

| Spread and Containment of Covid-19 virus |                                    |   |  |                              |  |                              |   |
|--|------------------------------------|---|--|------------------------------|--|------------------------------|---|
| 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.            | 3.3 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.<br>2. Single person or contactless refuelling where possible.<br>3. Fixed pairing system if people have to work in close proximity, for example in a vehicle.<br>4. Ensure regular cleaning of vehicles, in particular, between different users.<br>5. Ensure good ventilation while driving. | 3                            | 1. Use of face covering.<br>2. Using physical screening, provided this does not compromise safety, for example, through reducing visibility.   | 3                            | 1. Site Managers should consider additional controls that can be implemented to reduce risk.<br>2. Managers should check and ensure social distancing is being maintained.<br>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.<br>2. Reminders on correct hand washing regime.   | 3                            | 1. Provision of Hand Sanitisers in work areas.<br>2. Poster Reminders.<br>3. Possible Disciplinary Action for failure to follow good hygiene regime.<br>4. Site Specific Control 1.<br>5. Site Specific Control 2. | 3                            | 1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds.<br>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.<br>2. Reminders on correct hand washing regime.<br>3. Temperature checks as part of the site access process.  | 3                            | 1. Designated entrance points.<br>2. One way in / out systems for people movement with sanitisation stations points.<br>3. On site contract cleaners.<br>4. Increased contract cleaning regime.                    | 3                            | 1. One way systems and designated entry points will assist in controlling contamination at point of entry.<br>2. Increased cleaning regime will reduce the likelihood of cross contamination.   |
|  |                                    | 6. Unidentified COVID-19 infected employees returning / coming to work.   | 1. Staff congregation.   | 0                            | 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.            | 3.4 Carrying out deliveries or collections. | 1. Staff congregation.  | <ol style="list-style-type: none"> <li>Scheduling to limit exposure to large crowds and rush hours where appropriate.</li> <li>Revising pick-up and drop-off collection points and procedures with signage and marking.</li> <li>Where possible and safe having single workers load or unload vehicles.</li> <li>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.</li> <li>Maximising use of electronic paperwork where possible, and reviewing procedures to enable safe exchange of paper copies where needed.</li> <li>Enabling drivers to access welfare facilities when required and consistent with other guidance.</li> <li>Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.</li> </ol> | 3 | <ol style="list-style-type: none"> <li>Staggered shift times.</li> <li>Using physical screening, provided this does not compromise safety, for example, through reducing visibility.</li> </ol>   | 3 | <ol style="list-style-type: none"> <li>Site Managers should consider additional controls that can be implemented to reduce risk.</li> <li>Managers should check and ensure social distancing is being maintained.</li> <li>Refer to Government Guidance on Working safely during COVID-19, for possible additional site specific controls</li> </ol>                    |
|  |   | 1. Employees unable to adhere to social distancing whilst driving with passengers.  | <ol style="list-style-type: none"> <li>Clear signage to outline social distancing measures in place.</li> <li>Single person or contactless refuelling where possible.</li> <li>Fixed pairing system if people have to work in close proximity, for example in a vehicle.</li> <li>Ensure regular cleaning of vehicles, in particular, between different users.</li> <li>Ensure good ventilation while driving.</li> </ol>  | 0 | <ol style="list-style-type: none"> <li>Provision of Hand Sanitisers in work areas.</li> <li>Poster Reminders.</li> <li>Possible Disciplinary Action for failure to follow good hygiene regime.</li> <li>Site Specific Control 1.</li> <li>Site Specific Control 2.</li> </ol> | 0 | <ol style="list-style-type: none"> <li>Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate.</li> <li>Refer to Government Guidance on Working safely during COVID-19, for possible site specific controls.</li> </ol>  |
|  |   | 3. Employees not using correct hygiene measures and sanitising practices.   | <ol style="list-style-type: none"> <li>Provision of washroom and toilet wash facilities.</li> <li>Reminders on correct hand washing regime.</li> </ol>   | 3 | <ol style="list-style-type: none"> <li>Provision of Hand Sanitisers in work areas.</li> <li>Poster Reminders.</li> <li>Possible Disciplinary Action for failure to follow good hygiene regime.</li> </ol>   | 3 | <ol style="list-style-type: none"> <li>The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds.</li> <li>Refer to Government Guidance on Working safely during COVID-19, for possible additional site specific controls.</li> </ol>   |
|  |   | 4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces. | <ol style="list-style-type: none"> <li>Provision of washroom and toilet wash facilities.</li> <li>Reminders on correct hand washing regime.</li> </ol>   | 3 | <ol style="list-style-type: none"> <li>Designated meeting rooms.</li> <li>One way in / out systems for people movement with sanitisation stations points.</li> <li>On site contract cleaners</li> <li>Increased contract cleaning regime.</li> </ol>                          | 3 | <ol style="list-style-type: none"> <li>One way systems and designated entry points will assist in controlling contamination at point of entry.</li> <li>Increased cleaning regime will reduce the likelihood of cross contamination.</li> <li>Refer to Government Guidance on Working safely during COVID-19, for possible additional site specific controls</li> </ol> |
|  |   | 5. Collection or delivery site failing to follow COVID-19 Government Guidance   | 1. Drivers / employees to liaise with line manager for further instruction   | 3 | 1. Manager added local or site specific controls.   | 3 | 1. Temperature checks should be conducted on all Uniserve sites   |