

MetroMail RISK ASSESSMENT

Assessment: Name	Working Safely during Covid-19
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Task Description	Location:	MetroMail Seaham
Asses the risks of working during the Covid-19 outbreak and implement suitable controls to allow the business to continue to safely operate.		
	List Persons / Groups at Risk	
	Employees	
	Visitors	
	Contractors	

Identify Hazard	Risk	Controls
Shielded extremely vulnerable employees	Employees at extremely high risk of severe illness from the effects of the Covid-19 virus	Staff survey to identify extremely vulnerable employees. 1 to 1 discussions with identified individuals. Employees are advised to attend work if working from home is not possible. Employees in key roles are equipped to work from home.
Vulnerable employee with pre-existing health conditions	Employees at higher risk of severe illness from the effects of the Covid-19 virus	Staff survey to identify employees with pre-existing conditions. 1 to 1 discussions with identified individuals. Employees are advised to attend work if working from home is not possible. Employees in key roles are equipped to work from home.
Employees coming to work and leaving work	Cross contamination due to lack of social distancing during clocking in and out	Signage at staff clocking points promoting social distancing of 2 metres. Floor markings at 2m intervals at both clocking in and out points. Hand sanitiser stations at entry points. Management monitoring to ensure staff do not congregate at clocking in and out points.
Employees movement throughout the building	Lack of social distancing and cross contamination between departments	Review of electronic door locking access permissions and override times. Signage promoting social distancing on access doors, corridors and stairways.
Office workstations	Virus spread due to lack of social distancing	Office based employees issued with the necessary equipment and enabled to work from home. Office workstations reorganised to improve social distancing.
Meetings and staff briefs	Lack of social distancing and virus transmission due to face to face discussions	Staff briefs limited to small groups and social distancing is promoted. Capacity of meeting rooms have been reduced and the layout adjusted to allow safe social distancing. Meeting rooms are provided with disinfectant and hand sanitiser. Production management daily practicing social distancing with employees.

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Staff canteen areas	Lack of social distancing and virus transmission due to cross contamination of facilities	Break times are staggered throughout departments. Capacity of the canteen has been reduced to promote social distancing. Floors and tables have been marked out to promote 2m social distancing. Social distance awareness signage on entrance doors. Hand sanitiser and disinfectant available in the canteen.
Toilets	Lack of social distancing and virus transmission due to cross contamination of facilities	Signage on toilet entry doors restricting the number of employees to use the facilities at one time.
Visitors and contractors	Virus transmission due to cross contamination from persons outside of the business	Visitors and contractors limited to essential work only. Social distancing signage and site rules displayed at reception. Use of canteen facilities prohibited.
Cleaning and hygiene	Virus transmission due to insufficient cleaning and a lack of hygiene awareness from staff.	Canteen and toilets deep cleaned between shifts. All touch points, (Push-pads, handrails etc.) cleaned and disinfected twice daily. All telephones and keypads cleaned and disinfected twice daily. Awareness campaign promoted throughout the business.
Machines and equipment	Virus transmission due to cross contamination through unclean machines and equipment	Machinery cleaned and disinfected at the end of each shift.
Personal protective equipment (PPE)	Virus transmission due to the lack of PPE or unsuitable PPE	Disposable masks and gloves are available to employees and management are monitoring government guidelines.
Shift patterns	Virus transmission due to cross contamination of employee shifts	15 minute shift changeover implemented to allow machines to be effectively cleaned between shifts.
Company transport	Virus transmission due to the lack of social distancing	All non-essential business travel has been suspended.
Delivery of materials and collections	Virus transmission due to the lack of social distancing and contact with third party delivery/collection personnel	Access to the goods in area has been restricted. Serving hatch in operation.
Employee communication	Virus spread due to lack of communication and employee awareness	Staff brief by the MD. Poster campaign throughout the business. Digital signage campaign and online promotion of social distancing.
Ventilation	Virus transmission due to lack of fresh air.	Fresh air circulation systems in operation.