Ipswich Containers Spread and Containment of Covid-19 virus RA

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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
2. Who should go to work.	Staff who can not work from home.	1. Staff congregation.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing on RTW. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW	16	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. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses 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. Guidance issued to staff on requirements for social distancing on RTW. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW. 3. Regulating use of high traffic areas including corridors, and walkways to maintain social distancing. 4. Reduced office staff when possable	20	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses 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 as part of RTW.	45	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible Disciplinary Action for failure to follow good hygiene regime.	20	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 second. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses 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 as part of RTW. 3. Temperature checks as part of the site access process. 4. Contractor Control process and COVID-19 Declaration.	45	1. Designated Visitor entrance points. 2. One way in movement with sanitisation stations point. 3. On site contract cleaners. 4. Increased contract cleaning regime.	20	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood 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.	30	1. Temperature checks should be conducted on all Uniserve sites.

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2. Who should go to work.	Staff who can work from home but attend site occasionally.	1. Lack of equipment or communication at home leading to staff attending site.	1. Staff issued remote workstations.　　　2. Communication remotely through Teams platform.	4	1. Site Manager can furlough employees: 4 fulough st the time of R/A	4	1. Managers should make every effort ensure staff who can work from home have the correct equipment and minimise the requirement to attend site. 2. All meetings should be through the Teams platform. 3. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.　　　　　　　4. Managers should consider the use of Clockify to manage remote operatives.
		2. Attend site to collect / replenish stationary or equipment.	1. Pre-arranged time for essential site visit. 2. Managers to ensure Staff social distancing takes place while attending site. 3. Correct hygiene measures and sanitising practices while attending site.	4	1. Managers are arranging delivery of required stationary or equipment to employees home. 2. Employee's attending site out of hours.	4	1. Managers should make every effort ensure staff who can work from home have the correct equipment and minimise the requirement to attend site.
		3. Attend site to collect personal belongings.	1. Pre-arranged time for essential site visit. 2. Managers to ensure Staff social distancing takes place while attending site. 3. Correct hygiene measures and sanitising practices while attending site.	4	1. Managers are arranging delivery of required stationary or equipment to employees home. 2. Employee's attending site out of hours.	4	1. Managers should make every effort ensure staff who can work from home have the correct equipment and minimise the requirement to attend site.
	2.1. Protect the vulnerable individuals. 2.1a Clinically Extremely Vulnerable Individuals. (Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP.)	1. Attending work.	1. Self Isolation. 2. Shielding at home. 3. Work from home. 4. Placed on Furlough.	0	Should Not Attend Work		1. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls. 2. Managers should ensure if staff can work from home they have the equipment. If not staff could be furloughed. 3. Keeping in touch with off-site employees on their arrangements including their welfare, mental and physical health and personal security. 3. weekly / Monthly reviews of Covid alert stage.
2. Who should go to work.	2.1. Protect the vulnerable individuals. 2.1b Clinically Vulnerable Individuals Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions (As per previous HR Guidance).	1. Attending work.	1. Self Isolation. 2. Shielding at home. 3. Work from home. 4. Placed on Furlough.	0	1. Site Manager can furlough employees: 5 staff in the office, 3 furloughed, 8 working at home	0	1. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls. 2. Managers should ensure if staff can work from home they have the equipment. If not staff could be furloughed. 3. Keeping in touch with off-site employees on their arrangements including their welfare, mental and physical health and personal security. 3. weekly / Monthly reviews of Covid alert stage.

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2. Who should go to work.	2.2 Workers who need to self-isolate.	1. Attending work.	1. Self Isolation. 2. Shielding at home. 3. Work from home. 4. Placed on Furlough.	0			1. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls. 2. Managers should ensure if staff can work from home they have the equipment. If not staff could be furloughed. 3. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. 4. weekly / Monthly reviews of Covid alert stage.
3. Social distancing at work.	3.1 Coming to work and leaving work.	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.	8	1. Staggered shift times. 2. Phased RTW 3. Temperature checked when entering depot.	8	1. Managers should check and ensure social distancing and hygiene measures are being adhered to. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses 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. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	18	1. Staggered shift times. 2. Phased RTW. 3. Regulating use of high traffic areas including corridors,and walkways to maintain social distancing. 4. Possible Disciplinary Action for failure to follow Social Distancing.	8	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. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses 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.	8	1. Provision of Hand Sanitisers in work areas 2. Poster Reminders 3. Possible Disciplinary Action for failure to follow good hygiene regime	8	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible 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.	8	1. Designated entrance points. 2. One way in with sanitisation station point. 3. On site contract cleaners.	8	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 second. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		5. Unidentified COVID-19 infected employees returning / coming to work.	1. Temperature checks as part of the site access process.	0	1. Manager added local controls.	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 likelihood of cross contamination.

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.	8	1. Staggered shift times. 2. Phased RTW	8	1. Managers should check and ensure social distancing and hygiene measures are being adhered to. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses 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. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	4	1. Staggered shift times. 2. Phased RTW. 3. Possible Disciplinary Action for failure to follow Social Distancing.	4	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. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses 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.	4	1. Provision of Hand Sanitisers in work areas 2. Poster Reminders 3. Possible Disciplinary Action for failure to follow good hygiene regime	4	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 in factories, plants and warehouses 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.	4	1. Designated entrance points. 2. One way in / out systems for people movement with sanitisation stations points. 3. On site contract cleaners.	4	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood 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.	45	1. Temperature checks should be conducted on all Uniserve sites

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		3.3 Workplaces and workstations.	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.	30	1. Staggered shift times. 2. Phased RTW 3. Posters in place	12	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. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses 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. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	18	1. Staggered shift times. 2. Phased RTW. 3. Possible Disciplinary Action for failure to follow Social Distancing.	18	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls
3. Social distancing at work.			3. Unable to follow social distancing due to workstation layout.	1. Positioning of screens or barriers to separate people from each other. 2. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. 3. Reducing the number of people in the office (Shift rotation).	40	1. Avoiding use of hot desks and spaces and, where that is not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment. 2. Install plastic screens inbetween operators and drivers	12	1. Site managers should, so far as is reasonably practicable, alter existing workstations and surrounding areas, to enable social distancing. 2. Site managers should consider the use of other, unoccupied areas within the site to reduce proximity of workers. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible 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.	18	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible Disciplinary Action for failure to follow good hygiene regime. 4. Only shared equipment are printers, which are cleaned down the same time as drivers counter	8	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 in factories, plants and warehouses for possible additional site specific controls.
			6. Unidentified COVID-19 infected employees returning / coming to work.	1. Staff congregation.	30	1. Manager added local or site specific controls.	30	1. Temperature checks should be conducted on all Uniserve sites.

3. Social distancing at work.	3.5 common Areas.	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.	1. Staggered shift times. 2. Reduce access to rest areas. 3. Ensuring Social Distancing and limiting one person at a time in staff kitchen & drivers restroom	24	18	1. Managers should check and ensure social distancing and hygiene measures are being adhered to. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses 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. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	1. Staggered shift times. 2. Regulating use of high traffic areas including corridors, walkways to maintain social distancing 3. Possible Disciplinary Action for failure to follow Social Distancing	4	4	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses 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.	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible Disciplinary Action for failure to follow good hygiene regime.	4	4	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 in factories, plants and warehouses 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.	1. Designated entrance points. 2. One way in with sanitisation station points 3. On site contract cleaners.	4	4	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination
		5. Unidentified COVID-19 infected employees returning / coming to work.	1. Temperature checks as part of the site access process	1. Manager added local or site specific controls	30	30	1. Temperature checks should be conducted on all Uniserve sites
3. Social distancing at work.	3.6 Accidents, Security and other incidents	In an emergency, for example, an accident or fire, people **do not have to stay 2m** apart if it would be unsafe.	1. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 2. Person giving assistance, ie, First Aider / Fire Marshal should wear face covering.	1. Review and update of emergency evacuation procedure to include social distancing measure. 2. Appropriate signage displayed alongside First Aid stations. 3. All First Aiders and Fire Wardens should be informed of social distancing guidelines during incident. 4. Face Masks to be added to the office First Aid Kits 5. Ensure face masks are worn during an emergency evacuation	2	2	1. Managers should ensure social distancing and hygiene measures are being adhered to once the incident is over. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
4. Managing your customers, visitors and contractors.	4.2. Providing and explaining available Guidance.	1. Customers, Visitors and Contractors not having a clear understanding of what is required of them while they are on site regarding social distancing and correct hygiene measures.	1. Displaying of signed "Staying COVID-19 Secure in 2020" posters and other informative signage. 2. Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.	1. Review ATW and visitor permits to include guidance on social distancing and sanitation good practice. 2. Notices on Social Distancing will be sent to all Contractors	4	4	1. Managers should check and ensure social distancing and hygiene measures information posters and other guidance is displayed and updated as required.

	5.2 Keeping the workplace clean	4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to employees, through contact with contaminated surfaces.	1. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements. 2. Limiting or restricting use of high-touch items and equipment, for example, printers. 3. Provision of washroom and toilet wash facilities. 4. Reminders on correct hand washing regime. 3. Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	30	1. Specific areas added to managers safety tour document to ensure area is correctly cleaned. 2. Aircon is kept turned off unless absolutely necessary. Doors remain open for ventilation purposes	18	1. Managers should check and ensure deep clean has been carried out before re-use of the area and that sanitation stations are available, including guidance. 2. If you are cleaning after a known or suspected case of COVID-19 then you should Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls. refer to the specific guidance.
5. Cleaning the workplace.	5.3 Hygiene - Handwashing, Sanitation facilities and toilets.	1. Employees not using correct hygiene measures and sanitising practices.	1. Using signs and posters to build awareness of good hand washing technique. 2. Provision of washroom and toilet wash facilities. 3. Providing hand sanitiser in multiple locations in addition to washrooms. 4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. 5. Increase handwashing frequency. 6. Avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	36	1. Paper hand towels already in place as an alternative to hand dryers in handwashing facilities. 2. Limit the Drivers washroom to 2 people maximum	16	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 in factories, plants and warehouses for possible additional site specific controls
	5.4 Changing rooms and Showers.	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.	36	1. Paper hand towels already in place as an alternative to hand dryers in handwashing facilities. 2. Limit the Drivers washroom to 2 people maximum 3. Ensure Hand Sanitiser at Drivers Washroom	16	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls.
		2. Employees failing to adhere to social distancing whilst working.	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.	36	1. Limit the Drivers washroom to 2 people maximum. 2. Poster Rimders 3. Possible Disciplinary Action for failure to follow Social Distancing.	16	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls.
5. Cleaning the workplace.		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.	8	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible Disciplinary Action for failure to follow good hygiene regime	8	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 in factories, plants and warehouses for possible additional site specific controls
		5. Unidentified COVID-19 infected employees returning / coming to work.	1. Temperature checks as part of the site access process	30	Manager added local or site specific controls	30	1. Temperature checks should be conducted on all Uniserve sites

6. Personal Protective Equipment (PPE) and Face coverings.	6.1 Face Covering.	The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.	1. **Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.** 2. A face covering needs to cover your mouth and nose to be effective. 3. Wash your hands thoroughly with soap and water for20 seconds or use hand sanitiser before putting a face covering on, and after removing it. 4. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. 5. Change your face covering if it becomes damp or if you've touched it. 6. Continue to wash your hands regularly. 7. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.	20	1. Issued face masks to staff on request	8	1. Manages should check any additional PPE requirements if introduced are adhered to. 2. Additional PPE must be fit for purpose and fit correctly. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls
7. Workforce Management.	7.3 Communication and Training. 7.3.1 Return to work.	1. Employees not having a clear understanding of what is required of them while they are on site regarding social distancing and correct hygiene measures.	1. Displaying of signed "Staying COVID-19 Secure in 2020" posters and other informative signage. 2. Providing clear guidance on social distancing and hygiene to employees during return to work induction. 3. Communication and training for workers prior to returning to site, regarding new procedures for arrival at work. 4. Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.	4	1. No visitors currently on site	4	1. Managers should check and ensure social distancing and hygiene measures information posters and other guidance is displayed and updated as required.
7. Workforce Management.	7.3 Communication and Training. 7.3.2 Ongoing communications and Signage.	1. Staff not aware of changes relevant to them within the workplace.	1. Ongoing engagement with workers monitor and understand any unforeseen impacts or changes to working environments.	4	1. weekly / Monthly reviews of Covid alert stage. 2. Periodical announcements regarding Covid-19 alert stage and how it impacts the workplace.	4	1. Managers should ensure that any significant changes in working conditions are brought to their staffs attention.
		2. Employees not aware of potential changes in policy or procedure regarding social distancing, due to change in Covid alert Stage.	1. Regular updates on current Covid-19 situation, using noticeboards, newsletters and briefings.	4		4	1. weekly / Monthly reviews of Covid alert stage. 2. Managers should ensure that any significant changes in working conditions are brought to their staffs attention.
		3. Employees not understanding guidance displayed or briefed to them.	1. Engage workforce using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. 2. Using visual communications, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	4	1. Two way flow of communication to enable employees to discuss any changes to their working environment.	4	