

**Risk assessment
COVID-19 (Ref. RA-55 v.01)**

ECOBAT RISK ASSESSMENT		COVID-19 (Coronavirus)				Ref. RA-55																																																																															
<p>Description / Locations of the activity The following risk assessment is for any activity carried out by ECOBAT Logistics UK, including operations on site, and collections off site. COVID-19 is an illness that can affect the lungs and airways. It is caused by a virus called coronavirus. Symptoms can be mild, moderate, severe or fatal. This risk assessment has been completed using the guidance from World Health Organization (WHO), Public Health England (PHE) and NHS. Please also refer to COVID-19 Procedure SM42 and COVID-19 Controls SM43 for further information on COVID-19 at ECOBAT Logistics.</p>																																																																																					
<p>Those involved in the risk assessment Nicola Kerr</p>					<p>Assessment date May 2020</p>																																																																																
<p>Reviewed and updated (specify reasons) COVID-19 Pandemic Update May 2020</p>					<p>Next full review due July 2020</p>																																																																																
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Hazards Identified	Who may be harmed and how?	Persons exposed (Code)	Likelihood (L) 1-5	Severity (S) 1-5	RISK RATING (LxS)	Controls currently in place	Post Likelihood (L) 1-5	Post Severity (S) 1-5	POST RESIDUAL RISK (LxS)	More actions required to control risk further?	Action by whom?	Action by when?	Completed?																																																																								
Spread of COVID-19 Coronavirus	EBL Employees Visitors / Contractors to site Customers / members of public during collections	E, C, V, MP	5	5	20	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Drying of hands with disposable paper towels. Gel sanitisers in any area where washing facilities not readily available including vehicles Posters, leaflets and other materials are on display and updated regularly The number of people using toilet facilities at any one time has been restricted with use of altered break times, shift/start times. <p>Cleaning</p> <p>Frequently cleaning and disinfecting is in place on objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, welfare are using appropriate cleaning products and methods. A cleaning rota is signed by each individual daily. Rigorous checks are carried out by LT to ensure that the procedures are being followed. Cleaning products readily available in all keys areas of sites, including offices, kitchens and vehicles. Drivers instructed to regularly clean down vehicles throughout the day. Air purifiers have been installed within key areas on site.</p> <p>Social Distancing</p> <ul style="list-style-type: none"> Social distancing is in place throughout ECOBAT. Numbers of people working in any work area has been reduced to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. 	2	5	10	<ul style="list-style-type: none"> Continual monitoring of guidance by WHO, PHE, NHS & Government. 	LT	Continual																																																																									

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- Working schedules have been altered including start & finish times, working from home if possible, break times altered, relocating workers to other areas.
- Restricted access to key areas on site to ensure social distancing in place, in logistics office, operations office, weighbridge office and customs office.
- Protective screen implemented within customs office
- Location of seating within welfare area altered with chair being removed
- Conference calls are used instead of face to face meetings.
- Social distancing markings in place in welfare area, including toilets, and changing areas.
- Employees / contractors reminded on a regular basis on the importance of social distancing by SUSA discussions and TV information monitors.

PPE Operatives

Full body coveralls, hi-visibility clothing, steel toe capped boots, safety spectacles, cut level 5 / nitrile or PVC gloves *dependant on task*. *RPE not deemed mandatory due to social distancing measures implemented, however* FFP2 masks are available if operatives chose to wear.

PPE Drivers

Hi-visibility clothing, steel toe capped boots, safety spectacles, cut level 5 / nitrile or PVC gloves dependant on task. FFP2 when completing collections and social distancing cannot be maintained

PPE Office staff

Nitrile gloves to be used when handling any potential contaminated items such as consignment notes. FFP2 mask available
PPE is to be disposed of in to refuse bins on site.

Mental Health

Leadership promote mental health & wellbeing awareness to employees during the Coronavirus outbreak and offer any support they can to help.

<https://www.mind.org.uk/information-support/coronavirus>

Ecobat have an independent employee assistance programme, Health Matters - Contact number is readily available to all employees. 0800 988 0085.

Awareness, Communication & Consultation with Employees

Regular information being shared, with the use of toolbox talks, SUSA discussions, emails, and communication TV screens.

Covid-19 checklist introduced where each employee continuing work or returning to work (from working at home or furlough) complete which details all control measure. During the checklist copies of COVID 19 risk assessment, procedure and controls are handed out.

Welcoming feedback from employees. Employees are encourage to raise near misses and complete SUSA discussion in regards to COVID-19.

COVID Audits are completed by senior leadership on site ensuring control measures are implements and are being adhered to. Corrective actions recorded and action upon ASAP.

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Exposure to COVID-19 during customer collections (Including retail and industrial premises collections)	EBL Employees Customers / members of public during collections	E, C, MP	4	5	20	<p>Continual review with customers on their expectations, including their opening hours and accessibility.</p> <p>Guidance given to all EBL logistics members on vehicle and cab cleaning, personal hygiene and the government guidance.</p> <p>Consignment note signing is to be of a minimum with the customer, the driver to print the name of the customer on their behalf.</p> <p>Drivers provided with anti-bacterial industrial cleaning wipes.</p> <p>Each driver is provided with a box of disposable nitrile gloves to be used for each collection, along with at least five pairs of red PVC gloves. Protective coverall to be used for each collection, removed prior to entering in to vehicle. At least 3 disposable face masks have been given to the driver to be used for collections.</p> <p>Each driver is provided with either 110ml / 250ml of hand sanitiser which can be replenished when returned to site.</p> <p>Emphasis been made to ensure each driver stays at least 2meters distance from other people during collections, and wash their hands at any opportunity possible, using hand sanitiser when leaving entering their cab.</p> <p>Drivers advised to report any issue / concern immediately, and do not put themselves at risk for a collection. Collections can be aborted, however must contact the office from vehicle. PPE to be disposed of in dedicated container / bin.</p>	2	5	10	No further action to be taken			
Symptomatic employee at their home	EBL Employees	E	4	5	20	<p>Personal thermometers have been issued to all employees to complete temperature checks prior to travel to work. Employee consults NHS 111 online and/or GP, self-isolating for 7 days and informs the company, with regular updates on any developments.</p> <p>Employee begins self-isolation in line with PHE advice – HR must be informed at least 2 days before end of self-isolation of return to work.</p> <p>Implement COVID testing for employee on HMRC website.</p>	1	5	5	No further action to be taken			
Symptomatic employee / contractor on arrival to site	EBL Employees, Contractors	E, C	4	5	20	<p>All arriving on site will have temperature completed with non-contact thermometer when this is installed (Approx. June 2020), currently a handheld thermometers is in place and completing checks. Report to leadership, employee to return home – consult NHS 111 online and/or GP, self-isolating for 7 days and updates the company on developments. Access to work refused, and employee advised to go home. Employee to provide update on discussion with NHS 111 online and/or GP on health status and isolation advice.</p> <p>Implement COVID testing for employee on HMRC website.</p>	1	5	5	No further action to be taken			
Symptomatic employee / contractor whilst on site	EBL Employees, Contractors	E, C	4	5	20	<p>Regular communication with employees. Thermometers readily available, employees encouraged to complete temperature testing during the working day. Isolates self from others on site, use of disposable mask. Promptly communicating with departmental Manager including information on activities, locations and interactions with others during work on that day, begins self-isolation 7 days. The employee returns to their home, consults NHS111 online and/or GP and updates the company on developments. People in this condition will be temporarily isolated. They will be asked to identify all areas they have worked in and people they have interacted with and will be asked to return to their home.</p> <p>Review work areas of individual and perform cleaning in the working area frequented by the worker in line with PHE guidance. Where possible cleaning will be by specialist contractor who is familiar with the PHE guidance, a contractor has been identified and contacted, who are readily available if required.</p> <p>Implement COVID testing for employee on HMRC website.</p>	2	5	10	No further action to be taken			

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Symptomatic employee whilst off site	EBL Employees Customers / members of public during collections	E, MP	4	5	20	<p>Regular communication with employees. Thermometers readily available, employees encouraged to complete temperature testing during the working day. Isolates self from others. Promptly communicating with departmental Manager and returns to site. On return to site, driver is to stay in vehicle during offloading procedure and do not enter welfare area or other communal areas. Employee begins self-isolation 7 days.</p> <p>The employee returns to their home, consults NHS111 online and/or GP and updates the company on developments. Relevant communication made to ensure no contact is made with operatives on return to site – ensuring confidentiality is met</p> <p>Vehicle is either quarantined for a minimum of 72 hours or where possible cleaned by a specialist contractor who is familiar with the PHE guidance.</p> <p>Implement COVID testing for employee on HMRC website.</p>	2	5	10	No further action to be taken			
Effects from working from home i.e. mental health, stresses and strains associated with poor posture and inappropriate home office equipment	EBL Employees working from home	E	3	4	12	<p>Guidance for working from home has been issued to all staff, this highlights both VDU related issues but also, physical and mental health matters.</p> <p>All employees working from home have completed a home working VDU assessment. The assessment included the need to submit a photo of their work station. Those who had work stations that were not up to a suitable standard were informed and rectified. Staff were also offered the opportunity to take home any of their work office equipment whilst they are working from home. People have taken home office chairs, monitors, keyboards, wrist rests, etc</p> <p>We have our own employee assistance programme, health matters - Contact number is readily available to all employees. 0800 988 0085.</p>	1	4	4	No further action to be taken			
COVID-19 exposure to high risk employees	EBL High Risk Employees	E	2	5	10	<p>High risk employees include, but are not limited to, those who:</p> <ul style="list-style-type: none"> •have a long-term health condition, for example asthma, diabetes, heart disease, hepatitis, Parkinson’s disease or multiple sclerosis (MS) •have a weakened immune system as the result of medicines such as steroid tablets or chemotherapy •are pregnant •are aged 70 or over •are seriously overweight (a body mass index (BMI) of 40 or above) <p>All employees have been reviewed, those who fall in to the vulnerable category have been advised to ensure they take particularly strict social distancing measures. Furlough has also been implemented within the company, with 100% pay being received.</p>	1	5	5	No further action to be taken			