



RISK ASSESSMENT RECORD SHEET

Reference: BMB-HARTL14(rev5)

Subject : COVID-19


Location: Hartlepool


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


Assessment Date: 18/05/2020


Reviewed: 01/06/20, 04/06/20, 29/06/20, 25/08/20, 31/03/21


Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations
Exposure to Chemical/Substance (COVID-19) Higher rate of COVID-19 in Hartlepool area resulting in local lockdown	Very High	<ul style="list-style-type: none"> Government authorities will announce local restrictions Baird Group will comply with local restrictions 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Employees who live in an area under local lockdown or who have returned from a country that is not listed by the UK Government as a low risk area	Very high	<ul style="list-style-type: none"> Warehouse Manager will ensure that employees follow UK Government guidelines for self-isolation if aware that they have had a positive COVID-19 test or shares accommodation with someone who exhibits the symptoms Warehouse Manager will ensure that employees follow UK Government isolation guidelines (if relevant) when returning from abroad 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) More than one confirmed case of COVID-19 associated with Hartlepool site	Very High	<ul style="list-style-type: none"> HR Director is Single Point of Contact (SPOC) for any Baird Group COVID-19 outbreak and will coordinate action with Public Health England in the event of an outbreak Baird Group maintain records of who attends which shifts 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Unwell workers coming to site	Very High	<ul style="list-style-type: none"> Baird Group follows Government guidelines to "work from home" where practicable Baird Group encourages employees to follow Government guidelines for self-isolation where worker has symptoms of COVID-19 or have tested positive for COVID-19 Government COVID-19 risk assessment declaration displayed at site entrances (c) 	Not likely	Medium	


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		<ul style="list-style-type: none"> • Symptoms posters displayed around site (c) • Employees encouraged to participate in UK Government's test and trace system and self-isolate as part of the process • Reminder of symptoms and self-isolation procedure included in risk assessment summary (c) • Employees have been briefed on risk assessment summary (c) • Posters changed to maintain employee awareness (c) • COVID-19 arrangements discussed at Employee Representative/Health and Safety Committee Meeting in 08/20 • Local COVID-19 test site close to Hartlepool warehouse – employees will be encouraged to book/take lateral flow test if they exhibit symptoms of COVID-19 at work by Warehouse Manager 			
Exposure to Chemical/Substance (COVID-19) Employees coming to site when workload/nature of work does not require it	Very high	<ul style="list-style-type: none"> • Baird Group follows Government guidelines for home working or furloughing employees where appropriate • 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) 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Employees who are at a higher risk of infection	Very high	<ul style="list-style-type: none"> • Baird Group encourages employees to follow Government guidelines • Employees who are at higher risk encouraged to return to work taking into account their increased risk, the risk controls in place and consulting them 	Not likely	Medium	


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and/or an adverse outcome if infected (including extremely clinically vulnerable or those who live with someone who is extremely critically vulnerable)		about the process			
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 encourage workers to follow UK Government guidance on travelling to work e.g. <ul style="list-style-type: none"> ○ workers are encouraged to travel by car only with people they live with ○ workers are discouraged from using public transport • Travel policy included in risk assessment summary (c) 	Not likely	Medium	
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/sanitize their hands when they arrive after swiping in • Hand sanitizer provided at building entrances • Signs displayed to reinforce social distancing • Site daily cleaning regime includes door handles and other shared surfaces • No sharing of computers, laptops, or phones other than in Recall • Areas around workstations marked on floor to encourage social distancing 	Not likely	Medium	


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		<ul style="list-style-type: none"> • In Recall, 2 people allocated to each computer so shared use of computer workstations limited (c) • Keyboards and phones cleaned/wiped down regularly by users • Cleaning checklist generated includes common shared surfaces – signed daily when completed(c) • Hand sanitizer provided around site (c) • Need for additional handwash stations considered but sanitising stations installed instead (c) • Social distancing signs installed as reminders in commonly used areas e.g. swipe card points, at entrances/exits, in warehouse gangways (c) • One-way floor arrows marked on wide warehouse gangways • Sanitizing wipes provided in offices on site (c) • Risk assessment summary includes <ul style="list-style-type: none"> ○ instruction to wash/sanitize hands after swiping in ○ instruction to wipe down keyboards and phones regularly with sanitizing wipes ○ social distancing, computer cleaning and hand cleaning awareness • Only shared office has sufficient space for social distancing between desks • Risk assessment summary advises those sharing offices to open windows when practicable to increase ventilation (c) • Generally good ventilation in warehouse areas and most office areas have limited occupation reducing the risk of aerosol transmission 			
Exposure to Chemical/Substance	Very High	<ul style="list-style-type: none"> • Avoid office-type ‘face-to-face’ meetings, use 	Not likely	Medium	<ul style="list-style-type: none"> • Identify in signage on each office/meeting


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(COVID-19) Exposure to infected people and/or surfaces, etc whilst attending meetings		telephone 'conference calls', Microsoft Teams/Zoom conference calls, or other means of technology <ul style="list-style-type: none"> • 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 risk assessment summary • Briefings of warehouse workers conducted in warehouse allowing for social distancing rules to be followed • Hand sanitizer provided in meeting rooms (c) • Bins to be placed outside office doors to identify which offices have been used and need cleaning (c) • Meeting rooms have openable windows allowing increased fresh air into area 			room door the maximum number of people allowed in room <ul style="list-style-type: none"> • Put notice on meeting room table indicating that meeting room windows must be open if more than two people using room
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc when business visitors attend site	Very high	<ul style="list-style-type: none"> • All business visitors to be authorised by Global Supply Chain Director • Only scheduled visitors to be allowed on site • All visitors to follow site COVID-19 rules while on site (e.g. social distancing) • Temporary partition erected on reception desk to protect employees from aerosol contamination from visitors • Electronic pre-visit health declaration system for business visitors developed by Leeds head office 	Not likely	Medium	


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		(c) <ul style="list-style-type: none"> • Business visitor signing in system suspended during pandemic (c) • Business visitor instructions covered in risk assessment summary (c) • Notice displayed on reception door indicating business visitors to wait outside building and ring so that they can be met at entrance (c) • Reception included on cleaning checklist (including handles on doors and reception desk) (c) • Hand sanitizer provided at reception - all visitors instructed to sanitize their hands on entering the premises (c) • Visitors asked to complete and sign COVID-19 declaration/instructions either before visiting site or when they arrive (c) 			
Exposure to Chemical/Substance (COVID-19) Use of face coverings	Very high	<ul style="list-style-type: none"> • Face coverings not mandatory at work but supplied if workers choose to wear them • Posters displayed demonstrating how to wear a face covering safely and how to remove them safely • Sufficient bins available for disposing of potentially contaminated PPE and cleaning materials 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc whilst using welfare facilities	Very High	<ul style="list-style-type: none"> • Risk assessment summary includes rules on use of shared facilities (c) • If non-English speaking workers or those who have visual impairments identified, alternative methods of communicating COVID-19 standards used (instead of risk assessment summary) (c) Toilets <ul style="list-style-type: none"> • Baird Group follow Government “work from 	Not likely	Medium	<ul style="list-style-type: none"> • Schedule use of canteen to allow air “purging” between uses and instruct employees to open windows as they leave area to increase fresh air flow


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		<p>home”/furlough policy where practicable</p> <ul style="list-style-type: none"> • Handwashing posters displayed in each toilet (c) • Each toilet in use provided with hot water, soap, disposable towels and a bin for disposable towels (c) • Toilets that are not going to be used secured closed (c) • System for demonstrating whether someone is in the toilet developed and included in risk assessment summary (c) • Toilets in use display sign indicating how many people can use toilets at time (c) • Toilets included in daily cleaning checklist (c) • Toilet allocated for security contractors and delivery drivers and clearly signed (c) <p>Canteen</p> <ul style="list-style-type: none"> • Baird Group follow Government “work from home”/furlough policy where practicable • Canteens/drinking areas included in daily cleaning regime • Sterilizing wipes provided in canteen (c) • Hand sanitizer and/or soap & paper towels provided near to each drinks making facility (c) • Tables removed from canteen to ensure those using it follow social distancing rules (c) • 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) 			


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		<ul style="list-style-type: none"> • Risk assessment summary includes rules about use of mugs/plates/cutlery (c) • Risk assessment summary includes instruction that visitors must dispose of cups after use (c) • Risk assessment summary includes instruction that workers must only make drinks for themselves (c) • Notice displayed indicating maximum number of people that can use canteen/drinks making facilities and locker room at any time (c) • One-way system implemented for canteen • 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) • Areas in canteen that need to be added to cleaning checklist identified e.g. chairs, vending machine buttons (c) • Disposable cups available for visitors (c) • Openable windows available in canteen during busier times <p>Locker rooms</p> <ul style="list-style-type: none"> • Locker room is large and allows for social distancing • Locker room included in daily cleaning regime • Risk assessment summary includes instruction that PPE must not be shared and must be stored in lockers when not in use (c) • Risk assessment summary includes instruction that personal belongings including clothing must be stored in lockers while at work (c) 			


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		<ul style="list-style-type: none"> Contact surfaces in locker rooms included on cleaning checklist (c) One-way system implemented for locker room (c) Smoking Areas <ul style="list-style-type: none"> Baird Group follow Government “work from home”/furlough policy Smoking area outside Smoking area provides sufficient space for workers to comply with social distancing rules Risk assessment summary includes instruction to limit on number of people using smoking area (c) Notice displayed in smoking area indicating the maximum number of people that can use area at any time (c) 			
Exposure to Chemical/Substance (COVID-19) Airborne exposure to COVID-19 due to need for those present to raise their voices when communicating	Very high	<ul style="list-style-type: none"> If background music played too loudly people encouraged to raise/project their voices – this increases the risk of aerosol transmission Local background music played throughout warehouse – but volume controlled 	Not likely	Medium	
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 where practicable Daily cleaning regime No hot desking for employees based at Hartlepool – people allocated office and use designated desk Visitors (including people from other Baird Group sites) only work on site about once every 2/3 weeks and use single desk Visitor hot desk cleaned thoroughly between each 	Not likely	Medium	

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		visit <ul style="list-style-type: none"> • Frequently used fire doors fitted with Dorgards reducing need for regular contact with doors • Risk assessment summary includes (c) <ul style="list-style-type: none"> ○ instruction for office workers to wash their hands both before and after visiting the warehouse ○ for office workers to identify when they have used their office and it needs cleaning by placing bin outside door ○ to sanitise any shared office equipment immediately after use e.g. printers 			
Exposure to Chemical/Substance (COVID-19) 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"> • Government “wash your hands” policy implemented • Hand sanitizer/sterilizer installed by frequently used doors • Limited number of people operate machinery e.g. ski lifts/FLT • Balers located in less frequented areas • Web packing tables allocated to one worker per shift • Picker trolleys allocated to one worker per shift • Gloves available • Sanitising wipes provided by shared controls (c) • Poster displayed highlighting way to remove gloves avoiding hand contamination (c) • Risk assessment summary includes (c) <ul style="list-style-type: none"> ○ UK Government hand washing policy ○ Machine controls to be wiped down before and after use 	Not likely	Medium	

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Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations
		<ul style="list-style-type: none"> ○ Web packing tables to be sanitised at beginning and end of shift ○ Non-web packing tables to be sanitised before and after each use ○ Picking trolley handles, picking poles, tape guns, zebra printers and scanners to be sanitised at the beginning and end of each pick ○ Garment rail handles to be sanitised each time they are moved ○ Team Leaders should consider allocating one worker to drive FLT each day 			
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 ● Comment added to risk assessment summary that gloves are available but not mandatory – regular 	Not likely	Medium	

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		hand washing more important (c) <ul style="list-style-type: none"> • Where 2m social distancing rules cannot be followed, employees are allowed to work within 1m with the following risk controls in place:- <ul style="list-style-type: none"> ○ Activity kept as short as possible ○ Hand washing frequency increased ○ Face shield or face covering to be worn • Comment added to TRA summary • 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) • Instructions on use of face coverings included in risk assessment summary (c) • Toilet allocated for drivers and door signed (c) • System implemented to minimise the handling/transfer of paperwork from delivery/collection drivers (c) • Pairings on dock maintained SFARP (c) 			
Exposure to Chemical/Substance (COVID-19) Return of goods to E-commerce/Recall	Very high	<ul style="list-style-type: none"> • Gloves available • Quarantine area provided in Recall – returned good remain in area for 48 hours before being sorted • Poster displayed highlighting way to remove gloves avoiding hand contamination in Recall (c) • Quarantine for E-commerce and Recall covered in risk assessment summary (c) 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19)	Very High	<ul style="list-style-type: none"> • Cleaning done by Baird Group staff between 12:00-16:00 • Cleaning risk assessment complete (BMB- 	Possible	High	

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Exposure to infected people and/or surfaces, etc whilst cleaning		HARTL13) <ul style="list-style-type: none"> • 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 products have undergone COSHH assessment • Employees encouraged to report any concerns with cleaning/COVID-19 in risk assessment summary (c) • Cleaning risk assessment reviewed for COVID-19 hazards (c) 			
Exposure to Chemical/Substance (COVID-19) worker driving Baird Group van	Very high	<ul style="list-style-type: none"> • Only authorised drivers allowed to drive van • No passengers to be taken in van • Driver to sterilise all controls, door handles, other contact areas before and after using van • Sanitizer bottle to be allocated to each Baird Group worker • Rules for van use covered in risk assessment summary (c) 	Not likely	Medium	
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 	Possible	High	

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		replaced in 1 st aid kit <ul style="list-style-type: none"> • Clean and disinfect/sterilise all equipment after use • 1st aid provision covered in risk assessment summary (c) • 1st aid boxes allocated to 1st aiders (c) • Disposable face coverings added to 1st aid boxes (c) • 1st aiders briefed on additional risks (c) 			
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc during an emergency evacuation	Very high	<ul style="list-style-type: none"> • Evacuation takes priority, although duration workers have to be within 2m likely to be low • Once evacuation complete, social distancing can be maintained at assembly point • FEP reviewed for COVID-19 risks (c) 	Not Likely	Medium	
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 completed • Baird Groupworkers encouraged to raise any concerns about COVID-19 transmission with Warehouse Managers/Global Supply Chain Director 	Not Likely	Medium	