

RISK ASSESSMENT BY GANDHI WINE SUPPLIERS LTD

RETURN TO WORK - PLANNING

Jun-20

AREA	POTENTIAL HAZARD	WHO IS AT RISK?	RISK RATING High, Medium, Low	PREVENTATIVE MEASURES
STAFF	Clinically extremely vulnerable, clinically vulnerable returning to the workplace.	[Who should return to work?] Clinically extremely vulnerable, clinically vulnerable staff (as per Government Guidance/Definitions)		Assessment of staff and circumstances carried out including: - Interview - Discover pre-existing conditions - Identified those who can work from home - Identified high risk staff - Identified those living with high risk staff - Identified staff with or living with someone with symptoms - Taken into account circumstances of those with different protected characteristics - Addressed travelling to and from work issues
TRAVELLING TO AND FROM WORK	Risk of spreading the COVID-19 virus.	[Transmission risk] Staff - Most staff travel to work by car or already car pool with a colleague	LOW	1. Follow government guidelines. Avoid/minimise public transport to get to work. 2. Allow more parking spaces for staff travelling to work by car 3. Confirm which staff travel to work by public transport. 2? out of 35 4. Consider working from home arrangements, if possible, for staff who cannot avoid public transport
OFFICE	Risk of spreading the COVID-19 virus.	[Transmission risk] Staff at work	MEDIUM	1. Instruct/encourage good cleaning, hand washing and hygiene practices. 2. Help people work from home, where possible and/or consider shift work 3. Maintain 2m social distancing where possible 4. If 2m social distancing not possible, manage transmission risk MEASURES - MAIN OFFICE 1. Staff and desks are organised side by side. Staff are facing away from each other (not face to face). On exception (Umesh and Iain) 2. Staff are assigned individual desks. There is no desk sharing. 3. Using floor tape and signage/posters to mark areas to help workers comply with social distancing guidelines 4. Increase contract cleaning frequency to daily. High frequency surfaces e.g. door handles 5. Provide hand sanitiser in multiple locations in addition to washrooms. 6. Communicate to staff, build awareness of good handwashing techniques; Increase frequency of hand washing; avoid touching face; cough/sneeze into tissue and dispose properly into bins 7. Introduce Shift Work/Fixed teams to minimise the number of staff on site, if possible.
WAREHOUSE	Risk of spreading the COVID-19 virus.	[Transmission risk] Staff at work	MEDIUM	1. Instruct/encourage good cleaning, hand washing and hygiene practices. 2. Maintain 2m social distancing where possible 3. If 2m social distancing not possible, manage transmission risk MEASURES - WAREHOUSE 1. Using floor tape and signage/posters to mark areas to help workers comply with social distancing guidelines 2. Increase contract cleaning frequency to daily. 5. Provide hand sanitiser in multiple locations in addition to washrooms. 6. Drivers to carry hand sanitisers with them at all times 7. Communicate to staff, build awareness of good handwashing techniques; Increase frequency of hand washing; avoid touching face; cough/sneeze into tissue and dispose properly into bins 8. Introduce Shift Work/Fixed teams , if possible, to minimise the number of staff on site. 9. Try to allocate customer deliveries to single driver rather than pairs. 10. If two person job necessary, try to maintain same pair of drivers. ACTION: Driver Meeting to communicate above points.
FACE COVERINGS	Risk of spreading the COVID-19 virus.	[Transmission risk] Staff at work <i>not</i> wearing face masks/coverings. Wearing of face coverings is not required by law by Government guidelines except in certain circumstances e.g. NHS, travelling on public transport When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering , not through the use of PPE.	LOW	MEASURES 1. Staff and visitors who want to wear a face coverings are supported. 2. Support staff in using face coverings safely, if they choose to wear one. This means telling staff to: - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before 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. ACTION: Return to Work Memo

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HANDLING GOODS AND VEHICLES - SUPPLIER DELIVERIES	Transmission through contact with Goods/Stock that come into/out of the workplace and vehicles at the worksite.	[Transmission risk] Warehouse and Drivers. Supplier deliveries	MEDIUM	<ol style="list-style-type: none"> Instruct/encourage good cleaning, hand washing and hygiene practices. Maintain 2m social distancing where possible If 2m social distancing not possible, manage transmission risk <p>MEASURES</p> <ol style="list-style-type: none"> Ask Delivery Driver to remain in vehicle. Maintain 2m social distancing where possible Maintain register of deliveries made, to assist test and trace procedures if needed. Reduce the frequency of supplier deliveries e.g. order in larger quantities Schedule/pre-book supplier deliveries to minimise number of deliveries per day.
HANDLING GOODS AND VEHICLES - DELIVERING TO CUSTOMERS	Transmission through contact with Goods/Stock that are delivered to Customer premises.	[Transmission risk] Drivers and Customers	MEDIUM	<ol style="list-style-type: none"> Instruct/encourage good cleaning, hand washing and hygiene practices. Maintain 2m social distancing where possible If 2m social distancing not possible, manage transmission risk <p>MEASURES</p> <ol style="list-style-type: none"> Drivers to carry hand sanitisers with them at all times. Drivers to wear gloves at all times. Drivers to carry face/mask covering with them just in case required by Customer to wear. Follow customer procedures when making deliveries. Unload stock and minimise entry into customer premises. e.g. Unload vehicle and "drop off" for customer to collect, if possible. Try to allocate customer deliveries to single driver rather than pairs. If two person job necessary, try to maintain same pair of drivers. <p>ACTION: Driver Meeting to communicate above points.</p>
COLLECTING PAYMENT FROM CUSTOMERS	Transmission through contact through Drivers collecting and cash and cheques from Customers.	[Transmission risk] Drivers and Customers - Customers mostly pay by bank transfer. - Few customers pay by cash and cheque.	LOW	<ol style="list-style-type: none"> Instruct/request customers to pay by Bank transfer. Instruct/request customers to call the office and pay by card.
CUSTOMERS/ VISITORS	Risk of spreading the COVID-19 virus.	<p>[Transmission risk] Staff, customers and visitors to the office</p> <ul style="list-style-type: none"> - No normal business practice for customers to come to the main office. Exception rather than rule. - Visitors to the office are by invitation of the Company Director and/or pre-arranged. - Sales Managers do not conduct meetings with customers at the office. Normal practice is for Sales Managers to meet at the customer's premises. 	LOW	<ol style="list-style-type: none"> Avoid/minimise meetings in the office. Conduct meetings by phone, video conference. If there are visitors to the office, request they register name and contact details in Visitors Book, to support test and trace procedures if required. If there are visitors to the office, encourage them to use hand sanitiser or hand washing facilities when they enter the office. Instruct Sales Managers to minimise face to face meetings with customers. Carry out meetings remotely as much as possible. <p>ACTION: Introduce Visitor's Book</p>
COMMON AREAS	Risk of spreading the COVID-19 virus.	<p>[Transmission risk] Staff</p> <ul style="list-style-type: none"> - Kitchen (office) - Kitchen (warehouse) - Toilet (office) - Toilet (warehouse) - Common areas are greater than 3m x 3m - Stairwell leading from building entrance to main office. 2m distance cannot be accommodated. 	LOW	<ol style="list-style-type: none"> Instruct/encourage good cleaning, hand washing and hygiene practices. Signage in common areas. Maintain 2m social distancing where possible. Restrict kitchen access to as few people as possible. Increase contract cleaning frequency to daily. High frequency surfaces e.g. door handles identified. Staff to "give way", and allow one way flow system up and down the stairwell.