

CARPETRIGHT HEALTH AND SAFETY MANUAL



Covid-19 Risk Assessment – SSO Warehouse

Assessor Name:

Assessment Date:

Review Date: (Provisionally on a Weekly Basis)

This risk assessment is concerned with the transmission of Covid-19 either through direct contact with another person or object which harbours the virus “contact risk” or through transmission in the air “aerosol risk”

SPECIFIC HAZARD	PERSON(S) AT RISK & HOW	EXISTING CONTROL MEASURES	IN PLACE? (v)	RESIDUAL RISK	COMMENTS/ADDITIONAL CONTROLS REQUIRED	DATE DONE
Colleague returns to work with Covid-19 symptoms	Everyone	Completion of a return to work declaration prior to, or upon returning to work.		Low		
Transmission of Covid-19 when arriving at Warehouse, opening and closing	Any colleagues/Agency staff starting/ending their shift Physical risk	<ul style="list-style-type: none"> ➤ Six sanitising gel stations are available at various points throughout the warehouse, including entrance and exit points. ➤ PPE available for all colleagues, including protective gloves. 		Low		

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		<ul style="list-style-type: none"> ➤ Social distancing signage and measures to support ➤ Daily briefings at start and end of shifts ➤ All PPE should be disposed of in the waste bins provided. 				
	<p>Any colleague starting/ending their shift</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ Staggered shift start for colleagues, to mitigate unnecessary social distancing challenges. ➤ PPE available for all colleagues, including facemasks/shields. ➤ All PPE should be disposed of in the waste bins provided. 		Low		
Transmission of COVID-19 generally	<p>Anyone</p> <p>Physical risks</p>	<p>Hand washing</p> <ul style="list-style-type: none"> • Please refer to cleaning and sanitising guidelines available on Fuse ➤ Handwashing facilities are in place for colleagues, including soap and sanitising gel ➤ Colleague’s hands should be dried with the hand driers or paper towels located in the toilets, followed by sanitising gel. ➤ Towels for drying hands to be removed ➤ Six sanitising gel stations are available for colleague and third party use, which are located at various points throughout the warehouse area, including entrance and exit points. 		Low		

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		<ul style="list-style-type: none"> ➤ General waste bins are provided for disposal of any paper towels. <p>Cleaning</p> <ul style="list-style-type: none"> ➤ Often used equipment must be cleaned even without change of user, frequently (at the start and end of each day, and at least hourly in between). This would include but not be limited to, the following: phones, printers, computer keyboards, light switches, door handles, PBT/Lift truck controls, pallet truck handles, personal equipment such as safety knives, etc. ➤ Anti-bacterial spray should be used for the general cleaning of work surfaces (desks and kitchen tops), along with other work surfaces. <p>Sharing of Equipment</p> <ul style="list-style-type: none"> ➤ Where practical, work stations are not to be shared, but if a shared desk cannot be avoided, then the work station is to be thoroughly anti bac cleaned with any change of user. 				
	<p>Anyone</p> <p>Aerosol risk</p>	<p>Social Distancing</p> <ul style="list-style-type: none"> • Please refer to social distancing guidelines available on Fuse ➤ Keep a distance of 2 metres where possible ➤ Where this is not possible, alternative methods will be employed as set out below 				

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		<ul style="list-style-type: none"> ➤ Face covering to be worn where safe social distancing cannot be maintained. ➤ 2 metre distancing to be marked and where possible, with sticky hazard/marker tape and signage throughout the warehouse walk way and work areas. ➤ Staggered colleague arrival times, and lunch break schedules, are to be put into place, to reduce the risk of social distancing not being able to be maintained, including travel to/from the workplace. 				
Covid-19 transmission Colleague and agency staff interaction	<p>All Colleagues/agency staff in the following departments: Warehouse cutting team/ Hard flooring/ Samples/Goods in/Tube making/maintenance</p> <p>Physical risk</p>	<p>Canteen use/breaks</p> <ul style="list-style-type: none"> ➤ All internal doors to be left open (unless fire/toilet doors), to restrict the need to touch door handles. ➤ All internal door handles to be frequently anti-bac cleaned (please refer to the cleaning guidance on available on Fuse). ➤ All kitchen utensils, kettle, microwave, fridge door, to be anti-bac wiped before and after us; alternatively, hands to be sanitised before and after use of kitchen items. ➤ All larger surfaces, kitchen work top, etc. to be cleaned frequently with anti-bacterial spray, using disposable kitchen roll, and with protective gloves supplied (please refer to cleaning guidelines available on Fuse). 		Low		

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		<p>Operating Boom/FLT/Reach trucks, and charging process</p> <ul style="list-style-type: none"> ➤ Please refer to the “How we do things” department guidance available on Fuse ➤ A full cleaning of all operational controls, with anti-bacterial wipes/spray, must be carried out before and after use, and with any change of user ➤ Sanitising of hands must be completed before and after the charging process has been carried out. <p>Department Specific</p> <ul style="list-style-type: none"> ➤ Please refer to the “How we do things” department guidance available on Fuse ➤ Full washing and sanitising of hands must be completed before and after shift, along with regular frequency during the shift (please refer to the cleaning guidelines on Fuse). ➤ Six sanitising gel stations are available at various points throughout the warehouse, including entrance and exit points. ➤ All colleagues/Agency staff must use disposable gloves when entering the yard/entrance at start of shift ➤ Colleagues /Agency staff must NOT register on the finger print scanner, the team leader 				
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		<p>will take note of start and finish time until further notice.</p> <ul style="list-style-type: none"> ➤ All colleagues must wash their hands before starting their shift and use the gloves, face masks and aprons provided at the hygiene station in their department as and when required. (this is not compulsory, and will reflect current government/carpetright guidance) ➤ Cleaning of equipment must follow any use of that equipment, where there is a change of user. This includes computers, keyboards, telephones, samples, desks, etc (see department specific guidelines). ➤ Colleagues must wipe down cutting table control panel and panel which head operator uses, before and after use, and with any change of operator. ➤ All delivery drivers must report to security, read COVID-19 advice poster and apply hand sanitiser gel, before and after their visit to site (see security gatehouse section). <p>Uniform/storage of personal items</p> <ul style="list-style-type: none"> ➤ The washing of uniform between wear, where practical, should be carried out. ➤ The bringing into work of personal items/bags, should be kept to a minimum, and stored in personal lockers or left in own vehicle if possible. 				
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		<ul style="list-style-type: none"> ➤ Where this is not possible, colleagues personal items should be stored separately from others 				
	<p>All colleagues</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ Work benches to be positioned at least 2 metres apart, to observe safe social distancing. ➤ Follow designated one-way system up and down the aisles at all times, when picking/replenishing stock. ➤ All colleagues must observe the 2-metre tape in the aisle areas, which are there as your guide. ➤ Team leader will organise staggered daily breaks. ➤ No more than 2 colleagues to work inside the barrier at the hard flooring team leader desk, One TL & one colleague scanning, min 2 metres apart only, for safe and compliant social distancing. ➤ If there are any areas in the warehouse where aisle access is limited, a one forklift truck at a time policy, should be in place to avoid any challenges with social distancing. ➤ Follow designated one-way system up and down the aisles at all times, when picking/replenishing stock. 		Low		

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		<ul style="list-style-type: none"> ➤ Colleagues picking accessories will be given certain SKU's to pick on a daily basis, so that this minimises the risk of working less than 2 metres apart. ➤ All delivery drivers will place paperwork in the GOODS IN tray by entrance of loading bay 1 and remain in their cab at all times, except for comfort breaks. Then social distancing guidelines must be adhered to. ➤ Once unloading is completed, paperwork will be left in GOODS OUT tray by entrance of loading bay 1. ➤ If working in the goods in office at any time, as an unventilated space, the door should be left open for ventilation, and strict adherence to maximum capacity, and social distancing protocols must be followed; if this is not possible, face coverings should be worn. ➤ OHL & P.I colleagues to sit at every other desk to maintain 2 metre distancing (see SSO offices risk assessment). ➤ Where locker rooms are in use, social distancing and maximum occupancy protocols will apply. 				
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<p>Covid-19 transmission through colleague interaction with contractors and visitors</p>	<p>Colleagues, Contractors, and visitors</p> <p>Physical risk</p>	<p>Contractors/visitors in Warehouse</p> <ul style="list-style-type: none"> ➤ Covid-19 risk assessment supplied to the Facilities/Logistics team, prior to any contractor visit ➤ All Contractors/Visitors to be inducted on all Covid-19 prevention of transmission protocols, before accessing the warehouse. ➤ Contractors/Visitors to supply and wear their own PPE ➤ Contractors/visitors will anti-bac wipe any items they have touched during their visit, and before leaving site. ➤ Contractors to use the anti-bac gel stations, to sanitise their hands, on commencement, and after their visit. 		<p>Low</p>		
	<p>All colleagues, contractors and visitors</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ PPE available for all colleagues, including facemasks/shields ➤ Contractor/visitor to wear their own PPE during the store visit ➤ Warehouse colleagues to maintain 2 metre social distancing, whilst the contractor/visitor is on site 		<p>Low</p>		

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<p>Covid-19 transmission through colleagues with symptoms</p>	<p>Anyone Physical risk</p>	<p>If you get symptoms at work</p> <ul style="list-style-type: none"> • Please refer to the symptoms guidance available on Fuse ➤ Manager to be informed immediately ➤ Isolate immediately from all other colleagues ➤ Wear a face covering/mask which are provided in store ➤ Keep a distance of at least 2 metres from other colleagues ➤ Phone your GP to arrange a test for Covid-19 ➤ Go home as soon as it is safe to do so ➤ Do not use public transport ➤ Self-isolate at home <p>If you cannot go home immediately</p> <ul style="list-style-type: none"> ➤ Remain self-isolating in store ➤ Avoid touching people, surfaces and objects ➤ Use a face mask/covering provided by Carpetright ➤ Cover your nose and mouth with a tissue, if you cough or sneeze 		<p>Low</p>		
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		<ul style="list-style-type: none"> ➤ Any items touched by the colleague in the warehouse area, should be cleaned with anti-bacterial wipes/spray, using full PPE provided. 				
	<p>Anyone</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ PPE available for all colleagues, including facemasks/shields ➤ Social distancing measures in place throughout the Warehouse. 		Low		
<p>Covid-19 transmission carrying out first aid duties</p>	<p>First aid trained colleagues/security officers</p> <p>Physical risk</p>	<p>First aid duties</p> <ul style="list-style-type: none"> ➤ First aid should only be carried out by fully qualified first aiders ➤ Where there are no first aid trained colleagues on shift, all security officers are first aid trained, and should be included in all emergency procedures. ➤ An appointed person in the warehouse, ensures that any first aid kit always fully, and correctly stocked, and will call the emergency services if required, and that is the extent of their duties ➤ If first aid treatment is carried out by a fully first aid trained colleague, full PPE (Protective gloves and face mask) must be worn before attempting any first aid ➤ The area/first aid room where first aid has been carried out, must be cleaned thoroughly with anti-bac wipes/spray, with any waste 		Low		

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		<p>material disposed of in waste bags, and double bagged for extra protection against transmission</p> <ul style="list-style-type: none"> ➤ First aiders must thoroughly wash and sanitise their hands, following any first aid treatment given ➤ First aid used PPE must be disposed of immediately in waste bags, and double bagged for extra protection against transmission. 				
	<p>First aid trained colleagues/security officers</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ PPE available for all colleagues, including facemasks/shields, and protective gloves ➤ Social distancing measures in place 		Low		
<p>Spread of Covid-19 through driver interaction at the security gatehouse</p>	<p>All Security officers/Third party drivers</p> <p>Physical risk</p>	<ul style="list-style-type: none"> ➤ Security officer/driver to sanitise their hands before and after any exchange of paperwork ➤ Security officer and driver to use their own pen, where practical, when signing paperwork; if this is not possible, hands and pen to be sanitised before and after use. ➤ Driver to provide his own PPE ➤ Driver to follow full Covid-19 preventative procedures for the warehouse, after leaving the security gatehouse. 		Low		

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		<ul style="list-style-type: none"> ➤ Any driver who is showing signs of, or complains of Covid-19 symptoms, must be refused entry to site. ➤ Any security officer displaying signs of, or complaining of Covid-19 symptoms, must be sent home if safe to do so, or self-isolate immediately, following the security companies Covid-19 risk assessment/protocols. ➤ Security company to provide their officers with their own PPE. ➤ Full Covid-19 information signage in place at gatehouse 				
	<p>All Security officers/Third party drivers</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ Where possible, driver to remain in his cab during his interaction with the security gatehouse ➤ Social distancing to be maintained during any interaction between the driver/security officer, where this cannot occur, face coverings are to be worn. 				
Spread of Covid-19 through air conditioning systems	<p>All warehouse/agency/ maintenance colleagues, contractors and visitors.</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ The risk of air conditioning spreading coronavirus is extremely low. ➤ For any office areas (order helpline/P.I.), with air conditioning in place, where possible, the system should be switched to a fresh air supply only, otherwise the air conditioning system will stay unadjusted and on, until government guidance dictates otherwise. 				

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		➤ Good ventilation is encouraged in order to help reduce the risk of spreading Covid-19				
<u>Other risks - use this space to record any additional risks you have identified in the Warehouse area. Consult your line manager if you need advice</u>						
SPECIFIC HAZARD	PERSON(S) AT RISK & HOW	EXISTING CONTROL MEASURES	IN PLACE? (v)	RESIDUAL RISK	COMMENTS/ADDITIONAL CONTROLS REQUIRED	DATE DONE

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