

# CARPETRIGHT HEALTH AND SAFETY MANUAL

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## Covid-19 Risk Assessment – Satellite Warehouse

Assessor Name: Warehouse Name/Number:	Assessment Date:	Review Date: (Provisionally on a Weekly Basis)
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<b>SPECIFIC HAZARD</b>	<b>PERSON(S) AT RISK &amp; HOW</b>	<b>EXISTING CONTROL MEASURES</b>	<b>IN PLACE? (√)</b>	<b>RESIDUAL RISK</b>	<b>COMMENTS/ADDITIONAL CONTROLS REQUIRED</b>	<b>DATE DONE</b>
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Warehouse Open/Close	Any warehouse colleague opening and closing the warehouse.	<p>Sanitising gel stations available at entrance and exit of warehouse.</p> <p>Handwashing facilities are in place, including soap/sanitiser gel</p> <p>Drying of hands with disposable paper towels, with waste bin provided for disposal.</p> <p>Staggered shift start/finish for colleagues, to avoid unnecessary social distancing risk.</p> <p>PPE available for all warehouse Colleagues, including protective gloves.</p>		Low		
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<p>Operating PBT/Sit on Lift truck and charging process</p>	<p>All appropriately trained Warehouse colleagues who use this equipment, and the associated risk of transmission.</p>	<p>A full cleaning of all operational controls, with anti-bacterial wipes/Anti-bacterial spray to be conducted before and after use, and with any change of user.</p> <p>Sanitising of hands should be completed, before and after the charging process has occurred.</p>		<p>Low</p>		
<p>Fitting teams</p>	<p>All warehouse colleagues who come into contact with the fitting teams, and the subsequent risk of transmission.</p>	<p>Social distancing of 2 metres to be maintained at all times, if this cannot be accomplished, then face coverings are to be worn.</p> <p>Carpet stock to be dropped ready for the fitting teams, prior to their arrival.</p> <p>Staggered fitting team collections to be organised/rostered in, so that only one team is present in the warehouse at any one time.</p> <p>More than one team maybe safe to accommodate, dependent upon the size of the warehouse, and will need to be assessed on a warehouse by warehouse basis).</p> <p>Warehouse colleagues to maintain 2 metre social distancing, whilst the fitting team cut and load there carpet.</p> <p>Fitters are to use hand sanitising gel, during and after their visit to the warehouse.</p>		<p>Low</p>		

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<p>Stock Deliveries</p>	<p>All warehouse colleagues who may come into contact with delivery drivers, and the subsequent risk of transmission.</p>	<p>Delivery driver to maintain 2 metre social distancing during delivery process.</p> <p>Delivery driver to remain in his cab, or on the trailer, to maintain the social distancing from our warehouse colleague.</p> <p>Paperwork to be completed electronically, where this is not possible, hard copy paperwork is to be left on the rear of the trailer for signing, so that social distancing can be maintained at all times.</p> <p>Hand sanitising gel to be used by both Driver and warehouse colleague, before and after this process.</p> <p>Driver to use full hand washing and hand sanitising procedures, if the warehouse toilet facilities are used by them.</p>		<p>Low</p>		
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Use of Kitchen and toilet facilities	All warehouse colleagues, Fitters, and drivers, and the subsequent risk of transmission.	<p>All internal door handles to be cleaned with anti-back wipes following use.</p> <p>All kitchen utensils, kettle, microwave and fridge door handles, to be cleaned with anti-bacterial wipes before and after use.</p> <p>Larger surfaces, such as kitchen work tops, to be cleaned with anti-bacterial spray.</p> <p>All warehouse colleagues, fitters, and drivers to wash their hands use sanitising gel following the use of any facilities.</p>		Low		
Wearing and disposing of PPE	All warehouse colleagues, Fitters, and drivers, and the subsequent risk of transmission.	<p>Protective gloves and face masks supplied.</p> <p>PPE supplies to be maintained and re-ordered as required.</p> <p>PPE to be disposed of after use, in waste bin provided, and double bagged as an extra control measure.</p>		Low		
Clinically extremely vulnerable, and clinically vulnerable colleagues	All Clinically extremely vulnerable, and clinically vulnerable warehouse colleagues and the subsequent risk of transmission	<p><b>Clinically Extremely Vulnerable, and Clinically Vulnerable Colleagues</b></p> <p>Anyone classed as clinically extremely vulnerable, will be notified of this, and would include the following:</p> <p>People with cancer who undergoing chemotherapy or radiotherapy. people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment.</p>		Low		

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		<p>people having immunotherapy or other continuing antibody treatments for cancer.</p> <p>people having other targeted cancer treatments which can affect the immune.</p> <p>people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs.</p> <p>People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).</p> <p>People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).</p> <p>People on immunosuppression therapies sufficient to significantly increase risk of infection.</p> <p>Women who are pregnant with significant heart disease, congenital or acquired.</p> <p><b>Anyone classed as clinically vulnerable, will be notified of this, and would include the following:</b></p> <p>aged 70 or older (regardless of medical conditions) under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds)</p> <p>chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</p> <p>chronic heart disease, such as heart failure</p>				
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<p>Colleagues displaying Symptoms/or other household members displaying symptoms.</p>	<p>All warehouse colleagues and the subsequent risks of transmission</p>	<p>chronic kidney disease</p> <p>chronic liver disease, such as hepatitis</p> <p>chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy</p> <p>diabetes</p> <p>a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets</p> <p>being seriously overweight (a body mass index (BMI) of 40 or above)</p> <p>pregnant women</p> <p>Colleagues will need to identify themselves to their manager/HR if they fall into any of the above categories, so that full consultation can be taken, and before any consideration for a return to work can take place</p> <p>Colleague to inform their manager by phone where possible (or at 2 metre social distance), of their covid-19 symptoms, then follow government guidelines on self-isolation.</p> <p>If symptoms occur at home, or another family member has Covid-19 symptoms, then the colleague is to remain at home, and self-isolate as per government guidelines</p>		<p>Low</p>		
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<p>Uniform/Storage of personal items.</p>	<p>All Warehouse colleagues and the subsequent risks of transmission</p>	<p>The wearing of uniform to work is the personal choice of the individual colleague, but the washing of uniform between wear, where practical, should be carried out to reduce the risk of transmission.</p> <p>The bringing into work of personal items/bags, should be kept to a minimum where possible, and stored in personal lockers.</p> <p>Where this is not possible, colleague personal items should be stored separately from others.</p>		<p>Low</p>		
<p>First Aid</p>	<p>All Warehouse colleagues and the subsequent risks of transmission</p>	<p>First Aid should only be carried out by fully qualified first aiders.</p> <p>An appointed person in store, ensures that any first aid kit is always stocked correctly, and will call the emergency services, if an ambulance is needed, and that is the extent of their duties.</p> <p>If first aid treatment is carried out by a fully qualified first aider, full PPE including protective gloves, and face mask, should be worn before attempting any first aid for a customer or colleague.</p> <p>The area where first aid treatment has been carried out, should be cleaned thoroughly</p>		<p>Low</p>		



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		<p>with anti-bacterial spray/anti-bacterial wipes, and any waste material disposed of in waste bags, and doubled bagged for extra protection against transmission.</p> <p>First Aiders will need to thoroughly wash and sanitise their hands, following any first aid treatment given.</p> <p>First Aid PPE will need to be disposed of following treatment given, in double bagged waste bags.</p>				
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Other risks - use this space to record any additional risks you have identified in your store. Consult your RM if you need advice						
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