

Coronavirus Risk Assessment for Deliveries

Location/Dept: Group Tyre Wholesale Ltd – Aylesbury & Potters Bar			Date Assessed: 18 August 2020			Assessed by: Natasha Hamblin / John Kingman				
Task/Activity: Deliveries during coronavirus			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Controls Measures Required	
						Likelihood (1-5)	Severity (1-5)	Risk/Priority		
Deliveries	Contact with persons suffering from coronavirus	Drivers Contractors Customers Members of the public	5	5	25	<p>Emergency Action Plan (EAP) in place and communicated to all members of staff and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.</p> <p>All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p> <p>Company ‘Return to Work’ Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.</p> <p>Employees encouraged to download NHS COVID-19 app on personal phones and follow instructions received when it is made available.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>

						<p>Employees instructed to download NHS COVID-19 app on their business phone, use during working hours and follow instructions received when it is made available.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
Deliveries	Contact with persons who may have been exposed to coronavirus – foreign travel	Drivers Contractors Customers Members of the public	5	5	25	<p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>Employees who have returned from a country which is not on the government’s list of travel corridors should quarantine themselves, even if they do not show any symptoms.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>
	Contact with persons who may have been exposed to coronavirus	Drivers Contractors Customers Members of the public	5	5	25	<p>Anyone who can work from home will be asked to. Where this cannot be done, the minimum amount of people will be asked to work on site.</p> <p>Employees who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>

Deliveries					<p>categories will be assessed and provisions made accordingly.</p> <p>The business will aim to maintain two-metre social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.</p> <p>In an emergency, for example an accident or fire, people do not have to stay two metres apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others will pay particular attention to sanitation measures immediately afterwards, including washing hands.</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the business to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between staff. Further mitigating actions include:</p> <ul style="list-style-type: none"> • Increasing the frequency of handwashing and surface cleaning; • Keeping the activity time involved as short as possible; • Using screens or barriers to separate people from each other; • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others); • Avoiding multiple-occupancy vehicles where safe to do so. • Avoiding sharing vehicles if possible. • If it is not possible to keep a two-metre distance in a vehicle, considering additional safety measures. 				<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>
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	Contact with persons who may have been exposed to coronavirus	Drivers Contractors Customers Members of the public	5	5	25	<p>The business will reduce movement by:</p> <ul style="list-style-type: none"> Where possible, reducing the number of workers at base depots or distribution centres at a given time based on minimum operational safety requirements; 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

Deliveries						<ul style="list-style-type: none"> • Scheduling times for the collection of goods to avoid over-crowding; • Picking goods ahead of collection and loading onto vehicles without interacting with the driver; • Reducing job and location rotation; • Planning for the minimum number of people needed on the premises to operate safely and effectively; • Monitoring the wellbeing of people who are working from home and helping them to stay connected to the rest of the workforce; and • Keeping in touch with off-site workers on their working arrangements, including their welfare, mental and physical health and personal security. 				Control measures will be revised daily and updated when the latest government guidance is released.
Deliveries	Contact with persons who may have been exposed to coronavirus – where social distancing cannot be implemented in vehicle	Drivers Contractors Customers Members of the public	5	5	25	<p>The business will implement the following measures where workers have no alternative but to work within two metres to minimise the risk of transmission:</p> <ul style="list-style-type: none"> • Clear signage to outline social distancing measures in place; • Single-person or contactless refuelling where possible; • Using physical screening, provided this does not compromise safety, for example through reducing visibility; • Sitting side-by-side not face-to-face and increasing ventilation where possible; • Using a fixed pairing system if people have to work in close proximity, for example in a vehicle; • Making sure vehicles are well-ventilated to increase the flow of air, for example by opening a window; and • Ensuring regular cleaning of vehicles, in particular between different users. 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>

Deliveries	Contact with persons who may have been exposed to coronavirus – carrying out deliveries	Drivers Contractors Customers Members of the public	5	5	25	<p>All drivers will be required to wear a face covering when entering the premises unless medically exempt or exempt under the regulations.</p> <p>The business will:</p> <ul style="list-style-type: none"> • Implement scheduling to limit exposure to large crowds and rush hours where appropriate. • Revise pick-up and drop-off collection points and procedures with signage and marking. • Where possible and safe, have single workers load or unload vehicles. • Minimise unnecessary contact at gatehouse security, yard and warehouse, for example non-contact deliveries where the nature of the product allows for the use of electronic pre-booking. • Maximise the use of electronic paperwork where possible and review procedures to enable safe exchange of paper copies where needed, for example required transport documents. • Enable drivers to access welfare facilities when required and consistent with other guidance. • If possible, make arrangements with clients prior to the delivery to leave the parcel/package/goods in a safe location without coming into contact with anyone. Also, if possible, we will try to avoid going inside buildings or enclosed premises. Instead, arrange the delivery by the outside door/gate. • Instruct drivers to remain mindful when entering the building/premises to avoid any physical contact with individuals (e.g. handshakes, patting shoulders, etc.) and to keep contact with objects (e.g. door handles, handrails, etc.) to a minimum. 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>
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Deliveries	Contact with persons suffering from coronavirus – common areas	Drivers Contractors Customers Members of the public	5	5	25	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Staggering break times to reduce pressure on break rooms or canteens; Using safe outside areas for breaks; Creating additional space by using other parts of the workplace or building that have been freed up by remote working; Encouraging workers to bring their own food; Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions; Encouraging staff to remain on-site and, when not possible, maintain social distancing while off-site; Encouraging storage of personal items and clothing in personal storage spaces, for example lockers and during shifts. 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>
Deliveries	Contact with persons suffering from coronavirus – customers, visitors and contractors	Drivers Contractors Customers Members of the public	5	5	25	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Encouraging visits via remote connection/working where this is an option; Where site visits are required, explaining site guidance on social distancing to customers and members of the public on or before arrival; Limiting the number of customers and members of the public at any one time; Limiting visitor times to a specific time window and restricting access to required customers and members of the public only; 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>

						<ul style="list-style-type: none"> • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example carrying out services at night; • Maintaining a record of all customers and members of the public, if this is practical; • Revising visitor arrangements to ensure social distancing and hygiene, for example where someone physically signs in with the same pen in receptions; • Providing clear guidance on social distancing and hygiene to people on arrival (for example, signage or visual aids) and before arrival (for example by phone, on the website or by email); • Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for customers and members of the public; • Reviewing entry and exit routes for customers, members of the public and contractors to minimise contact with other people; • Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available; • Providing regular reminders and signage to maintain personal hygiene standards; • Providing hand sanitiser; • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible; • Enhancing cleaning for busy areas; • Providing more waste facilities and more frequent rubbish collection; 				
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						<ul style="list-style-type: none"> Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities; and Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day. 				
Deliveries	Contact with persons suffering from coronavirus – contact with objects that come into the workplace and vehicles at the worksite	Drivers Contractors Customers Members of the public	5	5	25	<p>The business will introduce:</p> <ul style="list-style-type: none"> Cleaning procedures for goods and merchandise entering the site; Cleaning procedures for vehicles; Greater handwashing and handwashing facilities for workers handling goods and merchandise and provide hand sanitiser where this is not practical; Regular cleaning of vehicles that workers may take home; and Restrictions on non-business deliveries, for example personal deliveries to workers. 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>
Deliveries	Contact with persons suffering from coronavirus – personal hygiene	Drivers Contractors Customers Members of the public	5	5	25	<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straightaway. Wash your hands with soap and hot water often – use hand sanitiser gel if soap and hot water are not available. Try to avoid close contact with people who are unwell. Clean and disinfect frequently-touched objects and surfaces (including steering wheel, cab, mobile phone or other devices). Do not touch your eyes, nose or mouth if your hands are not clean. Avoid double-crewing of vehicles where possible. 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>

						<ul style="list-style-type: none"> • If handing over vehicle to another driver at end of shift, cab area is to be cleaned thoroughly. This should include all door handles and associated equipment (all areas that driver may come in contact with) using suitable sanitising materials. All waste is to be disposed of in suitable bins and not left at laybys. • Pop-up handwashing stations (where possible). • If possible, avoid going into warehouse office for documentation (pass documents through door). • Avoid using home base and clients' rest rooms. • Ensure the cab is clean prior to starting your shift. • Use the truck stop for a short period of time only, ensuring minimal contact with other persons. • Thoroughly wash hands when using toilet facilities. • If eating at truck stop, get a takeaway and eat in cab or outside to avoid any close contact. <p>Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre.</p>				
Deliveries	Contracting and spreading of infection	Drivers Contractors Customers Members of the public	5	5	25	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straightaway. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>

						<ul style="list-style-type: none"> Clean and disinfect frequently-touched objects and surfaces. Do not touch your eyes, nose or mouth if your hands are not clean. <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p>				
Drivers	Disposal of waste that may be contaminated by a coronavirus sufferer (driver)	Drivers Contractors Customers Members of the public	5	5	25	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative. This can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>
Deliveries	Contact with persons suffering from coronavirus – shift patterns and travel to work	Drivers Contractors Customers Members of the public	5	5	25	<p>The business will:</p> <ul style="list-style-type: none"> As far as possible, where staff are split into teams or shift groups, fix these teams or shift groups so that, where contact is unavoidable, this happens between the same people. Minimise non-essential travel. Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. Clean shared vehicles between shifts or on handover. Where workers are required to stay away from their home, centrally log the stay and make sure any overnight accommodation meets social distancing guidelines. 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised daily and updated when the latest government guidance is released.</p>

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date

