Vista Covid-19 Risk Assessment

Date of RAMS: 01/07/2020 (return from furlough date)	Location: Vista Warehouse & Offices,		
Address:	**Mitchells Farm London Road, Stapleford Tawney, Romford, RM4 1SP**		

Hazard	Who Might be Harmed and How?	Controls	What further actions do you need to consider to control the risks?	Who needs to carry out the actions?	When is the action needed by?
Getting or spreading coronavirus through workers working together.	Warehouse Workers and Office staff	• All office staff where possible to work from home. • Ensure those needed on the premises are socially distanced from each other by separate offices where possible, increase of desk spacing or staggering office times through shift patterns etc. • Provide additional PPE for use on the premises and on other premises visited – gloves, masks, personal hand sanitisers, advise to wash hands frequently • Discuss the symptoms of Coronavirus with staff to ensure they are aware	• Set up remote workstations at staff homes • Ensure staff information sharing of office time needed • Install screening • Place reminder posters strategically to staff continued information on symptoms and actions • Put in place monitoring and supervision to ensure people are following hygiene procedures and other guidance • Near-miss reporting may help to identify other control measures required or that staff are not following guidance	Warehouse Manager Health & Safety Officer	01/07/2020

Getting or spreading coronavirus in common use high traffic areas such as canteens, toilet facilities, entry/exit points to facilities and other communal areas	Workers Visitors Contractors Drivers coming to your business	Follow HSE guidance on welfare facilities, canteens etc: Identify: • Areas where people will congregate, • Areas where there are pinch points meaning people can't meet the social distancing rules • Areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc • Areas and surfaces that are frequently touched but are difficult to clean • Communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation • Agree and share with staff the combination controls put in place to reduce the risks e.g.: • Limit the number of people in office areas so that social distancing rules can be met, • Reorganise facilities in canteens so social distancing rules can be met • Put in place one-way systems in pedestrian traffic routes where possible to allow social distancing rules to be met • Leave non-fire doors open to reduce the amount of contact with doors and potentially improve workplace ventilation	Monitoring and supervision to make sure people are following the controls put in place	Warehouse Manager Health & Safety Officer Management Team	

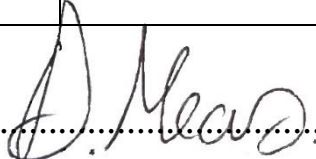|					
		• Provide lockers for people to keep personal belongings in • Keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier • Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens • Put signs up to remind people to wash and sanitise hands and not touch their faces • Put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it			
Getting or spreading coronavirus by not washing hands or not washing them adequately or by not cleaning surfaces, equipment and workstations	Workers Visitors Contractors Drivers coming to your business Drivers going out for your business	Use the Government guidance on cleaning and hygiene during the coronavirus outbreak • Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom • Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean • Reduce the need for people to move around your site as far as possible. • Avoid sharing work equipment by allocating it on personal issue	• Put in place monitoring and supervision to make sure people are following controls and implementing the cleaning regimes • Provide information and telling people who needs to clean and when • Provide instruction and training to people who need to clean. Include information on the products they need to use, precautions they need to follow, the areas they need to clean • Identify how you are going to replenish cleaning products	All staff	

		• Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors • that are not fire doors, using electronic documents rather than paperwork • Identify other areas that will need cleaning to prevent the spread of coronavirus, e.g. canteens, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it • Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc) and where they should be used, • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects • Provide more bins and empty them more often • Provide areas for people to store personal belongings and keep personal items out of work areas • clean things like reusable boxes regularly • Put in place arrangements to clean if someone develops symptoms of coronavirus in work			
Getting or spreading coronavirus through workers travelling to work together	Workers	Identify groups of workers who travel together and group them into a work cohort that remains constant. Ensure those travelling by public transport observe the Social Distancing rules and here masks as advised Reduce the use of public transport by arranging pick-ups for those workers in the same cohort	Discuss with the workers who travel together and agree how they will prevent the risks of spreading coronavirus	Operations Manager Supervisors Drivers/Workers	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	Follow the Government & HSE guidance on stress and mental health	• Share information with workers about mental health and wellbeing • Support referrals if personal stress and	Management team Supervisors	

		• Have regular keep in touch video meetings/calls with people working from home to talk about work issues • Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to if they need to talk things through • Involve the workers in the completion of risk assessments so they can identify possible problems/solutions • Keep workers updated on what's happening so they feel reassured • Discuss the issue of fatigue and to take regular breaks, encourage them to take leave, set work hours so they are not working too long	anxiety issues are identified		
Contracting or spreading the virus by not social distancing	Workers	Follow guidance on social distancing • Maintain records of staff reporting symptoms and the outcome • Advise/assist to undergo testing • Advise social isolation of co-workers where a worker reports contracting the virus • Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules • Identify how to keep people apart in line with social distancing rules in the first instance • Identify where it is not possible to meet social distancing rules and identify other physical measures to separate people put in place other measures to protect people. This can include - enhance cleaning regimes, increase in hand washing, limiting the amount of time people spend on a task etc. • Display signs reminding people to social distance	• Put in place arrangements to monitor and supervise to make sure social distancing rules are followed. • Provide information, instruction and training to people to understand what they need to do, • Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing, verbally remind people if required.	Management Team All Workers	

Musculoskeletal disorders from using DSE (Display Screen Equipment) at home for a long period of time	Remote Office Workers (working from home)	Follow the Company Employee Manual guidance on display screen equipment. • For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly • For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home		Managers and Office Staff working from home	
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Visiting Drivers Contractors	• Identify if additional ventilation to increase air flow in all or parts of workplace is possible • Ensure fresh air by keeping open all windows and doors wherever possible • Add further mobile ventilation units in enclosed areas • Switch ventilation systems to drawing in fresh air where they can, rather than recirculating air	Maintain air circulation systems in line with manufacturers' recommendations	Warehouse Manager Maintenance Staff	
Increased risk of infection and complications for vulnerable workers	Workers	Identify who in the work force fall into one of the following categories: - Clinically extremely vulnerable - People self-isolating - People with symptoms of Coronavirus • Discuss with employees what their personal risks are and identify what needs to be done in each case • Identify how and where someone in one of these categories will work in line with current government guidance • If they are coming into work identify how they will be protected through	Put systems in place so people know when to notify the Company that they fall into one of these categories, e.g. if they start chemotherapy or become pregnant or become diagnosed with a high-risk illness/condition	Management Team Workers	

		social distancing and hygiene procedures			
Increased risk to workers on clients' sites	Workers	• Ensure site survey is undertaken either by video or by senior staff personally prior to work commencing to ensure social distancing is possible and to assess how to minimise the risk of Coronavirus infection to staff and others • Undertake full risk assessment of the premises • Ensure adequate PPE is available for the duration of the work • Undertake toolbox talks either personally or by video to ensure staffs compliance with safe working procedures	• Advise client of additional safety precautions required to meet Covid compliance • Ensure Risk Assessment is monitored throughout work to address changes as required for safe working • Put systems in place to review and replenish PPE supplies before they run out	Project Manager Site Supervisor Client Workers	

Signed: .... Head of Projects (Health & Safety Officer)   **Dated:**............1/7/20..............