



COVID 19 – Guide for Safe Use of Loading Bay, Stores Area & Porters Duties

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID19 RA007 v0.2
RA conducted by: (List all involved in conducting the risk assessment)	G. Howard
Signature of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
Date RA conducted:	15/12/20
Planned review date:	On-going – As required

Task and/or work activities covered by the assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Description: To aid assess management of safe practices for protecting against transmission/spread of COVID-19 virus between persons in and around UCB Properties and Work Areas.

General rules in every workplace, - maintain 2meter social distancing and increase the frequency of hand washing and surface cleaning.

Reference:
Reference:
Working safely during coronavirus (COVID-19) 14-12-20
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates>
Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) 14-12-20
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
Gov.uk Guidance - Further and higher education: coronavirus (COVID-19) – Updated -14-12-20
<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>

Hazards present which create potential Health & Safety risks: (Tick as applicable)

- Machinery and Equipment
- Lifting operations (incl. FLT)
 - Flammable gases/liquids
 - Electricity
 - Machinery and equipment
- Workplaces
- Slips, trips and falls
 - Fall from heights
 - Transport (incl. loading)
 - Workstations and seating

- Occupational Health
- Noise exposure >80dB(A)
 - Hand-arm vibration
 - Hazardous substances
 - Musculoskeletal Injury/ diseases

- Other Hazards
- Lone working
 - Display screen equipment
 - Manual handling of loads

Other Hazards (Specify):

Viral: Infection/cross transmission of COVID-19 virus:
Spread through close contact with transmission between persons by respiratory aerosols and/or touching of contaminated surfaces with self-transfer for possible eye, nose or oral ingestion.

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section ‘observations/comments’ as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Risk Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

The ‘Likelihood’ & ‘Severity’ value is to be scored 1 – 5 taking guidance from the above matrix - the total overall ‘Risk’ value ‘R’ is: ‘L’ * ‘S’ entered into the ‘R’ column
Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed

*Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons
(The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)*

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers										
Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Rating Revised			Further Actions / Recommendations / Observations
			L	S	R		L	S	R	
RA COVID 007.1	Ingress & Egress Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	Access to areas is to be restricted to essential personnel only, - access is to be controlled by Estates and Porter Staff ensuring 2meter safety distancing guidelines. Access control information signage to be displayed. A 'waiting area' is to be designated/marked for Staff/Students/drivers to wait. Where possible, drivers to wait in the cab of their vehicle to ensure Staff can move stores away from vehicles safely whilst maintaining 2m safety distancing. Natural ventilation of the area should be maintained as much as possible whilst restricting vehicle and pedestrian access by tape/barriers at main entrance. Increased regular cleaning and sanitising of areas/rooms to be conducted as directed by Estates with the Cleaning Company and enhanced cleaning risk assessment.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 007.2	Food safety hazards associated with a food business shut down and reopen Risks: Spread of virus infection and other bacteria through touching of surfaces	a,b,c,d,e,f	4	5	20	Deep clean to be conducted via cleaning company contractor's pre-open and by stores staff pre-handling of food products. Compliance with UCB FSMS	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 007.3	Food/Stores Hygiene Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	All stores should be received and cleared from the loading bay area as soon as possible. Perishable food stuffs should be stored/used as UCB FSMS guidelines. Dry stores should be used/issued on an increased vigilance rotational basis where stores should be rotated on a minimum of three days cycle 'quarantined' where possible to manage spread of the virus.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 007.4	Personal Hygiene Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	All Staff are to ensure increased personal hand hygiene by regularly washing hands as government guidelines washing for a minimum of 20 seconds. Face masks should be worn (clinical IIR fluid resistant mask or reusable face shield – see UCB COVID-19 PPE safety) when picking/transporting stores around the building to protect against transmitting respiratory aerosols via product packaging that has been 'quarantined'.	1	5	5	Maintain, monitor and regularly review control measures.

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Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	L	S	R		L	S	R	
RA COVID 007.5	Signage & Safety Information Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	'Catch-It, Bin-It, Kill It' signage (increase bins?) Reminder to regularly wash hands for minimum of 20secs Sneeze into crook of arm Drivers to remain with vehicle or in cab of vehicle to prevent unnecessary possible contamination of the area.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 007.6	IT Equipment/PC's Office Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	All equipment, keyboard, mouse, desk area, phone are to be regularly sanitised/cleaned. All persons using office and equipment are to ensure the work area is left clean and tidy after use ready for cleaning/sanitising. Cleaning/sanitising of areas/equipment will be conducted by the cleaning contract company as agreed with Estates and based on requirements of cleaning risk assessment.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 007.7	Walk areas Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	No one should congregate/wait in walkways. Social distancing and continual movement through the areas should be maintained. Where possible, the floor areas will be highlighted showing areas for flow of traffic, and where walk areas have to be divided showing side of flow direction. Social distancing within the all areas is to be maintained at 2m where possible.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 007.8	Driver Access to Welfare Facilities Risks: Spread of virus through touching of surfaces	a,b,c,d,e,f	4	5	20	All drivers must have access to welfare facilities in the premises they visit as part of their work to follow government guidelines for regular hand washing (and use toilets). Hand sanitiser to be available Welfare facilities should be included in the cleaning schedule for increased regular cleaning and sanitising. https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm	1	5	5	Maintain, monitor and regularly review control measures.

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Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
RA COVID 007.9	Cleaning Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	A full cleaning schedule is to be agreed between Estates and the cleaning company highlighting increased cleaning regime and sanitising of key 'touch areas' that could be infected, - work area, trollys, desk tops, keyboards, mouse, phones - risk assessment to be produced by cleaning company.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 007.10	Deliveries to Classrooms Risks: Interaction with students/ other staff - Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	Where possible minimise interactions Leave deliveries outside of classroom space Ensure any requests for additional ingredients is done via the phone using individual office phones- clean handset regularly Where possible, stores items should be 'isolated' for minimum of three days prior to delivery to classrooms for use – fresh, perishable food stuffs to be utilised as needed/asap. Wear face protection when conducting deliveries to protect stores against respiratory infection on goods having been quarantined.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 007.11	First Aid Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	Requirements of First Aid should be administered in line with advice given in UCB guidance for First Aid, CPR & COVID sickness; - First Aiders within the Team should make themselves aware of increased government guidance and changes to CPR requirements and wearing of PPE (see UCB guidance for First Aid, CPR & COVID sickness)	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 007.12	Personal Protective Equipment PPE Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	PPE to be worn whenever picking/packing/ loading and delivering stores. Protection should be taken by the user to prevent self contamination and contamination of stores to be used by others within 24hrs. (see UCB guidance for PPE)	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 006.13	Ventilation Risks: Spread of virus through close contact	a,b,c,d,e,f	4	5	20	Ventilation should be increased in the area where possible by opening windows and doors to increase natural air flow of the area.	1	5	5	Maintain, monitor and regularly review control measures.

Summary of any high risk (Red, 12 – 25) findings from the assessment after introduction of control measures and re-evaluation (if any?)

Proposed action plan to eliminate, or reduce identified risks where current controls require further improvement?

Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): guidance for educational settings - Updated December 2020

What happens if someone becomes unwell at an educational or childcare setting?

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?

When a child, young person or staff member develops symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

This only applies to those who begin their isolation on or after 30 July 2020.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf

<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>

Review Record	This risk assessment must be reviewed at periods not exceeding <u>2</u> years or when circumstances surrounding the risk have changed		
Review Date/Reference	Review Assessed By	Findings / Changes	Signed
15/12/20 - RA007 v0.2	Gary Howard	Updated self-isolation guidance for contacts of individuals who test positive for COVID-19. The self-isolation period is now 10 days instead of 14	<i>G. Howard</i>

Copy of the completed assessment must be retained for review by the assessor or the department competent person.