

Risk Assessment- National Pandemic Outbreak (E.g. COVID_19)

Site/Location:	All PDL Branches	Reference:	PDL Group RA001	Issue:	Rev 4
Assessed by:	Robert Johnson	Date assessed:	October 2020		
		Date of previous review:	Third review (May 2020)		

Hazard identified & nature of possible harm	Who might be harmed	Existing control measures	Likelihood	Severity	Risk Score	Further actions required	New risk score
Out of date information from UK Government being followed.	Employees, Visitors Contractors	<ul style="list-style-type: none"> All UK Gov Agency being monitored weekly for updates Workplace guidance issued when new UK Gov guidance has been published. Risk assessment reviewed against current guidance PDL Covid-19 standard issued to all branches outlining day to day practices. 			4		
Employees displaying Covid-19 symptoms of infection before coming to work.	Employees, Visitors Contractors	<ul style="list-style-type: none"> Employees instructed to stay at home if displaying symptoms. Employees should contact their Line Manager at the Branch. Employees should follow the current advice from Gov.uk website with regard to self-isolation. Perspex Distribution Ltd is an employer of Essential workers and so all Employees have 	2	4	8		

		<p>access to COVID-19 testing. Employer Referral portal.</p> <ul style="list-style-type: none"> • If Employee is tested result must be shared with HR Dept. • Dependent on the result advice will be provided to the Employee by the HR Dept. • Sick pay in accordance with contract and Government Guidelines. 					
Employees displaying symptoms of infection at work.	Employees, Visitors Contractors	<ul style="list-style-type: none"> • Individuals to notify Manager and leave the Branch if fit to do so. • Individual to follow 'stay at home' advice on Gov.co.uk • Perspex Distribution Ltd is an employer of Essential workers and so all Employees have access to COVID-19 testing. Employer Referral portal. • If Employee is tested result must be shared with HR Dept. • Dependent on the result advice will be provided to the Employee by the HR Dept. • 999 will be used if individual is exhibiting breathing difficulties and needing immediate care. • Individual to be moved to isolation office if fit enough to do so. • Person helping individual should wear a face covering and wash their hands immediately after dealing with person. • Person making call will advise of potential outbreak. • Govt test and trace will contact any staff in close proximity of the individual to advise them. 	2	4	8	<ul style="list-style-type: none"> • Location to be identified for isolation of individuals that are not fit enough to remove themselves from site • A deep clean of the infected person's workplace area. • A deep clean of communal areas.-Using advice from GOV.UK website. 	

Employees Diagnosed with infection- Spread of infection within the workforce.	Employees, Visitors Contractors	<ul style="list-style-type: none"> Employee should inform Line Manager. Under the Essential worker rules family members who show symptoms will be allowed to use the Referral portal for testing. If Employee is tested result must be shared with HR Dept. Dependent on the result advice will be provided to the Employee by the HR Dept. Work area of diagnosed employee should be cleaned at the earliest opportunity. Internal communication sent to other Employees and branches. 	2	4	8	<ul style="list-style-type: none"> A deep clean of communal areas.-Using advice from GOV.UK website. A deep clean of the infected persons workplace area Await advice from Public Health England.
Employee has had contact with a person infected with the infection e.g. family member	Employees, Visitors Contractors	<ul style="list-style-type: none"> Employee to inform Line Manager via Phone. Employee to work from home (where possible) and follow Government Guidelines for Isolation. Under the Essential worker rules the employee allowed to use the Essential workers Referral portal for testing If Employee is tested result must be shared with HR Dept. Dependent on the result advice will be provided to the Employee by the HR Dept. 	1	4	4	

6. Travelling abroad on business.	Employees,	<ul style="list-style-type: none"> The Managing Director has instructed all staff that this is suspended until further notice. 	1	4	4	
7. Business traveling in the UK	Employees,	<ul style="list-style-type: none"> No public transport should be used to travel to meetings- Cars Only Employees should use video or tele conferences as a preferred option. When visiting customer premises please follow the customers hygiene rules. If possible wash your hands prior to the meeting and after the meeting. If washing facilities are not available use anti-bacterial gel. Employees will be kept up to date with any changes to this policy by the management team through e mails 	2	4	4	
Employees delivering product to our Customers.	Employees	<ul style="list-style-type: none"> Employees wipe the steering wheel, handles and other parts of the dashboard which would be commonly used at the start of the shift. Employee washes hands prior to leaving the branch. When visiting delivery points Employees should practice social distancing with customers. Employees should wash their hands at every opportunity. Employees should use Anti- 	2	4	8	Ensure supplies of Ant-Bac Gel/ Face coverings are available to all employees.

		<p>BAC Gel if hand washing is not available.</p> <ul style="list-style-type: none"> • Employees returning to the branch should ensure they wash their hands. • Disposable Face covering available for our drivers if required. • When POD's or cash payment are handled by PDL Drivers they should use the washing facility if available or Alcohol Gel provided. • Drivers returning to the branch should wear face masks when within the branch building. 				
<p>Visiting customer/Contractors to reception.</p> <p>Potential carrier of infection to branch Employee.</p>	Employees	<ul style="list-style-type: none"> • Customer notices with regard to COVID 19. • Face coverings to be worn by all Visitors, Contractors, collection drivers visiting the branch • Employees should not shake hands with customers • Employees should keep a 2m distance from the Visitor. • Anti-Bac Gel and tissues available at reception. • Employees to minimise visitors to reception by offering alternative forms of communication. • Telephone, • Video calls etc • Card machine to be wiped down (anti-virus spray) after use by visitors. 	1	4	4	Face covering signage for reception areas.

Visiting Drivers to the branches	Employees, Visitors Contractors	<ul style="list-style-type: none"> • Visiting drivers instructed to use Anti-Bac Gel provided at entrance to warehouse. • Face coverings to be worn by visiting Drivers if entering the warehouse/branch • Signage at front of building outlining social distancing rules. • Visiting Drivers are allowed to use toilet facilities only as outlined in HSE guidance. • Visiting drivers to stay in vehicle and not allowed in canteen facilities 	1	4	4	Face covering signage for Warehouse entrances.	
Vulnerable staff/person	Employees	<ul style="list-style-type: none"> • Sanitiser and washing facilities available to all staff. • Face coverings for all staff available. • E mail communication asking all potential vulnerable staff to identify themselves to the Branch Manager/HR Dept. 	1	4	4		
Use of communal areas, shared office and other spaces Shared office equipment- Photocopier key pad Credit card machine -Spread of infection	Employees, Visitors Contractors	<ul style="list-style-type: none"> • Anti-bacterial wipes and tissues placed in communal areas. • Hard surfaces sprayed with an Anti-virus surface cleaner daily • Soap and hot water maintained in bathrooms • Paper Hand towels available • Cleaning company asked to daily clean shared areas. • All shared Forklift trucks to be wiped down at start and finish of each working day. • If Forklift trucks shared wipe down should happen between 	1	4	4		4

		<p>individual drivers.</p> <ul style="list-style-type: none"> • Canteen facilities used by one person at a time. • Toilets for single use at a time. • Signage for Toilets 'single use only' • All cluster desks have screens fitted to isolate each staff member • No Hot desking within the Office • All shared equipment in office to be wiped down at the start of every day with an anti-bacterial spray.-Photo-copier -card machine. • All Office staff travelling between Warehouses to wear face covering. See Guidance in Covid 19 Guidance. 				
Internal meetings -Spread of infection	Employees	<ul style="list-style-type: none"> • Any Branch meeting must be undertaken following guidelines of staff more than 2m apart. • Face coverings should also be worn. 	2	4	8	
Removal of deep clean material	Employees	<ul style="list-style-type: none"> • If a deep clean had occurred all used cleaning products to be double bagged. • Rubbish to be kept for 72 hours prior to releasing into general waste skip. Waste from a positive case-advice to be taken from Public health England. 	2	4	8	
Staffing shortages- _ Limiting business turnover.	Warehouse Staff Drivers Office Staff	<ul style="list-style-type: none"> • Branch Managers to seek advice from Senior management team on releasing resources 	2	4	8	

Please Note: Perspex Distribution Limited have produced the risk assessment taking into account current advice from the UK Government. (May 2020)
 The Risk assessment will be reviewed when and if the advice is updated by the UK Government

Mr R Johnson
 H & S Compliance and Process Manager

Risk Value = Likelihood x Severity

Probability score (likelihood)	Impact score (severity)				
	1	2	3	4	5
1	1 (Low)	2 (Low)	3 (Low)	4 (Low)	5 (Med)
2	2 (Low)	4 (Low)	6 (Med)	8 (Med)	10 (High)
3	3 (Low)	6 (Med)	9 (High)	12 (High)	15 (High)
4	4 (Low)	8 (Med)	12 (High)	16 (High)	20 (Very high)
5	5 (Med)	10 (High)	15 (High)	20 (Very high)	25 (Very high)

Likelihood (of harm being realised) X **Severity** (of potential harm) = **RISK**

20-25 Very High _ immediate action required.

10-20 High –Implement controls within 6 weeks

5-9 Medium- Additional controls to be implemented in a timely manner (3 months)

1-4 Low -Acceptable