face fit testing is not required for these types of masks.

3. Safety glasses/goggles

VMU operatives shall wear safety glasses/goggles provided by the company when the work to be carried out means the 2mtr social distancing guidelines cannot be met.

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

6.0 Covid-19 Procedures and Safe Operating Procedure of-Toolbox talks register

Procedure or SOP number	Heading	Approved by

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

PART 7.0: Compliance with Government Guidelines

7.1 Government guidelines issued 11.05.2020: Working safely during COVID-19 in offices and contact centres

1. Page 4: 1. Thinking about risk. **Objective: That all employers carry out a COVID-19 risk assessment.** C19 risk assessment documented.
-How are employees consulted about the Covid-19 risk assessment, who and how? Branch daily/monthly meetings will be used for employee feedback/comments.

2. Page 5: Managing risks, **Objective 1.1 To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.**

This risk assessment covers this objective and focuses on **preventive measures**.

-Does the risk assessment and SOP-TBT cover increase frequency of handwashing and surface cleaning? C19 covers this requirement.

-Does the risk assessment cover work from home is option 1. Part 8 covers this requirement.

-Does the risk assessment cover further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning. C19 covers this requirement.
- Keeping the activity time involved as short as possible. ?
- Using screens or barriers to separate people from each other. C19 covers this requirement.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. C19 covers this requirement section 2.2.

Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Manager shall plan work schedules to ensure fixed teams are present during planned shifts

3. Page 6: Sharing the results of your risk assessment

-Is the risk assessment published on company website? Yes/No. This must be done >50 employees. C19 covers this requirement section 1.0.

-Has the Government notice been published at all branches: Yes/No. If No why? Yes

-Has the notice to be completed, Employer, date and who to contact: Yes/No? Yes

4. Page 7: Who should go to work. **Objective: That everyone should work from home, unless they cannot work from home.**

-Is the planning for minimum number of employees to be on site documented? Manager will decide who should be at work and plan these arrangements.

-What are the monitoring arrangements for wellbeing of employees working from home? Cover: Welfare, mental, physical health and personal security. Must provide advice and telephone support. To be confirmed ?

-What are the arrangements for providing equipment to employees who work from home? Display Screen Equipment (DSE) checklist to be completed by employees

5. Page 8: 2.1 Protecting people who are at higher risk. **Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.**

-Has the company identified these people and are these stated in the risk assessment? Yes

-For clinically vulnerable employees who need go be at work, is there a separate risk assessment? Yes-A separate risk assessment will be completed for these employees.

-Does the risk assessment cover expectant mothers risk to include Covid-19 risks? Yes-A separate risk assessment will be completed for expectant mothers.

6. Page 9: Equality in the workplace. **Objective: To treat everyone in the workplace equally.**

-What is the Equality policy? Company to provide this policy?

7. Page 10: Social distancing. **Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.**

-What are the arrangements to maintain 2mtr social distance wherever possible? C19 covers this requirement

-What are the arrangements at workshops considered and arranged for this requirement? C19 covers this requirement

-What are the arriving at work? Entrance arrangements

-What are the departing form work? Exit arrangements

-While at work what are the arrangements for? Canteen, break rooms and meeting rooms

-What are the arrangements for travelling between sites?

If 2mtr rule cannot be complied with mitigating actions include:

Hazard identification and assessment of OH&S risks

Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

9. Page 12: 3.2 Moving around the buildings and worksite **Objective: To maintain social distancing wherever possible, while people travel through the workplace.**

- Reduced movement?
- Use radios and telephones? Cleaning after use?
- Reducing job and equipment rotation?
- Introducing one way flows in buildings?
- Lift arrangements? Sanitiser in lifts?
- Corridor arrangements regulated?
- Making sure people with disabilities have access to lifts? Yes at head office. Post social distancing signage outside lift doors and inside lifts.

Example lift practices



10. Page 13: Workplaces and workstations **Objective: To maintain social distancing between individuals when they are at their workstations.**

- Has the company reviewed layouts?
- Is floor tape or marking used to keep 2mtr apart? Posters used. Floor marking where required.
- Have workstations been placed side-by-side or facing away?
- Has installing screening been considered, only where possible not to move workstations?
- Have workstations been assigned to individuals and not shared?
- If shared limit the number of people who need to use workstations?

Green markers to limit desk usage and maintain social distancing



Floor plan and signage to enable social distancing and safe working in office



13

11. Page 14: Meetings **Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings**

- What communication has been issued to use remote meeting tools?
- What communication has been issued only absolutely necessary meetings in person and 2 mtr rule applied?
- Does communication state Do not share pens and equipment in meetings?
- Have hand sanitisers been provided in meeting rooms?
- Have holding meetings in outdoors or well ventilated rooms been considered?

12. Page 15: Common areas **Objective: To maintain social distancing while using common areas.**

- Staggered break times?
- Use safe outdoor areas for breaks?
- Use screens for staff in receptions?
- Avoid opening staff canteens? where possible.
- Change layout of tables and chairs to maintain spacing and reduce face-to-face contact?
- Encourage staff to stay onsite during working hours?
- Social distancing in showers, toilets, lockers and changing rooms and other areas where queues form?

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

13. Page 16: Accidents and incidents. **Objective: To prioritise safety during incidents.**

- What are the fire, accident and emergencies arrangement when the 2mtr will not apply? C19 covers this requirement Part 1.
- What is the first aid additional training for hand washing and sanitisation immediately afterwards? C19 covers this requirement Part 6.

14. Page 16-17: Managing your customers, visitors and contractors. **Objective: To minimise the number of unnecessary visits to offices.**

- What is the arrangement for remote meetings with customers? C19 covers this requirement Part 6.
- What is the communication to limit numbers of visitors to site at any one time? C19 covers this requirement Part 6.
- How are schedules for essential services and contractors managed? C19 covers this requirement Part 6.
- What records are maintained of visitors and contractors? C19 covers this requirement Part 6.

15. Page 18 Providing and explaining available guidance **Objective: To make sure people understand what they need to do to maintain safety.**

- Has information been posted for social distance information for visitors, delivery drivers, safety critical visitors, signage and visual aids?
- Has host been given training to people who will host visitors?
- Has a review of entry and exit routes for visitors and contractor been done?

16. Page 20: Cleaning the workplace. 5.1 Before reopening. **Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:**

- Has there been an assessment for all sites, or parts of sites, that have been closed, before restarting work?
- What are the cleaning procedures and providing hand sanitiser, before restarting work.

- What checks and service carried out on ventilation systems?
- Are Positive pressure systems can operate as normal?

17. Page 20: Keeping the workplace clean. **Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.**

- What is the documented arrangement for frequent cleaning of work surfaces?
- What is the documented arrangement for frequency cleaning of door handles, printers and adequate disposal arrangements?
- What is the documented arrangement for clearing workplaces and personal belongings and waste at end of shift?

18. Page 20: 5.3 Hygiene - Handwashing, sanitisation facilities and toilets **Objective: To help everyone keep good hygiene through the working day.**

Have the following been posted:

- Signs and notices to promote good hand washing practices?
- Signs and notices to avoid touching your face?
- Signs and notices to cough and sneeze into a tissue and bin immediately?
- When and how does the company provide regular reminders?
- Have the company provided hand sanitisers?
- Has the company set clear use and cleaning guidance for toilets and social distance in these areas?
- Has the company provided paper hand towels and not use hand dryers?

19. Page 22: 5.4 Changing rooms and showers. **Objective: To minimise the risk of transmission in changing rooms and showers.**

- Has the company set clear guidance for changing rooms and shower? What is the clear guidance?
- Has the company introduced enhanced cleaning for these areas? What are the cleaning instructions?

20. Page 22: Handling goods, merchandise and other materials and onsite vehicles. **Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.**

- What are the cleaning procedures for equipment, pallet trucks, forklift trucks, tools, etc.?
- Has the company provided hand sanitisers in these areas and more hand washing?
- Has the company covered regular cleaning of vehicles that employees take home?
- Has the company covered regular cleaning of delivery boxes?

20. Page 24 and 25: PPE and face coverings.

- Has a PPE risk assessment been carried out?
- Guidance on Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:
 - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
 - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
 - Change your face covering if it becomes damp or if you've touched it.

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

21. Page 26 : Workforce management-Shift patterns and working groups. **Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.**

- Has the company split teams in to shift groups?
- Has the company considered and risk assessed employees passing job information, sheets, spare parts, materials, consider drop off points or zones?

22. Page 27: Work related travel. Cars, accommodation and visits. **Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.**

- Has the company considered minimising non-essential travel?
- Has the company considered minimise people travel in a car?
- What are the arrangements for cleaning shared vehicles between shifts or on handover?
- What are the arrangements for overnight accommodation meets social distancing guidelines?

23. Page 27: Work related travel. Deliveries to other sites. **Objective: To help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices.**

- Has the company put in procedure to minimise person to person contact during deliveries? What are these procedures for parts staff in van?
- Has the company used electronic payments?

24. Page 29: Communications and training. 7.3.1 Returning to work. **Objective: To make sure all workers understand COVID-19 related safety procedures.**

- When and how does the company provide clear and regular communication?
- How does the company engage with employees using communication routes to explain and agree changes in working arrangement?
- Has the company developed communications and training material around arriving at work?

25. Page 29: Communications and training. 7.3.2 Ongoing communications and signage. **Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.**

- What are the ongoing employee engagement processes to monitor and understand unforeseen impacts of changes in working environment?
- Has the company covered awareness and focus on importance of mental health at times of uncertainty?
- Does the company use simple and clear messages to explain guidelines, consider other languages?
- Does the company use white boards, visual aids to explain changes in production schedules and reduce face-to-face contact?
- What are the communication procedures for supplier and contractors?

26. Page 30: Inbound and outbound goods. **Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.**

- Has the company revised pick-up and drop off collection points, procedures and markings?
- Has the company considered minimise unnecessary contact with security gatehouse, yard and warehouse?
- Where possible, use a single person to load and unload vehicles?
- Where possible, use the same people to load when more than one is needed?
- What are the arrangements to enable drivers to access welfare facilities, consistent with other guidance?
- How does the company encourage drivers to stay in their vehicles?

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

7.2 Government guidelines issued 11.05.2020: Working safety during COVID-19 in Factories, plants and warehouses

1. Page 4: 1. Thinking about risk. **Objective: That all employers carry out a COVID-19 risk assessment.** C19 risk assessment documented.
-How are employees consulted about the Covid-19 risk assessment, who and how? Branch daily/monthly meetings will be used for employee feedback/comments.

2. Page 5: Managing risks, **Objective 1.1 To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.**

This risk assessment covers this objective and focuses on **preventive measures.**

-Does the risk assessment and SOP-TBT cover increase frequency of handwashing and surface cleaning? C19 covers this requirement.

-Does the risk assessment cover work from home is option 1. Part 8 covers this requirement.

-Does the risk assessment cover further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning. C19 covers this requirement.
- Keeping the activity time involved as short as possible. ?
- Using screens or barriers to separate people from each other. C19 covers this requirement.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. C19 covers this requirement section 2.2.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Manager shall plan work schedules to ensure fixed teams are present during planned shifts.

3. Page 6: Sharing the results of your risk assessment

-Is the risk assessment published on company website? Yes/No. This must be done >50 employees. C19 covers this requirement section 1.0.

-Has the Government notice been published at all branches: Yes/No. If No why? Yes

-Has the notice to be completed, Employer, date and who to contact: Yes/No? Yes

4. Page 7: Who should go to work. **Objective: That everyone should work from home, unless they cannot work from home.**

-Is the planning for minimum number of employees to be on site documented? Manager will decide who should be at work and plan these arrangements.

-What are the monitoring arrangements for wellbeing of employees working from home? Cover: Welfare, mental, physical health and personal security. Must provide advice and telephone support. To be confirmed ?

-What are the arrangements for providing equipment to employees who work from home? Display Screen Equipment (DSE) checklist to be completed by employees.

5. Page 8: 2.1 Protecting people who are at higher risk. **Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.**

-Has the company identified these people and are these stated in the risk assessment? Yes

-For clinically vulnerable employees who need go be at work, is there a separate risk assessment? Yes-A separate risk assessment will be completed for these employees.

-Does the risk assessment cover expectant mothers risk to include Covid-19 risks? Yes-A separate risk assessment will be completed for expectant mothers.

6. Page 9: Equality in the workplace. **Objective: To treat everyone in the workplace equally.**

-What is the Equality policy? Company to provide this policy?

7. Page 10: Social distancing. **Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.**

-What are the arrangements to maintain 2mtr social distance wherever possible? C19 covers this requirement

-What are the arrangements at workshops considered and arranged for this requirement? C19 covers this requirement

-What are the arriving at work? Entrance arrangements

-What are the departing form work? Exit arrangements

-While at work what are the arrangements for? Canteen, break rooms and meeting rooms

-What are the arrangements for travelling between sites?

If 2mtr rule cannot be complied with mitigating actions include:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

8. Page 11: Coming to work and leaving work. **Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.**

- Staggered start times? Manager to plan start times.
- Staggered leaving times? Manager to plan leaving times.
- Additional parking and bike arrangements? Manager to arrange, if required.
- Use markings to show one way flows entry and exit? Signage and notices, where practicable at the office or branch. Manager to assess and action.
- Providing handwashing? C19 covers this requirement
- Providing sanitisers at entry and exit points? Manager to ensure sanitisers are provided and positioned at entry and exit points.
- Security devices and keypads? Manager to ensure devices and keypads are disabled.
- Deactivating turnstiles? NA at offices and branches.

9. Page 12: 3.2 Moving around the buildings and worksite **Objective: To maintain social distancing wherever possible, while people travel through the workplace.**

- Reduced movement?
- Use radios and telephones? Cleaning after use?
- Reducing job and equipment rotation?
- Introducing one way flows in buildings?
- Lift arrangements? Sanitiser in lifts?
- Corridor arrangements regulated?

10. Page 13: Workplaces and workstations **Objective: To maintain social distancing between individuals when they are at their workstations.**

- Has the company reviewed layouts?
- Is floor tape or marking used to keep 2mtr apart? Posters used. Floor marking where required.
- Have workstations been placed side-by-side or facing away?
- Has installing screening been considered, only where possible not to move workstations?

11. Page 14: Meetings **Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings**

- What communication has been issued to use remote meeting tools?
- What communication has been issued only absolutely necessary meetings in person and 2 mtr rule applied?
- Does communication state Do not share pens and equipment in meetings?
- Have hand sanitisers been provided in meeting rooms?
- Have holding meetings in outdoors or well-ventilated rooms been considered?

12. Page 15: Common areas **Objective: To maintain social distancing while using common areas.**

- Staggered break times?
- Use safe outdoor areas for breaks?
- Use screens for staff in receptions?
- Avoid opening staff canteens? where possible.
- Change layout of tables and chairs to maintain spacing and reduce face-to-face contact?
- Encourage staff to stay onsite during working hours?
- Social distancing in showers, toilets, lockers and changing rooms and other areas where queues form?

13. Page 15: Accidents and incidents. **Objective: To prioritise safety during incidents.**

- What are the fire, accident and emergencies arrangement when the 2mtr will not apply? C19 covers this requirement Part 1.
- What is the first aid additional training for hand washing and sanitisation immediately afterwards? C19 covers this requirement Part 6.

14. Page 16-17: Managing your customers, visitors and contractors. **Objective: To minimise the number of unnecessary visits to factories, plants and warehouses.**

- What is the arrangement for remote meetings with customers? C19 covers this requirement Part 6.
- What is the communication to limit numbers of visitors to site at any one time? C19 covers this requirement Part 6.
- How are schedules for essential services and contractors managed? C19 covers this requirement Part 6.
- What records are maintained of visitors and contractors? C19 covers this requirement Part 6.

15. Page 17 Providing and explaining available guidance **Objective: To make sure people understand what they need to do to maintain safety.**

- Has information been posted for social distance information for visitors, delivery drivers, safety critical visitors, signage and visual aids?

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

- Has host been given training to people who will host visitors?
- Has a review of entry and exit routes for visitors and contractor been done?

16. Page 18 and 19: Cleaning the workplace. 5.1 Before reopening. **Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:**

- Has there been an assessment for all sites, or parts of sites, that have been closed, before restarting work?
 - What are the cleaning procedures and providing hand sanitiser, before restarting work.
- What checks and service carried out on ventilation systems?
 - Are Positive pressure systems can operate as normal?

16. Page 19: Keeping the workplace clean. **Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.**

- What is the documented arrangement for frequent cleaning of work surfaces?
- What is the documented arrangement for frequency cleaning of door handles, printers and adequate disposal arrangements?
- What is the documented arrangement for clearing workplaces and personal belongings and waste at end of shift?

17: Page 20: 5.3 Hygiene - Handwashing, sanitisation facilities and toilets **Objective: To help everyone keep good hygiene through the working day.**

Have the following been posted:

- Signs and notices to promote good hand washing practices?
- Signs and notices to avoid touching your face?
- Signs and notices to cough and sneeze into a tissue and bin immediately?
- When and how does the company provide regular reminders?
- Have the company provided hand sanitisers?
- Has the company set clear use and cleaning guidance for toilets and social distance in these areas?
- Has the company provided paper hand towels and not use hand dryers?

18. Page 21: 5.4 Changing rooms and showers. **Objective: To minimise the risk of transmission in changing rooms and showers.**

- Has the company set clear guidance for changing rooms and shower? What is the clear guidance?
- Has the company introduced enhanced cleaning for these areas? What are the cleaning instructions?

19. Page 21: Handling goods, merchandise and other materials and onsite vehicles. **Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.**

- What are the cleaning procedures for equipment, pallet trucks, forklift trucks, tools, etc.?
- Has the company provided hand sanitisers in these areas and more hand washing?
- Has the company covered regular cleaning of vehicles that employees take home?
- Has the company covered regular cleaning of delivery boxes?

20. Page 22 and 23: PPE and face coverings.

- Has a PPE risk assessment been carried out?
- Guidance on Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:
 - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
 - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
 - Change your face covering if it becomes damp or if you've touched it.
 - Continue to wash your hands regularly.
 - Change and wash your face covering daily.
 - If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
 - Practise social distancing wherever possible.

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

21. Page 25 and 26 : Workforce management-Shift patterns and working groups. **Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.**

- Has the company split teams in to shift groups?
- Has the company considered and risk assessed employees passing job information, sheets, spare parts, materials, consider drop off points or zones?

22. Page 27: Work related travel. Cars, accommodation and visits. **Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.**

- Has the company considered minimising non-essential travel?
- Has the company considered minimise people travel in a car?
- What are the arrangements for cleaning shared vehicles between shifts or on handover?
- What are the arrangements for overnight accommodation meets social distancing guidelines?

23. Page 27: Work related travel. Deliveries to other sites. **Objective: To help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices.**

- Has the company put in procedure to minimise person to person contact during deliveries? What are these procedures for parts staff in van?
- Has the company used electronic payments?

24. Page 28: Communications and training. 7.3.1 Returning to work. **Objective: To make sure all workers understand COVID-19 related safety procedures.**

- When and how does the company provide clear and regular communication?
- How does the company engage with employees using communication routes to explain and agree changes in working arrangement?
- Has the company developed communications and training material around arriving at work?

25. Page 28: Communications and training. 7.3.2 Ongoing communications and signage. **Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.**

- What are the ongoing employee engagement processes to monitor and understand unforeseen impacts of changes in working environment?
- Has the company covered awareness and focus on importance of mental health at times of uncertainty?
- Does the company use simple and clear messages to explain guidelines, consider other languages?
- Does the company use white boards, visual aids to explain changes in production schedules and reduce face-to-face contact?
- What are the communication procedures for supplier and contractors?

26. Page 29: Inbound and outbound goods. **Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.**

- Has the company revised pick-up and drop off collection points, procedures and markings?
- Has the company considered minimise unnecessary contact with security gatehouse, yard and warehouse?
- Where possible, use a single person to load and unload vehicles? Is this covered in the risk assessment/SOP/TBT?
- Where possible, use the same people to load when more than one is needed? Is this covered in the risk assessment/SOP/TBT?
- What are the arrangements to enable drivers to access welfare facilities, consistent with other guidance?
- How does the company encourage drivers to stay in their vehicles?

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

7.3 Government guidelines issued 11.05.2020: Working safely during COVID-19 in or from a vehicle

1. Page 4: 1. Thinking about risk. Objective: That all employers carry out a COVID-19 risk assessment.

-Does the risk assessment cover employees who work in or from a vehicle?

2. Page 5: 1.1 Managing risk. Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

This risk assessment covers this objective and focuses on **preventive measures**.

-Does the risk assessment and SOP-TBT cover increase frequency of handwashing and surface cleaning?

-Does the risk assessment cover work from home is option 1.

-Does the risk assessment cover further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

3. Page 6: Sharing the results of your risk assessment

-Is the risk assessment published on company website? Yes/No. This must be done >50 employees.

-Has the Government notice been published at all branches: Yes/No. If No why?

-Has the notice to be completed, Employer, date and who to contact: Yes/No

4. Page 7 and Page 8: Who should go to work. Objective: That everyone should work from home, unless they cannot work from home.

-Is the planning for minimum number of employees to be on site documented?

-What are the monitoring arrangements for wellbeing of employees working from home? Cover: Welfare, mental, physical health and personal security. Must provide advice and telephone support.

-What are the arrangements for providing equipment to employees who work from home?

5. Page 9: Equality in the workplace. Objective: To treat everyone in the workplace equally.

-What is the Equality policy?

6. Page 10: Social distancing. Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.

-What are the arrangements to maintain 2mtr social distance wherever possible?

-What are the arrangements at workshops considered and arranged for this requirement?

-What are the arriving at work? Entrance arrangements

-What are the departing form work? Exit arrangements

-While at work what are the arrangements for? Canteen, break rooms and meeting rooms

-What are the arrangements for travelling between sites?

If 2mtr rule cannot be complied with mitigating actions include:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

7. Page 11: Coming to work and leaving work. Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

-Staggered start times?

-Staggered leaving times?

-Additional parking and bike arrangements?

-Use markings to show one way flows entry and exit?

-Providing handwashing?

-Providing sanitisers at entry and exit points?

-Security devices and keypads?

-Deactivating turnstiles?

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

8. Page 11: 3.2 Moving around the buildings and worksite **Objective: To maintain social distancing wherever possible, while people travel through the workplace.**

- Reduced movement?
- Use radios and telephones? Cleaning after use?
- Reducing job and equipment rotation?
- Introducing one way flows in buildings?
- Lift arrangements? Sanitiser in lifts?
- Corridor arrangements regulated?

9. Page 12: 3.3 Social distancing in vehicles. **Objective: To maintain social distancing wherever possible between individuals when in vehicles.**

- What is the arrangement for avoiding multi-occupancy in a vehicle?
- What are the additional safety measures if people have to share a vehicle?
- What are the arrangement for cleaning vehicles?

10. Page 13: 3.4 Carrying out deliveries or collections. **Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the vehicle, especially in high volume situations, for example, distribution centres, despatch areas.**

- How are schedules prepared to avoid large crowds?
- Have pick up and collection points been revised?

11. Page 14: Accidents and incidents. **Objective: To prioritise safety during incidents.**

- What are the fire, accident and emergencies arrangement when the 2mtr will not apply?
- What is the first aid additional training for hand washing and sanitisation immediately afterwards?

12. Page 16-17: Managing your customers, visitors and contractors. **Objective: To minimise the contact risk resulting from people in vehicles, for example, taxi customers.**

- What is the arrangement for remote meetings with customers?
- What is the communication to limit numbers of visitors to site at any one time?
- How are schedules for essential services and contractors managed?
- What records are maintained of visitors and contractors?

13. Page 16 Providing and explaining available guidance **Objective: To make sure people understand what they need to do to maintain safety.**

- Has information been posted for social distance information for passengers and taxi drivers?

14. Page 18: Keeping the workplace clean. **Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.**

- What is the documented arrangement for frequent cleaning of work surfaces?
- What is the documented arrangement for frequency cleaning of door handles, fuel pumps, vehicle keys and adequate disposal arrangements?
- What are the arrangements for workers to wash hand before boarding?
- Are the sufficient quantities of hand sanitiser /wipes within vehicles to enable workers to clean hands after each delivery / drop-off.

15. Page 19: 5.3 Hygiene - Handwashing, sanitisation facilities and toilets **Objective: To help everyone keep good hygiene through the working day.**

Have the following been posted:

- Signs and notices to promote good hand washing practices?
- Signs and notices to avoid touching your face?
- Signs and notices to cough and sneeze into a tissue and bin immediately?
- When and how does the company provide regular reminders?
- Have the company provided hand sanitisers?
- Has the company set clear use and cleaning guidance for toilets and social distance in these areas?
- Has the company provided paper hand towels and not use hand dryers?

16. Page 19: Changing rooms and showers. **Objective: To minimise the risk of transmission in changing rooms and showers.**

- Has the company set clear guidance for changing rooms and shower? What is the clear guidance?
- Has the company introduced enhanced cleaning for these areas? What are the cleaning instructions?

17. Page 21 and Page 22: PPE and face coverings.

- Has a PPE risk assessment been carried out?

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

-Guidance on Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

18. Page 23 and 24: Workforce management-Shift patterns and working groups. **Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.**

- Has the company split teams in to shift groups?
- Has the company paired people who work together in vehicles?
- Has the company considered and risk assessed employees passing job information, sheets, spare parts, materials, consider drop off points or zones?

19. Page 25: Work related travel-Accommodation- **Objective: To keep people safe when they do need to travel overnight.**

- What are the arrangements for people who need to stay away from home?
- Does the accommodation use social distancing guidelines?

20. Page 25: Work related travel-Deliveries to other sites-**Objective: To help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices.**

- What are the procedures to minimise person-to-person contact when delivering to other sites?
- Does the company use electronic payment methods?

21. Page 26: Communications and training. 7.3.1 Returning to work. **Objective: To make sure all workers understand COVID-19 related safety procedures.**

- When and how does the company provide clear and regular communication?
- How does the company engage with employees using communication routes to explain and agree changes in working arrangement?
- Has the company developed communications and training material around arriving at work?

22. Page 26: Communications and training. 7.3.2 Ongoing communications and signage. **Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.**

- What are the ongoing employee engagement processes to monitor and understand unforeseen impacts of changes in working environment?
- Has the company covered awareness and focus on importance of mental health at times of uncertainty?
- Does the company use simple and clear messages to explain guidelines, consider other languages?
- Does the company use white boards, visual aids to explain changes in production schedules and reduce face-to-face contact?
- What are the communication procedures for supplier and contractors?

23. Page 27: Inbound and outbound goods. **Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site especially in high volume situations for example, distribution centres, despatch areas.**

- Has the company revised pick-up and drop off collection points, procedures and markings?
- Has the company considered minimise unnecessary contact with security gatehouse, yard and warehouse?
- Where possible, use a single person to load and unload vehicles? Is this covered in the risk assessment/SOP/TBT?
- Where possible, use the same people to load when more than one is needed? Is this covered in the risk assessment/SOP/TBT?
- What are the arrangements to enable drivers to access welfare facilities, consistent with other guidance?
- How does the company encourage drivers to stay in their vehicles?

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix A: Equality Policy

[Add here](#)

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

Appendix B: Government Covid-19 notice poster

This poster must be displayed in the reception area.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix C: Coronavirus signs posted at offices and branch reception doors

Post this in reception areas.

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix C1: Coronavirus Social Distancing poster

Post this in:

- Reception areas.
- Offices
- Meeting rooms
- Canteens
- Changing rooms
- Warehouse areas

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix C2: Coronavirus Social Distancing poster - Warehouse

Post this in:

- [Warehouse areas](#)

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix C3: Social distancing poster – Customer areas/desks

This poster must be displayed in:

- Reception desk
- Service reception desk
- Parts front counter desk

Hazard identification and assessment of OH&S risks		
Date: 20/07/2020	Version No. Approved	Reference: C19
Approved by: Harvinder Virdee.	Reviewed by (Risk assessment team name and job title) Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team	

Appendix C4: Catch it, Bin it, Kill it poster

This poster must be displayed in:

- Reception areas
- Offices
- Meeting rooms
- Canteens
- Changing rooms



Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix D: Floor markings at entrance and exit doors

[Add here](#)

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix E: Floor markings inside reception area

Add here

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix F: Protective screen at reception desks

Add here

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix G: Drop off and pick up points for parcels and packages

[Add here](#)

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix H: Visitors and Contractors questionnaire form

Add here

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix I: Working within 2mtr – Safe system of work toolbox talk No. ??

Europa Worldwide Dartford

Hazard identification and assessment of OH&S risks

Date: 20/07/2020

Version No. Approved

Reference: [C19](#)

Approved by:

[Harvinder Virdee.](#)

Reviewed by (Risk assessment team name and job title)

[Harvinder Virdee, Lee Sullivan, Company-C19 Risk Assessment Team](#)

Appendix J: Poster for using showers, locker and changing rooms

[Add here](#)