

Company Name:					FENWICK HAULAGE LTD					
Location:					DONCASTER					
Date of Assessment:		12/05/2020		Review Date:		12/05/2021		Revision No:		1
Persons Exposed:	Employees:	✓	Other Workers:	✓	Public / Visitors:	✓	Young Persons:	✓	Estimated total number of persons at risk:	100
	New / Expectant Mothers:	✓	Vulnerable Persons:	✓	Other:					

Task Description:	Risk assessment for the possible transmission of Coronavirus / COVID-19 in the transport and logistics industry.
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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
				<p>The company has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> The UK Government (UK Gov) (https://www.gov.uk/coronavirus), Public Health England (PHE) (https://www.gov.uk/government/organisations/public-health-england) 						

Lack of Information

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www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19),

- National Health Service (NHS) (<https://www.nhs.uk/conditions/coronavirus-covid-19/>)
- Health and Safety Executive (HSE) (<https://www.hse.gov.uk/news/coronavirus.htm>)

Specific information for freight transport is available on the government

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It is strongly recommended that the information from the Tool Box Talk on Coronavirus be displayed in the site welfare cabin / drivers mess.

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website at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Updates are passed to all staff members to ensure that they are kept informed.

A toolbox talk has been developed and will be given to all employees. Records of the briefing will be kept.

There are daily news broadcasts on terrestrial and satellite television and so it is likely that all employees are keeping up to date with updates on the virus.

All employees are provided with information on good hygiene measure to include:

- washing hands with soap and water often – do this for at least 20 seconds

Transmission of Virus / Hygiene

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- washing hands when you get home or into work.
- using hand sanitiser gel if soap and water are not available.
- covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.
- putting used tissues in the bin straight away and wash hands afterwards.
- not touching eyes,

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Ensure that notices are displayed requiring all persons arriving on site to use hand sanitiser, or similar, on arrival to the site.

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nose or
mouth
if
hands
are not
clean.

All persons are
instructed to obey
'social distancing'
wherever possible.
This means
maintaining a 2m
separation
wherever
practicable.
Drivers should
stay in their
vehicle where
possible.

Hand sanitiser
will be provided
in all vehicles and
drivers
encourages to use
in addition to soap
and water.

Supplies of soap
and hand sanitiser
are available for
use.
Hand sanitiser, or
similar, is
available in the
site office and all
visitors and staff
are instructed to
use this on arrival
to the site.

Vehicles will be
deep cleaned
when required.

<p>Housekeeping</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Adequate supplies of cleaning materials are kept on site. Cleaning staff have been instructed to increase the frequency of cleaning wherever possible.</p> <p>Surfaces where regular contact is likely, such as door handles, and canteens / welfare facilities are being prioritised to ensure that they are cleaned.</p> <p>Housekeeping staff are trained in the correct use of cleaning equipment and chemicals.</p> <p>The site is subject to regular cleaning by trained and competent persons. If required a 'deep clean' is able to be requested.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.</p>	<p>✓</p>	
<p>Emergency Procedures</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>The company has formulated an emergency plan to follow should closure be required.</p> <p>Employees have been made aware of the emergency plan.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>None Required</p>	<p>✓</p>	
				<p>The symptoms of</p>						

**Persons
Becoming
Unwell**

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the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its symptoms.

Employees are instructed to remain at home at the first onset of any symptom and inform management.

If drivers become unwell while driving the vehicle, they should contact management and return to the depot immediately if safe to do so. If this is not possible the vehicle should be parked in a safe place and management contacted immediately to advise of the situation. The driver should then contact NHS 111 and seek advice. Arrangements will be made accordingly to ensure the safety of the driver and return of the vehicle.

Employees are instructed to follow official

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Site Management to remain vigilant for employees displaying the signs of symptoms of Coronavirus

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				<p>Government guidance on isolation procedures and the time that they are to remain away from work.</p> <p>If employees develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe).</p>						
Vulnerable Persons	4	5	20	<p>The company is able to access the list of those persons classified as a 'vulnerable person' at any time from the UK Government:</p> <ul style="list-style-type: none"> For people identified on medical grounds: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extrem 	1	5	5	None Required	✓	

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The company's
policy on
Vulnerable
Persons will
follow the official
advice as above.

<p>Social Distancing</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Employees are instructed to maintain social distancing where possible.</p> <p>Sharing vehicles should be avoided unless essential.</p> <p>Employees must ensure that personal hygiene standards are maintained to a high standard.</p> <p>The company will ensure that handwashing facilities are available.</p> <p>Infection control techniques must be increased to include regular washing of surfaces using a sanitiser with an alcohol content >60%.</p> <p>If tasks require employees to be closer than 2m, then face covering, gloves may be worn and increasing hygiene and ensuring that the duration of the task is kept to a minimum.</p> <p>Any task which requires skin to skin contact must be avoided.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>None Required</p>	<p>✓</p>	
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<p>Lack of PPE</p>	<p>4</p>	<p>5</p>	<p>15</p>	<p>PPE is not thought to be required for normal working tasks.</p> <p>The company does has adequate levels of PPE, to include face masks and gloves, for tasks such as cleaning.</p> <p>While not normally necessary face coverings may be worn as per government guidance if necessary.</p> <p>Employees are able to obtain PPE when required.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>None Required</p>	<p>✓</p>	
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Visitors	4	5	20	<p>Only essential visitors should be permitted to attend site, if possible.</p> <p>All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered.</p> <p>Visitors are instructed to wash hands on arrival at the site and when leaving.</p> <p>Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>If a visitor refuses to follow the company's policies in any way then they are to be removed from site immediately.</p> <p>Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p>	2	5	10	Ensure that information posters and notices are prominently displayed in site offices and welfare facilities.	✓	
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Name of Assessor:	Ainslie Johnson CMIO SH	Signature:	
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