



**WATERLINE LTD
RISK ASSESSMENT
COVID 19**

INTRODUCTION

This register contains risk assessments relating to the Waterline Ltd at:

Newport Pagnell, Bolton & Clutton

Directors Karen Sturgess, Adrian Davidson

Risk assessors: **Terry Barker, Head of Health & Safety**

Staff Representatives Ben Mudge, Stuart Hawthorne, Pam Folwell, Lee Elkin, Ed Pocock.

Date of assessments: **June 2020**

These assessments update and replace previous risk assessments that have been carried out at this location.

The safety co-ordinator will review these assessments as circumstances change that may affect their continued validity. Otherwise, they will be reviewed at least annually to validate their continued validity.

RISK RATING KEY

RISK RATING	RISK LEVEL
0-6	LOW
6-15	MEDIUM
15-25	HIGH

Waterline Ltd
Risk Assessment

Hazard/Risk	Groups at Risk	Existing Controls	Rating L x S before & after risk controls	Further Action
Spread of Covid 19				
	Driver, Drivers mates, customers	<p>All furloughed staff are given a business update periodically to inform them of the current situation of the company.</p> <p>Staff advised if they are feeling unwell or a household member is self-isolating not to attend work</p> <p>All drivers given hand sanitiser to use before, during and after making deliveries.</p> <p>Hand protection and safety visors issued.</p> <p>Hand sanitiser has been provided at entry and exit points of building.</p> <p>Entry points using security pass have been labelled to not touch sensors with passes.</p> <p>Signage has been placed near toilets to encourage washing hands as per government guidelines.</p> <p>First Aid trained staff have been informed of government guidelines during Covid 19 and appropriate PPE has been placed at First Aid points.</p> <p>Two man deliveries have been reduced to single crew where possible and new SWP's introduced to facilitate this. Appendix 1 & 2</p> <p>Clean handover of customer deliveries/collections, no signing of POD.</p> <p>Hand protection provided and worn at all times. Safety visors provided but optional.</p> <p>Driver cab is sanitised after deliveries finished and prior to leaving site to commence deliveries.</p>	<p style="text-align: center;">3 x 5</p> <p style="text-align: center;">2 x 5</p>	

Hazard/Risk	Groups at Risk	Existing Controls	Rating L x S before & after risk controls	Further Action
Spread of Covid 19				
	Driver, Drivers mates, customers	<p>Drivers assigned to the same vehicle daily where possible.</p> <p>Clean handover of paperwork and keys at the end of the day, no drivers in office area.</p> <p>Drivers advised to not enter customer's premises or end users home.</p> <p>When in the depot building social distancing to current government guidelines must be maintained.</p>	<p style="text-align: center;">3 x 5</p> <p style="text-align: center;">2 x 5</p>	

Waterline Ltd
Risk Assessment

Hazard/Risk	Groups at Risk	Existing Controls	Rating L x S before & after risk controls	Further Action
Spread of Covid 19				
	Warehouse Staff	<p>All furloughed staff are given a business update periodically to inform them of the current situation of the company.</p> <p>Staff advised if they are feeling unwell or a household member is self-isolating not to attend work</p> <p>For any premises where the main doors are normally locked and a key is required to access the premises, until further notice, the door must remain unlocked until all members of staff arrive. At this point the key should be sanitised and replaced in the key store and the main door locked internally.</p> <p>Hand protection provided and worn at all times. Safety visors provided but optional.</p> <p>Shift start and finish times have been staggered to reduce crowding into and out of the premises and locker room, taking account of the impact on those with protected characteristics.</p> <p>Hand sanitiser has been provided at entry and exit points.</p> <p>Entry points using security pass have been labelled to not touch sensors with passes.</p> <p>Signage has been placed near toilets to encourage washing hands as per government guidelines.</p> <p>Hand dryers in toilets have been isolated and paper towels placed for use,</p> <p>Cleaning regime implemented to clean MHE prior to use and during each shift.</p> <p>Clean handover of customer collections, no signing of POD, no assistance.</p> <p>No access to offices for warehouse staff, paperwork left in the warehouse office to be processed.</p>	<p style="text-align: center;">3 x 5</p> <p style="text-align: center;">2 x 5</p>	

Waterline Ltd
Risk Assessment

Hazard/Risk	Groups at Risk	Existing Controls	Rating L x S before & after risk controls	Further Action
Spread of Covid 19				
	Warehouse Staff	<p>Where possible single man loading and unloading will be utilised, if not possible social distancing to government guidelines to be implemented where possible.</p> <p>When moving along an aisle pedestrians must keep to the left to maintain social distancing</p> <p>Staff are to bring in packed lunches whilst the canteens remain closed for food preparation. Staff are encouraged to eat outdoors or in their vehicles. Any canteen open due to staff refreshment restrictions must be segregated to maintain social distancing and regular antibacterial cleaning carried out.</p>	<p style="text-align: center;">3 x 5</p> <p style="text-align: center;">2 x 5</p>	



SAFE SYSTEMS OF WORK PROCESS - REFERENCE: Appendix 1

Department: Logistics/ Despatch

Task: Rigid Kitchen Delivery Single Crewed Vehicle

Description of Activity: Rigid Kitchen Delivery

Equipment or machinery to be used:

1. Tail lift
2. P.P.E.
3. Pump Truck
4. Sack Barrow

Hazards Identified:

1. Muscle Injury
2. Crush Injury
3. Slips/ trips or falls
4. Damage to property or equipment

Safe systems of work method statement:

1. The vehicle must be placed as close as possible to the delivery point taking into account any kerbs or steps to the delivery point.
2. The delivery route must be assessed prior to goods being unloaded to ensure the pallets can be wheeled to their destination.
3. Pallets should be placed on the tail lift and assessed for stability before being lowered.
4. At no point is any person to stand in front of the tail lift whilst pallets are being lowered in order to maintain stability.
5. If a pallet is deemed unstable the top layer of built units must be removed, these units will be delivered via a sack barrow. If needed assistance should be sought from the customer to lower any heavy or awkward shaped units.
6. After being lowered the pallets can be taken to the delivery point, do not take away any wrapping or pallets if the delivery is during the Covid19 pandemic.
7. If the delivery is during the Covid19 pandemic the driver must maintain any distance protocols that are in place by the government at all times.
8. If any problems occur use the Stop Call Wait procedure to obtain advice and guidance.

Certificates/Qualifications required:

Internal training and instruction
Appropriate licence for the type of vehicle being driven
Manual handling training



SAFE SYSTEMS OF WORK PROCESS - REFERENCE: Appendix 2

Department: Logistics/ Despatch
Task: Worktop Delivery Single Crewed Vehicle

Description of Activity: Worktop Delivery

Equipment or machinery to be used:

1. Tail lift
2. P.P.E.
3. Pro Dolly
4. Lifting Handles

Hazards Identified:

1. Muscle Injury
2. Crush Injury
3. Slips/ trips or falls
4. Damage to property or equipment

Safe systems of work method statement:

1. The delivery vehicle must be placed as close as possible to the delivery point taking into consideration that the persons assisting are unfamiliar with the delivery process and cut down the amount the worktops need to be manoeuvred.
2. Before commencing a delivery, the customer must be informed of the process that is to be used via the laminated guidance sheet.
3. The customer must be informed of the weight of the worktops and the driver must assess if the person is capable. (if the driver is not comfortable with the person being able to carry out the delivery safely he must use the Stop Call Wait procedure to inform the transport office).
4. Before beginning to handle the worktop the driver must explain the basic principles of how to lift safely. Bend Knees, Back Straight, Use Leg muscles to Lift, Lift At The Same Time. If necessary, the driver must demonstrate this to the customer.
5. Whilst making the delivery the driver must inform the person of each step before commencing and ensure that the person is complying with the guidance.
6. The SWP must be used at all times and if this cannot be adhered for any reason the driver must use the Stop Call Wait procedure.
7. The delivery point protocol will be the same as existing SWP's in the driver/manual handling training. Ensure you walk the intended delivery route and assess for potential hazards before commencing delivery.

Certificates/Qualifications required:

Internal training and instruction
Appropriate licence for the type of vehicle being driven
Manual handling training