



RISK ASSESSMENT RECORD SHEET

Reference: BMB-GOOL12(rev1)


Subject : COVID-19


Location: Goole

Assessment by: Grainne Kelly, Helen Gething
 Authorised by: Helen Gething

Assessment Date: 26/05/20
 Reviewed: 04/06/20

Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations
Exposure to Chemical/Substance (COVID-19) Unwell or vulnerable workers coming to site	Very High	<ul style="list-style-type: none"> Baird Group follows Government guidelines to "work from home" or furlough employees Baird Group encourages employees to follow Government guidelines for self-isolation where worker has symptoms of COVID-19 or are categorised as shielded Government COVID-19 risk assessment declaration displayed at site entrances Regular e-mail contact with furloughed workers (c) Mental health app provided to all employees (c) Homeworking risk assessment drafted and use coordinated through Leeds head office (c) 	Possible	High	<ul style="list-style-type: none"> "Symptoms" posters to be displayed around site Implement schedule to change posters regularly to maintain awareness Include reminder of symptoms and self-isolation procedure in warehouse risk assessment summary
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc whilst travelling to work	Very High	<ul style="list-style-type: none"> Baird Group follows Government "work from home" policy where practicable Baird Group workers are instructed to travel by car only with people they live with Baird Group workers discouraged from using public transport 	Possible	High	<ul style="list-style-type: none"> Include travel policy in warehouse risk assessment summary
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces using shared facilities e.g. security access system, doors, stair handrails	Very High	<ul style="list-style-type: none"> Baird Group follows Government "work from home" policy where practicable Social distancing encouraged Baird Group workers instructed to wash their hands when they arrive after swiping in Hand sanitizer/sterilizer provided at building entrances Signs displayed to reinforce social distancing Site daily cleaning regime includes door handles and other shared surfaces Sharing of computers limited to despatch Keyboards and phones cleaned/wiped down 	Possible	High	<ul style="list-style-type: none"> Include instruction to wash hands after swiping in in warehouse risk assessment summary Investigate whether additional hand wash stations are required Provide hand sanitizer around site Include instruction to wipe down keyboards and phones regularly with sanitizing wipes in warehouse risk assessment summary Install social distancing signs as reminders in commonly used areas e.g. swipe card points at entrances/exits Social distancing, computer cleaning and

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		regularly by users <ul style="list-style-type: none"> Numbers of workers and toilets available means additional independent handwash station not required (c) 			hand cleaning awareness to be included in warehouse risk assessment summary <ul style="list-style-type: none"> Provide sanitizing wipes in offices on site Identify common shared surfaces on site and include on cleaning checklist e.g. clocking in/out machine, light switches Add comment to risk assessment summary to wipe down despatch keyboard after each use
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc whilst attending meetings	Very High	<ul style="list-style-type: none"> Avoid office-type 'face-to-face' meetings, use telephone 'conference calls', Microsoft Teams/Zoom conference calls, or other means of technology Keep meetings short, to the point and avoid sharing material, i.e. drawings, sample products, etc. No laptops/paperwork/pens to be shared during meetings Conduct face-to-face meetings/inductions in locations which allow social distancing Social distancing instructions included in warehouse risk assessment summary Briefings of warehouse workers conducted in warehouse allowing for social distancing rules to be followed 	Possible	High	<ul style="list-style-type: none"> Provide hand sanitizer in meeting rooms Identify in signage on each office/meeting room door the maximum number of people allowed in room Develop system to identify offices that have been used and need cleaning
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc whilst sharing offices	Very high	<ul style="list-style-type: none"> Shared offices in warehouse and 1st floor offices Dorgards fitting to main access doors on 1st floor offices – doors to be kept open to encourage ventilation 	Possible	High	<ul style="list-style-type: none"> Check social distancing guidelines can be achieved in shared/open plan offices If social distancing guidelines cannot be achieved fit screens between desks Encourage people sharing offices to keep windows open to increase ventilation
Exposure to	Very high	<ul style="list-style-type: none"> All business visitors/visits by employees from other 	Possible	High	<ul style="list-style-type: none"> Display notice on reception door indicating

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Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc when business visitors attend site		Baird Group sites to be authorised by Global Supply Chain Director <ul style="list-style-type: none"> • Only scheduled visitors to be allowed on site • All visitors to follow site COVID-19 rules while on site (e.g. social distancing) • Introduction of an electronic pre-visit health declaration system for business visitors being coordinated by Leeds head office (c) 			business visitors to wait outside building and ring so that they can be met at entrance <ul style="list-style-type: none"> • Suspend business visitor signing in system during pandemic • Include instructions for hosting business visitors in warehouse risk assessment summary • Include reception on cleaning checklist (including handles on doors and reception desk)
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc whilst using welfare facilities	Very High	Toilets <ul style="list-style-type: none"> • Baird Group follow Government “work from home”/furlough policy Canteen <ul style="list-style-type: none"> • Baird Group follow Government “work from home”/furlough policy • Canteens/drinking areas included in daily cleaning regime • Drink making area in 1st floor offices to be closed • Canteen at front of building to be allocated to office staff • Warehouse amenities to be limited to the use of warehouse workers Locker rooms <ul style="list-style-type: none"> • Lockers currently located in amenity area • Locker room included in daily cleaning regime Smoking Areas <ul style="list-style-type: none"> • Baird Group follow Government “work from home”/furlough policy • Smoking area outside 	Possible	High	<ul style="list-style-type: none"> • Create specific risk assessment summary for 1st floor office workers • Consider allocating toilets by office canteen for 1st floor office workers/business visitors only • Cover rules for the use of shared facilities e.g. toilets, canteen, locker room covered in warehouse risk assessment summary • Identify high risk contact areas in shared facilities and include on cleaning checklist • Identify the toilets that need to remain open for the number of people working on site and the maximum number of people that can use each toilet at a time and follow social distancing rules • Secure any toilets that are not going to be used closed • Display notice identifying maximum number of people that can use toilet on each toilet entrance door (where



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		<ul style="list-style-type: none"> Smoking area provides sufficient space for workers to comply with social distancing rules 			<ul style="list-style-type: none"> appropriate) Identify a system for demonstrating whether someone is in the toilet Display handwashing posters in each toilet Ensure each toilet in use provided with hot water, soap, disposable towels and a bin for disposable towels Ensure toilets in use included in daily cleaning checklist Allocate a toilet designated for collection delivery drivers and sign – if the toilet is within facilities used by employees clearly sign as “external driver toilet” Display notice indicating maximum number of people that can use warehouse amenity/ warehouse kitchen/office canteen at any time Consider having staggered break times to avoid queuing for using warehouse amenity/kitchen Remove additional kettles/drinks making facilities from around site (including kettles) e.g. 1st floor office, engineering area etc. Provide additional kettle in groundfloor office canteen Consider providing outside seating for breaks Provide sterilizing wipes in canteen Include instruction in warehouse risk



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					<p>assessment summary that workers must wipe down any surfaces they touch while making drinks/preparing food (e.g. water boiler tap, kettle handle, fridge door, microwave, vending machine buttons) and dispose of wipe immediately</p> <ul style="list-style-type: none"> • All current plates/mugs/cutlery being removed from canteen and employees to bring in what they need from home and store in locker/desk when not in use • Add comment about plates/mugs/cutlery to warehouse risk assessment summary • Provide disposable cups for visitor drinks • Include instruction in warehouse risk assessment summary that visitors must dispose of cups after use • Include instruction in warehouse risk assessment summary that workers must only make drinks for themselves • Provide hand sanitizer and/or soap & paper towels by each drinks making facility • Remove tables as planned from canteen to ensure those using it follow social distancing rules • Identify areas in amenity that need to be added to cleaning checklist e.g. chairs, tables • Implement one way system through warehouse amenity/kitchen • Relocate lockers away from the amenity


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					area <ul style="list-style-type: none"> • Include instruction in warehouse risk assessment summary that PPE must not be shared and must be stored in lockers when not in use • Include instruction in warehouse risk assessment summary that personal belongings including clothing must be stored in lockers while at work • Display notice in smoking area indicating the maximum number of people that can use area at any time • Include reference to limit on number of people using smoking area in warehouse risk assessment summary
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, whilst working in an office	Very High	<ul style="list-style-type: none"> • Baird Group follow Government “work from home”/furlough policy • Daily cleaning regime • Regular visitors to Goole from Baird Group head office in Leeds • Visitor hot desk cleaned thoroughly between each visit 	Possible	High	<ul style="list-style-type: none"> • Include instruction in warehouse risk assessment summary for office workers to wash their hands both before and after visiting the warehouse • Include instruction in warehouse risk assessment summary for office workers to identify when they have used their office and it needs cleaning • Include instruction in warehouse risk assessment summary for office workers to sanitise any shared office equipment immediately after use e.g. printers • Any proposal to prop open doors must be agreed taking the fire risk assessment into consideration • Provide single “hot desk” in 1st floor offices




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					for visitors to Goole from Baird Group head office in Leeds <ul style="list-style-type: none"> Develop and implement sanitizing rules for Goole hot desk in 1st floor offices
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, whilst using machine controls e.g. trolleys, garment rails, forklift truck, balers, pallet truck	Very High	<ul style="list-style-type: none"> Government “wash your hands” policy Hand sanitizer/sterilizer installed by frequently used doors Limited number of people operate machinery e.g. FLT Plastic balers located in locked room Cardboard baler locked off when not in use Picker trolleys allocated to one worker per shift Gloves available 	Possible	High	<ul style="list-style-type: none"> Include Government “wash your hands” policy in warehouse risk assessment summary Consider allocating bottle of sanitizer to each worker Provide sanitising wipes by shared controls Include instruction in warehouse risk assessment summary that controls to be wiped down before and after use Include instruction in warehouse risk assessment summary that other tables located in the warehouse to be sanitised before and after each use Include instruction in warehouse risk assessment summary that picking trolley handles, tape guns, zebra printers and scanners to be sanitised at the beginning and end of each pick Include instruction in warehouse risk assessment summary that garment rail handles to be sanitised each time they are moved Consider allocating one worker to drive FLT each day Display poster highlighting way to remove

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					gloves avoiding hand contamination
Exposure to Chemical/Substance (COVID-19) Unloading/loading vehicles	Very high	<ul style="list-style-type: none"> • Only scheduled deliveries/collections accepted • Sign outside warehouse at access control instructing drivers <ul style="list-style-type: none"> ○ that they must wait in cabs ○ that they have access to a toilet on site on request • If social distancing not possible and “close work” required when loading/unloading, face coverings to be worn • Where possible maintain good ventilation during “close contact” work (e.g. open doors etc.) • All workers carrying out offloading to wash hands thoroughly once offload completed • Face coverings disposed of daily • Only two people work on dock • Nitrile disposable gloves available 	Possible	High	<ul style="list-style-type: none"> • Include instructions on wearing face coverings in warehouse risk assessment summary • Ensure pairings on dock maintained • Allocate toilet for drivers and sign door to area • Workers to keep warehouse doors closed so far as is reasonably practicable to stop external drivers entering premises without permission – include instruction in warehouse risk assessment summary • Implement system to minimise the handling/transfer of paperwork from delivery/collection drivers • Add comment to warehouse risk assessment summary that gloves are available but not mandatory – regular hand washing more important
Exposure to Chemical/Substance (COVID-19) Return of goods	Very high	<ul style="list-style-type: none"> • Goods not returned directly to Goole – returned via Hartlepool 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc whilst cleaning	Very High	<ul style="list-style-type: none"> • Cleaning done by Baird Group staff between 07:00-11:00 • Daily cleaning arrangements and regular checks in place to maintain good standards of cleanliness in the site offices, welfare facilities, etc. • Waste bins in office, rest room, toilets, etc. emptied daily • Cleaning risk assessment completed (BMB- 	Possible	High	<ul style="list-style-type: none"> • Review cleaning risk assessment for COVID-19 hazards • Encourage workers to report concerns with cleaning standards in warehouse risk assessment summary

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		GOOL8) <ul style="list-style-type: none"> Cleaning products have undergone COSHH assessment 			
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc whilst working in engineering area	Very high	<ul style="list-style-type: none"> Only one employee operates engineering equipment and uses engineering area regularly When engineering/maintenance activities carried out elsewhere, warehouse cleaning/sanitizing procedures followed 	Not likely		<ul style="list-style-type: none"> Provide sanitizing wipes/sanitizing hand cleaner supply to Site Services Engineer Include in risk assessment summary that Site Services Engineer must sanitize equipment he is working on/maintaining before and after maintenance takes place
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc during an incident that requires first aid	Very High	<ul style="list-style-type: none"> Minimum of 1 qualified first aider/emergency first aider on site when warehouse operational First aid given using disposable gloves Both 1st aider and injured person to wear face covering while first aid given Avoid person to person contact where possible, if not then sterilise hands before and after giving first aid Chest compressions only for non-breathing casualties – NO RESCUE BREATHS All used PPE after 1st aid provided disposed of and replaced in 1st aid kit Clean and disinfect/sterilise all equipment after use 	Possible	High	<ul style="list-style-type: none"> Allocate 1st aid boxes to 1st aiders so they have control over contents and use Remove all openly available 1st aid materials into controlled area Add disposable face covering to 1st aid kits Discuss treatment proposals with First Aiders to ensure they understand their role Add first aid provision to warehouse risk assessment summary
Chemical/Substance (COVID-19)	Very High	<ul style="list-style-type: none"> Information about COVID-19 continually being updated Government guidance on managing COVID-19 risks changing regularly Global Supply Chain Director responsible for keeping COVID-19 risk assessments and risk assessment summaries up to date for Baird Group warehouses Regular formal reviews of control measures to be 	Not Likely	Medium	

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		completed <ul style="list-style-type: none"> Baird Groupworkers encouraged to raise any concerns about COVID-19 transmission with Warehouse Managers/Global Supply Chain Director 			