

Mail Solutions Risk Assessment Form



LOCATION	TASK / ACTIVITY	RECORD No.	ASSESSMENT PREPARED BY
HALESFIELD	COVID 19	COVID 1	ANDY POWIS
DATE OF ASSESSMENT	DATE ASSESSMENT REVIEWED	DATE NEXT REVIEW IS DUE	
12/05/2020	N/A	ONGOING	

S - Severity	1	Minor
	2	Moderate
	3	Major
	4	Serious
	5	Catastrophic

P: Likelihood	1	Unlikely
	2	Possible
	3	Likely
	4	Probable
	5	Certain

Risk (S x P)
Severity x Likelihood
Consider degree of possible injury & number affected

1-4	Low Risk
5-15	Medium Risk
16-25	High Risk

Persons at Risk	Identification of the Hazard	S	P	Risk Rating	Current Control Measures	S	P	Risk Rating	Further Control Measures Needed
Employee Contractors Visitors Drivers	Hand Washing Facilities at Work	4	4	16	<p>Hand Washing Facilities have hot and cold running water and are supplied with soap to wash hands. Hand dryers are also available to ensure hands are dry after washing them.</p> <p>Additional Hand Sanitisers have been installed outside the Canteen, in both staff entrances and in the offices to promote Hand Sanatising on a regular basis.</p> <p>Additional sinks have been installed on the shop floor with disposalable Blue roll to encourage staff to wash their hands regularly.</p>	2	2	4	
Employee Contractors	Cleaning of the Machines				All machines have been supplied with sanatising sprays to allow the machines				

Visitors Drivers		4	4	16	to be cleaned on a regular basis throughout the shift. Frequently cleaning and disinfecting of objects and surfaces that are touched regularly in high use areas.	2	2	4	
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<p>Employee Contractors Visitors Drivers</p>	<p>Social Distancing whilst on site</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>An assessment has been carried out to establish if as many staff members can carry out their work duties from home rather than work.</p> <p>With minimal staff now based in the offices the remaining staff are working from separate offices in order to ensure Social Distancing is maintained.</p> <p>Interaction between office based staff has been minimised as much as possible. Communication where possible is being done by either email or by telephone.</p> <p>There is no interaction between warehouse based staff and office staff with work being allocated into work tubs based just outside the offices</p> <p>Shifts start and finish times have been altered to allow the one shift to leave early and the following shift to come on site without any interaction.</p> <p>Nightshift now clock in and out in the Goods In area whilst day shift use the main Staff Entrance to enter and exit the building</p> <p>Signage has been place all around the building to inform staff of the Covid 19 virus and to keep Social Distancing whilst at work</p>	<p>3</p>	<p>2</p>	<p>6</p>	
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Employee Contractors Visitors Drivers	Staff with underlying Health conditions	4	4	16	All staff that may have underlying Health Conditions or concerns have been placed on Furlough to minimise the risk that may be posed by being at work	3	2	6	
					Regular communication update between staff and their Direct Line Manager to keep up to date with any issues or concerns				

Employee Contractors Visitors Drivers	Meetings held on Site	4	4	16	Meetings are kept to a minimal and the number of attendees minimised to ensure Social Distancing is maintained As many meetings as possible will be conducted by using Social Media Platforms where people can join the meetings from home	2	2	4	
Employee Contractors Visitors Drivers	Wearing PPE	4	4	16	All staff are supplied with PPE appropriate to their tasks and is readily available at all times	3	2	6	
Employee Contractors Visitors Drivers	Symptoms of Covid 19	4	4	16	All staff are aware of the symptoms for Coronavirus, Cough, Fever or Difficulty in Breathing. Any staff that become unwell whilst at work with a new cough or a high temperature will be sent home and advised to follow the stay at home guidance.	3	2	6	
Employee Contractors Visitors Drivers	Mental Health	4	4	16	Managers will promote Mental Health and Wellbeing awareness to all staff during the Coronavirus Outbreak. Regular communication to all staff and an open door policy to anyone who need additional support.	3	2	6	

Employee Contractors Visitors Drivers	Contractors on Site	4	4	16	Procedures are in place to ensure adequate welfare facilities are in place and available during their work on site. Contractors are made aware of the site rules with regards to Covid 19 and what restrictions are in place to protect them and our employees	2	2	4	
Employee Contractors Visitors Drivers	Drivers on site	4	4	16	Procedures are in place to ensure adequate welfare facilities are in available during their work. All companies that Mail Solutions use for deliveries have been informed of our restrictions whilst on site and our procedures for all drivers whilst on site Drivers are made aware of the site rules with regards to Covid 19 and what restriction are in place to protect them and our employees	2	2	4	
Employee Contractors Visitors Drivers	Welfare Facilities	4	4	16	We have created two canteens for the use by staff to reduce the volume of people in the room and keeping the social distancing The removal of chairs from the canteen allows for the Social Distancing whilst staff are on break Break times are staggered to minimise the volume of people using the canteen at any time	2	2	4	

Proposed Actions	Responsibility	Date to be Achieved	Follow Up / Monitoring Required	Signed by Responsible Person when action is Completed

Assessment Prepared By:	
Name:	Andy Powis
Position:	Health & Safety Representative
Signature:	
Date:	15/04/2020

Assessment Approved By:	
Name:	Andy Powis
Position:	Health & Safety Representative
Signature:	
Date:	15/04/2020

I acknowledge that I have been taken through the Hazards highlighted by this Assessment (Covid 1) and will adhere to the controls that have been explained to me.

Employee Name:	
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Employee Signature:	
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Date:	
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Personal Protective Equipment			
1		6	
2		7	
3		8	
4		9	
5		10	