







<b>Reference: BMB-HARTL14(rev3)</b>  <b>Subject : COVID-19</b>  <b>Location: Hartlepool</b>		 <b>RISK ASSESSMENT RECORD SHEET</b>		<b>Assessment by: Grainne Kelly, Helen Gething</b> Authorised by: Helen Gething  <b>Assessment Date: 18/05/2020</b> <b>Reviewed: 01/06/20, 04/06/20, 29/06/20</b>	
Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations
<b>Exposure to Chemical/Substance (COVID-19)</b> Unwell or vulnerable workers coming to site	Very High	<ul style="list-style-type: none"> <li>• Baird Group follows Government guidelines to “work from home” or furlough employees</li> <li>• Baird Group encourages employees to follow Government guidelines for self-isolation where worker has symptoms of COVID-19 or are categorised as clinically vulnerable or clinically extremely vulnerable</li> <li>• Government COVID-19 risk assessment declaration displayed at site entrances (c)</li> <li>• Regular e-mail contact with furloughed workers (c)</li> <li>• Mental health app provided to all employees (c)</li> <li>• Homeworking risk assessment drafted and use coordinated through Leeds head office (c)</li> <li>• Symptoms posters displayed around site (c)</li> <li>• Employees encouraged to participate in UK Government’s test, track and trace system and self-isolate as part of the process</li> <li>• Reminder of symptoms and self-isolation procedure included in risk assessment summary (c)</li> </ul>	Not likely	Medium	<ul style="list-style-type: none"> <li>• Implement schedule to change posters regularly to maintain awareness</li> <li>• Complete and record risk assessment summary briefing</li> </ul>
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc whilst travelling to work	Very High	<ul style="list-style-type: none"> <li>• Baird Group follows Government “work from home” policy where practicable</li> <li>• Baird Group encourage workers to follow UK Government guidance on travelling to work e.g.             <ul style="list-style-type: none"> <li>○ workers are encouraged to travel by car only with people they live with</li> <li>○ workers are discouraged from using public transport</li> </ul> </li> <li>• Travel policy included in risk assessment summary (c)</li> </ul>	Not likely	Medium	
<b>Exposure to</b>	Very High	<ul style="list-style-type: none"> <li>• Baird Group follows Government “work from home”</li> </ul>	Not likely	Medium	<ul style="list-style-type: none"> <li>• Investigate the introduction of additional</li> </ul>


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<b>Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces using shared facilities e.g. security access system, doors, stair handrails		policy where practicable <ul style="list-style-type: none"> <li>• Social distancing encouraged</li> <li>• Baird Group workers instructed to wash their hands when they arrive after swiping in</li> <li>• Hand sanitizer/sterilizer provided at building entrances</li> <li>• Signs displayed to reinforce social distancing</li> <li>• Site daily cleaning regime includes door handles and other shared surfaces</li> <li>• No sharing of computers, laptops, or phones other than in Recall</li> <li>• In Recall, 2 people allocated to each computer so shared use of computer workstations limited (c)</li> <li>• Keyboards and phones cleaned/wiped down regularly by users</li> <li>• Hand sanitizer provided around site (c)</li> <li>• Social distancing signs installed as reminders in commonly used areas e.g. swipe card points at entrances/exits (c)</li> <li>• Sanitizing wipes provided in offices on site (c)</li> <li>• Risk assessment summary includes             <ul style="list-style-type: none"> <li>○ instruction to wash hands after swiping in</li> <li>○ instruction to wipe down keyboards and phones regularly with sanitizing wipes</li> <li>○ social distancing, computer cleaning and hand cleaning awareness</li> </ul> </li> <li>• Only shared office has sufficient space for social distancing between desks</li> <li>• Risk assessment summary advises those sharing offices to open windows when practicable to increase ventilation (c)</li> </ul>			hand wash stations <ul style="list-style-type: none"> <li>• Identify common shared surfaces on site and include on cleaning checklist e.g. clocking in/out machine, light switches</li> </ul>


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Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc whilst attending meetings	Very High	<ul style="list-style-type: none"> <li>Avoid office-type 'face-to-face' meetings, use telephone 'conference calls', Microsoft Teams/Zoom conference calls, or other means of technology</li> <li>Keep meetings short, to the point and avoid sharing material, i.e. drawings, sample products, etc.</li> <li>No laptops/paperwork/pens to be shared during meetings</li> <li>Conduct face-to-face meetings/inductions in locations which allow social distancing</li> <li>Social distancing instructions included in risk assessment summary</li> <li>Briefings of warehouse workers conducted in warehouse allowing for social distancing rules to be followed</li> <li>Hand sanitizer provided in meeting rooms (c)</li> <li>Bins to be placed outside office doors to identify which offices have been used and need cleaning (c)</li> </ul>	Not likely	Medium	<ul style="list-style-type: none"> <li>Identify in signage on each office/meeting room door the maximum number of people allowed in room</li> </ul>
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc when business visitors attend site	Very high	<ul style="list-style-type: none"> <li>All business visitors to be authorised by Global Supply Chain Director</li> <li>Only scheduled visitors to be allowed on site</li> <li>All visitors to follow site COVID-19 rules while on site (e.g. social distancing)</li> <li>Introduction of an electronic pre-visit health declaration system for business visitors being coordinated by Leeds head office (c)</li> <li>Business visitor signing in system suspended during pandemic (c)</li> </ul>	Not likely	Medium	<ul style="list-style-type: none"> <li>Locate hand sanitizer at reception and instruct all visitors to sanitize their hands on entering the premises</li> <li>Send business visitors a list of COVID-19 instructions they will need to follow prior to visiting site</li> <li>Include in business visitor instructions that if they choose to wear face coverings, they should be prepared to remove them if asked to do so by staff for identification</li> </ul>

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		<ul style="list-style-type: none"> <li>Business visitor instructions covered in risk assessment summary (c)</li> <li>Notice displayed on reception door indicating business visitors to wait outside building and ring so that they can be met at entrance (c)</li> <li>Reception included on cleaning checklist (including handles on doors and reception desk) (c)</li> </ul>			purposes
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc whilst using welfare facilities	Very High	<ul style="list-style-type: none"> <li>Risk assessment summary includes rules on use of shared facilities (c)</li> </ul> <b>Toilets</b> <ul style="list-style-type: none"> <li>Baird Group follow Government “work from home”/furlough policy</li> <li>Handwashing posters displayed in each toilet (c)</li> <li>Each toilet in use provided with hot water, soap, disposable towels and a bin for disposable towels (c)</li> <li>Toilets that are not going to be used secured closed (c)</li> <li>System for demonstrating whether someone is in the toilet developed and included in risk assessment summary (c)</li> </ul> <b>Canteen</b> <ul style="list-style-type: none"> <li>Baird Group follow Government “work from home”/furlough policy</li> <li>Canteens/drinking areas included in daily cleaning regime</li> <li>Sterilizing wipes provided in canteen (c)</li> <li>Hand sanitizer and/or soap &amp; paper towels provided by each drinks making facility (c)</li> <li>Tables removed from canteen to ensure those using it follow social distancing rules (c)</li> </ul>	Possible	High	<ul style="list-style-type: none"> <li>Identify whether there are any workers for whom English is not their first language or who have visual impairments and whether an alternative method of communicating the COVID-19 rules needs to be provided</li> <li>Identify high risk contact areas in shared facilities and include on cleaning checklist</li> <li>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</li> <li>Display notice identifying maximum number of people that can use toilet on each toilet entrance door</li> <li>Ensure toilets in use included in daily cleaning checklist</li> <li>Allocate a toilet for collection delivery drivers and sign with designation</li> <li>Consider having staggered break times to avoid queuing for canteen/vending machines</li> <li>Provide disposable cups for visitor drinks</li> <li>Implement one way system through locker</li> </ul>


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Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations
		<ul style="list-style-type: none"> <li>• Risk assessment summary includes instruction to 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 (c)</li> <li>• Risk assessment summary includes rules about use of mugs/plates/cutlery (c)</li> <li>• Risk assessment summary includes instruction that visitors must dispose of cups after use (c)</li> <li>• Risk assessment summary includes instruction that workers must only make drinks for themselves (c)</li> <li>• Notice displayed indicating maximum number of people that can use canteen/drinks making facilities and locker room at any time (c)</li> <li>• All current plates/mugs/cutlery removed from canteen and employees bringing in what they need from home and store in locker when not in use (c)</li> <li>• Areas in canteen that need to be added to cleaning checklist identified e.g. chairs, vending machine buttons (c)</li> </ul> <p><b>Locker rooms</b></p> <ul style="list-style-type: none"> <li>• Locker room is large and allows for social distancing</li> <li>• Locker room included in daily cleaning regime</li> <li>• Risk assessment summary includes instruction that PPE must not be shared and must be stored in lockers when not in use (c)</li> <li>• Risk assessment summary includes instruction that personal belongings including clothing must</li> </ul>			room <ul style="list-style-type: none"> <li>• Review location of current lockers and consider reallocating lockers so people more spread out in locker room</li> </ul>


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Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations
		be stored in lockers while at work (c) <ul style="list-style-type: none"> <li>• Contact surfaces in locker rooms included on cleaning checklist (c)</li> </ul> <b>Smoking Areas</b> <ul style="list-style-type: none"> <li>• Baird Group follow Government “work from home”/furlough policy</li> <li>• Smoking area outside</li> <li>• Smoking area provides sufficient space for workers to comply with social distancing rules</li> <li>• Risk assessment summary includes instruction to limit on number of people using smoking area (c)</li> <li>• Notice displayed in smoking area indicating the maximum number of people that can use area at any time (c)</li> </ul>			
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, whilst working in an office	Very High	<ul style="list-style-type: none"> <li>• Baird Group follow Government “work from home”/furlough policy</li> <li>• Daily cleaning regime</li> <li>• No hot desking for employees based at Hartlepool – people allocated office and use designated desk</li> <li>• Visitors (including people from other Baird Group sites) only work on site about once every 2/3 weeks and use single desk</li> <li>• Visitor hot desk cleaned thoroughly between each visit</li> <li>• Frequently used fire doors fitted with Dorgards reducing need for regular contact with doors</li> <li>• Risk assessment summary includes (c)             <ul style="list-style-type: none"> <li>○ instruction for office workers to wash their hands both before and after visiting the warehouse</li> <li>○ for office workers to identify when they have</li> </ul> </li> </ul>	Not likely	Medium	


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		used their office and it needs cleaning by placing bin outside door <ul style="list-style-type: none"> <li>○ to sanitise any shared office equipment immediately after use e.g. printers</li> </ul>			
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, whilst using machine controls e.g. packing tables, ski lifts, forklift truck, balers, pallet truck, rails	Very High	<ul style="list-style-type: none"> <li>• Government “wash your hands” policy</li> <li>• Hand sanitizer/sterilizer installed by frequently used doors</li> <li>• Limited number of people operate machinery e.g. ski lifts/FLT</li> <li>• Balers located in less frequented areas</li> <li>• Web packing tables allocated to one worker per shift</li> <li>• Picker trolleys allocated to one worker per shift</li> <li>• Gloves available</li> <li>• Sanitising wipes provided by shared controls (c)</li> <li>• Poster displayed highlighting way to remove gloves avoiding hand contamination (c)</li> <li>• Risk assessment summary includes (c)             <ul style="list-style-type: none"> <li>○ UK Government hand washing policy</li> <li>○ Machine controls to be wiped down before and after use</li> <li>○ Web packing tables to be sanitised at beginning and end of shift</li> <li>○ Non-web packing tables to be sanitised before and after each use</li> <li>○ Picking trolley handles, picking poles, tape guns, zebra printers and scanners to be sanitised at the beginning and end of each pick</li> <li>○ Garment rail handles to be sanitised each time</li> </ul> </li> </ul>	Not likely	Medium	<ul style="list-style-type: none"> <li>• Consider allocating bottle of sanitizer to each worker</li> </ul>

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Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations
		they are moved ○ Team Leaders should consider allocating one worker to drive FLT each day			
<b>Exposure to Chemical/Substance (COVID-19)</b> Unloading/loading vehicles	Very high	<ul style="list-style-type: none"> <li>• Only scheduled deliveries/collections accepted</li> <li>• Sign outside warehouse at access control instructing drivers             <ul style="list-style-type: none"> <li>○ that they must wait in cabs</li> <li>○ that they have access to a toilet on site on request</li> </ul> </li> <li>• If social distancing not possible and “close work” required when loading/unloading, face coverings to be worn</li> <li>• Where possible maintain good ventilation during “close contact” work (e.g. open doors etc.)</li> <li>• All workers carrying out offloading to wash hands thoroughly once offload completed</li> <li>• Face coverings disposed of daily</li> <li>• Only two people work on dock</li> <li>• Nitrile disposable gloves available</li> <li>• Comment added to risk assessment summary that gloves are available but not mandatory – regular hand washing more important (c)</li> <li>• Risk assessment summary includes instruction for workers to keep warehouse doors closed so far as is reasonably practicable to stop external drivers entering premises without permission (c)</li> <li>• Instructions n use of face coverings included in risk assessment summary (c)</li> <li>• Toilet allocated for drivers and door signed (c)</li> <li>• System implemented to minimise the</li> </ul>	Not likely	Medium	<ul style="list-style-type: none"> <li>• Ensure pairings on dock maintained</li> </ul>



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Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations
		handling/transfer of paperwork from delivery/collection drivers (c)			
<b>Exposure to Chemical/Substance (COVID-19)</b> Return of goods to E-commerce/Recall	Very high	<ul style="list-style-type: none"> <li>Gloves available</li> <li>Quarantine area provided in Recall – returned good remain in area for 72 hours before being sorted</li> <li>Poster displayed highlighting way to remove gloves avoiding hand contamination in Recall (c)</li> <li>Quarantine for E-commerce and Recall covered in risk assessment summary (c)</li> </ul>	Not likely	Medium	
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc whilst cleaning	Very High	<ul style="list-style-type: none"> <li>Cleaning done by Baird Group staff between 12:00-16:00</li> <li>Cleaning risk assessment complete (BMB-HARTL13)</li> <li>Daily cleaning arrangements and regular checks in place to maintain good standards of cleanliness in the site offices, welfare facilities, etc.</li> <li>Waste bins in office, rest room, toilets, etc. emptied daily</li> <li>Cleaning products have undergone COSHH assessment</li> <li>Employees encouraged to report any concerns with cleaning/COVID-19 in risk assessment summary (c)</li> </ul>	Possible	High	<ul style="list-style-type: none"> <li>Review cleaning risk assessment for COVID-19 hazards</li> </ul>
<b>Exposure to Chemical/Substance (COVID-19)</b> worker driving Baird Group van	Very high	<ul style="list-style-type: none"> <li>Only authorised drivers allowed to drive van</li> <li>No passengers to be taken in van</li> <li>Driver to sterilise all controls, door handles, other contact areas before and after using van</li> <li>Sanitizer bottle to be allocated to each Baird Group worker</li> <li>Rules for van use covered in risk assessment</li> </ul>	Not likely	Medium	

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Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations
		summary (c)			
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc during an incident that requires first aid	Very High	<ul style="list-style-type: none"> <li>Minimum of 1 qualified first aider/emergency first aider on site when warehouse operational</li> <li>First aid given using disposable gloves</li> <li>Both 1<sup>st</sup> aider and injured person to wear face covering while first aid given</li> <li>Avoid person to person contact where possible, if not then sterilise hands before and after giving first aid</li> <li>Chest compressions only for non-breathing casualties – <b>NO RESCUE BREATHS</b></li> <li>All used PPE after 1<sup>st</sup> aid provided disposed of and replaced in 1<sup>st</sup> aid kit</li> <li>Clean and disinfect/sterilise all equipment after use</li> <li>1<sup>st</sup> aid provision covered in risk assessment summary (c)</li> </ul>	Possible	High	<ul style="list-style-type: none"> <li>Allocate 1<sup>st</sup> aid boxes to 1<sup>st</sup> aiders so they have control over contents and use</li> <li>Add disposable face covering to 1<sup>st</sup> aid kits</li> <li>Discuss treatment proposals with First Aiders to ensure they understand their role</li> </ul>
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc during an emergency evacuation	Very high	<ul style="list-style-type: none"> <li>Evacuation takes priority, although duration workers have to be within 2m likely to be low</li> <li>Once evacuation complete, social distancing can be maintained at assembly point</li> </ul>	Not Likely	Medium	<ul style="list-style-type: none"> <li>Review FEP for COVID-19 risk controls</li> </ul>
<b>Chemical/Substance (COVID-19)</b>	Very High	<ul style="list-style-type: none"> <li>Information about COVID-19 continually being updated</li> <li>Government guidance on managing COVID-19 risks changing regularly</li> <li>Global Supply Chain Director responsible for keeping COVID-19 risk assessments and risk assessment summaries up to date for Baird Group warehouses</li> <li>Regular formal reviews of control measures to be</li> </ul>	Not Likely	Medium	

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