Heathrow Spread and Containment of Covid-19 virus RA

Areas of consideration	Critical Control Point	Failure Mode & possible spread of Covid-19	Control measures (Site Manager should ensure that these controls are present as a minimum)	Risk Priority Number (RPN)	Control measures to be considered. (These controls should be considered to reduce the risk further)	Risk Priority Number (RPN)	Managers Guidance / Comments
3. Social distancing at work.	3.2 Moving around buildings and worksites.	1. Staff congregation.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing. 4. Scheduling times for the collection of goods to a void over-crowding.	45	1. Staggered shift times. 2. Phased RTW 3. Reduction in number of workers at base depos 4. Site Specific Control 1 5. Site Specific Control 2	0	1. Managers should check and ensure social distancing and hygiene measures are being adheared to. 2. Refer to Government Guidance on Working safely during COVID-19 , for possible additional site specific controls.
		2. Employees failing to adhere to social distancing whilst working.	1. Managers to ensure Staff social distancing takes place. 2. Drivers to stay in their vehicles where this does not compromise their safety and existing safe workingpractice, such as preventing drive-aways. 3. Guidance issued to staff on requirements for social distancing. 4. All employees reminded follow social distancing guidelines during briefing.	27	1. Staggered shift times. 2. Phased RTW. 3. Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing. 4. Possible Disciplinary Action for failure to follow Social Distancing. 5. Site Specific Control 1. 6. Site Specific Control 2.	0	1. Site Managers should consider additional controls that can be implemented to reduce Managers should check and ensure social distancing is being is being maintained. 2. Refer to Government Guidance on Working safely during COVID-19 , for possible additional site specific controls.
		3. Employees not using correct hygiene measures and sanitising practices.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	36	1. Provision of Hand Sanitisers in work areas 2. Poster Reminders 3. Possible Disciplinary Action for failure to follow good hygiene regime 4. Site Specific Control 1 5. Site Specific Control 2	0	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds. 2. Refer to Government Guidance on Working safely during COVID-19 , for possible additional site specific controls.
		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime. 3. Temperature checks as part of the site access process.	27	1. Designated entrance points. 2. One way in / out systems for people movement with sanitisation stations points. 3. On site contract cleaners. 4. Increased contract cleaning regime.	0	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelyhood of cross contamination.
		5. Unidentified COVID-19 infected employees returning / coming to work.	1. Temperature checks as part of the site access process	45	1. Manager added local or site specific controls.	0	1. Temperature checks should be conducted on all Uniserve sites

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3. Social distancing at work.	3.3 Social Distancing in vehicles.	1. Employees unable to adhere to social distancing whilst driving with passengers.	1. Clear signage to outline social distancing measures in place. 2. Single person or contactless refuelling where possible. 3. Fixed pairing system if people have to work in close proximity, for example in a vehicle. 4. Ensure regular cleaning of vehicles, in particular, between different users. 5. Ensure good ventilation while driving.	30	1. Use of face covering. 2. Using physical screening, provided this does not compromise safety, for example, through reducing visibility.	30	1. Site Managers should consider additional controls that can be implemented to reduce risk. 2. Managers should check and ensure social distancing is being is being maintained. 2. Refer to Government Guidance on Working safely during COVID-19 , for possible additional site specific controls	
		4. Handling of shared equipment that has not been sanitised.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	27	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible Disciplinary Action for failure to follow good hygiene regime.	27	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds. 2. Refer to Government Guidance on Working safely during COVID-19 , for possible additional site specific controls.	
		5. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime. 3. Temperature checks as part of the site access process.	27	1. Designated entrance points. 2. One way in / out systems for people movement with sanitisation stations points. 3. On site contract cleaners. 4. Increased contract cleaning regime.	27	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelyhood of cross contamination.	
		6. Unidentified COVID-19 infected employees returning / coming to work.	1. Staff congregation.	45	1. Manager added local or site specific controls.	45	1. Temperature checks should be conducted on all Uniserve sites.	

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	3.4 Carrying out deliveries or collections.	1. Staff congregation.	1. Scheduling to limit exposure to large crowds and rush hours where appropriate. 2. Revising pick-up and drop-off collection points and procedures with signage and marking. 3. Where possible and safe having single workers load or unload vehicles. 4. Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking. 5. Maximising use of electronic paperwork where possible, and reviewing procedures to enable safe exchange of paper copies where needed. 6. Enabling drivers to access welfare facilities when required and consistent with other guidance. 7. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.	45	1. Staggered shift times. 2. Using physical screening, provided this does not compromise safety, for example, through reducing visibility.	45	1. Site Managers should consider additional controls that can be implemented to reduce risk. 2. Managers should check and ensure social distancing is being is being maintained. 2. Refer to Government Guidance on Working safely during COVID-19 , for possible additional site specific controls
3. Social distancing at work.		1. Employees unable to adhere to social distancing whilst driving with passengers.	1. Clear signage to outline social distancingmeasures in place. 2. Single person or contactless refuelling where possible. 3. Fixed pairing system if people have to workin close proximity, for example in a vehicle. 4. Ensure regular cleaning of vehicles, in particular,between different users. 5. Ensure good ventilation while driving.	45	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible Disciplinary Action for failure to follow good hygiene regime.	45	1. Social distancing is the corner stone control for COVID-19 Spread and incresing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 , for possible site specific controls.
		3. Employees not using correct hygiene measures and sanitising practices.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	45	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible Disciplinary Action for failure to follow good hygiene regime.	45	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds. 2. Refer to Government Guidance on Working safely during COVID-19 , for possible additional site specific controls.
		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	27	1. Designated meeting rooms. 2. One way in / out systems for people movement with sanitisation stations points. 3. On site contract cleaners 4. Increased contract cleaning regime.	27	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelyhood of cross contamination. 3. Refer to Government Guidance on Working safely during COVID-19 , for possible additional site specific controls
		5. Collection or delivery site failing to follow COVID-19 Government Guidance	1. Drivers / employees to liaise liaise with line manager for further instruction	45	1. Manager added local or site specific controls.	45	1. Temperature checks should be conducted on all Uniserve sites