



Risk assessment name	Covid Secure Risk Assessment - Factories, Plants and Warehouses (GOV.UK Sector)	Assessment type	 General
Assessor name	Christopher Watson	Affected site(s)	Atlas Logistics UK Ltd (SL3 0EN)
Assessment date	12/09/2022	Review period	Annually
Approved by		Review date	12/09/2023
Approved date		Reference	ATL1586488

Description

Although the government no longer legally requires a 'Covid' titled risk assessment from 01 April 2022, in the meantime, and beyond this date, it will still present a risk to the workplace and should be addressed and mitigated in line with the Management of Health and Safety at Work Regulations. Please tailor the template below to reflect your company's policy on self-isolation and any retained control measures that you are keeping within your workplace.

This Risk Assessment is an example only and must be reviewed/ amended to suit your own business practices and working environment.

Due to the emerging evidence and changes to Government Guidance, it is vital that the most up to date guidance for your country is referred to including referring to any local area restrictions.

It is important that you:

- Only open your business when permitted in-line with the national and local guidance issued by the government.
- Operate your business within local and national government guidance, including further restrictions covered within Local COVID alert levels which may include not opening or being open with strict limitations.

This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.

The risk assessment below has retained the use of some of the more stringent controls from the Covid-19 response laid out by the government, users should assess what controls are required for their workplaces and tailor the assessment accordingly.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)

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 Attendance And Movement Of People In The Workplace The attendance of people in the workplace may increase the number of people in the premises which may increase the risk of Covid-19 transmission.	All staff, Contractors, Members of the public Visitors How? Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus.	 Home Working Homeworking will be considered as an option where required and implemented if mandated by the government.  Information, Instruction and Training Provided To Employees Employees consulted on risks and controls in the work place. Staff communicated with on a regular basis on changes to hazards and controls. Employees receive training through the use of training courses, posters, signs, announcements and toolbox talks.  Signage In Place To Remind Employees Of The Controls Posters and signs to be used to remind employees of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).  Staggered Shift Patterns Shifts and working patterns organised to reduce the number of persons on site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over. Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts.  Use Of Outside Spaces For Breaks Where Possible Safe outside places will be available for breaks- with social distancing in place through layout and use of signs and markings. Monitoring of these spaces to be carried out to ensure adherence to social distancing.	1 x 8  8 Low

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		 Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspace. Use of extraction fans may be used to increase ventilation. Adjustments to be made to ensure adequate ventilation remains in place. Fire doors will not be propped open. Guidance on use of Shared Air Condition will be taken with a competent engineer.  Vulnerable Employees Proactively Supported And Protected. Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported. This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions. Appropriate individual risk assessments will be completed where required. Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.  Workstations (office areas) Will Be Organised To Support Social Distancing Workstations will be arranged so that social distancing can be adhered to. Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use and use of own peripherals such as mouse and keyboards. Where social distancing cannot be maintained further controls will be in place: Increased cleaning of surfaces Hand hygiene measures. Reduced Time spent in proximity Use of protective screens. Increased ventilation. Workstations organised so not working face to face.	

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 COVID-19 (Coronavirus Infection) Risk of ill health due to exposure to the COVID-19 (Coronavirus)	All staff, visitors How? Risk of ill health due to exposure to the COVID-19 (Coronavirus)	 Covid 19 Vaccination Encouraged and Facilitated The working safely measures must be followed even for those who have had the vaccine (1 or 2 doses)  Follow Latest Covid-19 Advice From GOV.UK Website Due to devolved Covid rules, isolation requirements for each UK country is checked & complied with  Use Of Face Coverings Supported Individuals who wish to wear face coverings will be allowed to do so where appropriate  Emergency Plan Of Action In Case Of An Outbreak Includes a "Single Point of Contact" to inform the local public health team & leads on such issues.  Staying Covid 19 Secure Notice Notice displayed to confirm that the workplace has been made COVID-secure	1 x 8  8 Low

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Cleaning To Reduce Transmission Of Covid-19 Risk of exposure to Covid-19 whilst cleaning work areas.	All staff Cleaners How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.	 Appropriate Disinfectant Products Used In Line With COSHH Assessment. Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff. The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated. Disposable cloths will be used where possible to reduce transmission.  Cleaning Of Premises Before Work Commences Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place.  Increased Cleaning Frequency Of Cleaning Throughout Site Increased cleaning regime in place throughout site. Particular focus on commonly touched areas, equipment, surfaces and common shared areas.  Workspaces Will Be Cleared Of Waste Frequently Personal items removed at end of shift and increased waste collection in place.	1 x 8  8 Low
 Coming To Work And Leaving Work Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.	All staff, Members of the public How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.	 Home Working Homeworking will be considered as an option where required and implemented if mandated by the government.  Shifts Staggered Where at all possible shifts will be staggered to allow employees to travel outside of rush hours as well as avoiding cross overs of shifts.	1 x 8  8 Low

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 Common Areas (Including Kitchen and Welfare Facilities) Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.	All staff, Contractors Visitors How? Common areas may restrict the ability to maintain social distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.	 Break Times Staggered And Employees Remain On Site Employees to remain on site where possible during breaks. Break times to be staggered to prevent the gathering of people.  Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens. Increased cleaning of the welfare facilities will be carried out on site- especially portaloos if in use. Increased frequency of cleaning of kitchen facilities to be carried out. Employees to clean kitchen items before and after use.  Regular Cleaning Of Common Area And Touch Points. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently. The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly. Disposable cloths will be used where possible to reduce transmission.	1 x 8  8 Low

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 Handling Items, Materials And Using On-Site Vehicles. Employees occupying work vehicles at the same time or shared use of common vehicles/plant or equipment.	All staff How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.	 All Items To Be Cleaned Regularly Inbetween use by different operators the equipment will be cleaned with an appropriate cleaning product. Focus will be given to commonly touched areas such as handles, dials etc.  Good Hand Washing/Hygiene Procedures Observed Before and After Use All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using the vehicles.  Mitigation Of Risk For Employees Travelling And Working Together Workplace transport such as work minibuses, shuttle buses, vans will have limited persons permitted. Seats will be left empty to allow for social distancing where possible. Pairs or teams to be fixed to reduce the number of people mixing. Passengers to sit as far away from each other and avoid sitting face to face. Windows to be kept open during travel to improve ventilation.  Non-essential Travel Prevented Journeys will not be made where at all possible and work carried out remotely.  Rotation Of Jobs And Equipment Reduced Rotation of jobs and equipment reduced where safe to do so where it does not present other risks to avoid the risk of contamination.  Vehicles Not Shared Where At All Possible Where the job permits, vehicles will not be occupied by more than one person at any one time. Where possible the same person will use the same vehicle and not swap with other drivers. If vehicles are to be used by different people at different times then they will be cleaned before and after each use. Vehicles taken home by employees will be cleaned before the next person uses it.	1 x 8  8 Low

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 Individuals Displaying Symptoms Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.	All staff, Contractors Visitors How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.	 Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms, isolation should be exercised immediately, ensuring Line Management are informed. Individuals and their household/ support bubble will isolate for the required period of time in line with the relevant current guidelines.  Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so. If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance. They should then self-isolate in accordance with guidelines.  Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available. Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.  Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable. If unable to store the waste then arrangements for clinical waste collection will be made.  Will Follow Government Advice On Testing And Tracing Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.	1 x 8  8 Low

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 Managing Customers, Visitors and Contractors Coming To Site. Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.	All staff, Contractors Visitors How? Transmission of Covid-19 between visitors to site and employees.	 Face Coverings The use of face coverings by employees will be supported providing that it does not interfere with any safety-critical communication duties such as fire evacuation etc.  Good Hand Washing/Hygiene Procedures Observed By Employees Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible- before and after any interaction with others.  Increased Cleaning Regime In Place For Touch Points And Interfaces. Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops, re-usable delivery crates.  Information Communicated To Visitors Prior communication issued to expected visitors to site through phone, email or website. Information signs displayed at visitor arrival areas to make procedures clear.  Remote Communication Encouraged Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site.  Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.  Supervision On Site Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.  Visitor Records Maintained Records of those who have attended site to be maintained where possible.	1 x 8  8 Low

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 Waiting Area For Visitors / Contractors Well Managed Any waiting area for people on site will allow for adequate social distancing in the seating arrangements. Use of signs and markers and announcements to remind any visitors of the requirements. Entry to waiting area restricted if the number of people will restrict the ability to socially distance. People may be turned away until a more suitable time is available where social distancing can be managed.	
 Meetings People coming together in close proximity to attend meetings.	All staff, Contractors Visitors How? Increased risk of transmission of Covid 19	 Meetings Carried Out Remotely Where Possible Where possible meetings will be carried out remotely to avoid the need for people to come together.  Meetings To Be Held In Well Ventilated Locations Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.  Sanitiser To Be Provided As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.	1 x 8  Low

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Poor Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.	All staff, Contractors, Members of the public Visitors How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.	 Employees Advised To Wash Clothing After Work Unless assessment of other risks deems necessary- employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing.  Increased Hand Washing Facilities Provided Increased hand washing facilities provided throughout the site including at entrances, exits, different parts of the building and common areas. Where this is not possible sanitiser will be provided.  Increased Waste Management Additional waste facilities will be available throughout the site with more frequent collection where appropriate.  Noise Reduced To Prevent Need To Raise Voice Sources of noise kept to a minimum to prevent the need for people to shout and raise voices which may increase risk of respiratory droplets transmitting infection. This includes radio/ music etc.  Signs And Posters In Use To Remind To Practise Good Hygiene Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis. Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.  Use Of Face Coverings If employees choose to wear face coverings then they will be supported in the workplace. Face coverings are not classed as PPE however advice will be given to employees on the correct use.	1 x 8  8 Low

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 Shared Workspaces With Other Organisations Sharing of premises with other employers, organisations or contractors.	All staff, Contractors, Members of the public Visitors How? The activities of other people in the premises may lead to variations in the level of controls in place which may increase the risk of transmission of the Covid-19 Virus.	 Communication and Cooperation With Others Occupying Premises There will be effective communication between any other employers, organisations or contractors in shared premises to ensure there is cooperation on the controls in place to reduce transmission.  Increased Hand Washing Supporting of increased handwashing through the provision of facilities such as additional wash stations or provision of sanitiser where this is not available.  Increased Cleaning Arrangements In Place A coordinated approach to increased frequency of cleaning of surfaces in common and shared areas such as stairwells, toilets, kitchen facilities.	1 x 8  8 Low

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 Social Distancing Guidelines Cannot Be Met Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required. Where 2m cannot be maintained 1m+ may be followed with appropriate mitigation measures.	All staff How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.	 Improved Ventilation In Place Workspaces will be well ventilated through natural or mechanical means to increase air changes. Relevant HVAC engineers will be consulted where appropriate to ensure safe and effective ventilation is achieved.  Increased Cleaning Carried Out Increased cleaning of surfaces where people are operating within the advised social distance to be carried out. Processes to be paused where possible to allow for increased cleaning.  Increased Handwashing / Sanitising Carried Out Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.  Use of personal protective equipment (PPE) And Face Coverings Additional PPE beyond what is normally worn to control workplace risk, for management of Covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged. However where the risk assessment identifies high risk of transmission due to difficulties implementing controls such as social distancing then the use of face coverings or PPE will be considered as a further control measure. Appropriate PPE will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment.	1 x 8  8 Low

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Working On Customer / Client Sites Working on another clients site or customer premises	All staff, Contractors, Members of the public How? Lack of control on other sites over the social distancing measures meaning may be exposed to risk of transmission of Covid-19	 Awareness and Training For Employees Employees reminded of how to implement the control measures on other sites and to report any concerns they have.  Confirm All Concerned Are Symptom Free On the day of work there will be checks to confirm that the customer / clients and employees are not displaying any symptoms. If any are then the work WILL NOT GO AHEAD and appropriate isolation procedures should be followed by those concerned.  Dynamic Risk Assessment Conducted Contact will be made with the customer/ client to establish what control measures are in place and what else needs to be in place. If arrive on-site and are not satisfied control measures are effective or people appear symptomatic then the visit the employee will leave the site immediately and report to the manager.  Good Hand Washing/Hygiene Procedures Observed Hands will be washed upon arrival and before leaving the premises as well as after using a tissue to capture coughs and sneezes. Sanitiser may be used in addition or in the absence of soap and water.	1 x 8  8 Low

Further control measures

None required

Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Where working from home is not possible, workplaces should consider retaining some social distancing measures if appropriate to their workplace.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Improving ventilation
- No one is obliged to work in an unsafe work environment.

The most up to date guidance for the UK can be found here:

England: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Scotland: <https://www.gov.scot/publications/coronavirus-covid-19-returning-to-work/>

Wales: <https://gov.wales/workplace-guidance-employers-and-employees-covid-19>

Northern Ireland: <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Republic of Ireland: <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

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