

# Covid-19 Risk Assessment: One Stop Stores Ltd – Distribution & Transport.

Scope		Commentary
Areas Included / Not Included	Included: All activities within Distribution operations	<p>Our approach to managing risk throughout the COVID19 response is aligned with our organisational commitment that "Nothing is more important than the safety of our customers and colleagues". Our focus has been to align with the developing guidelines from Public Health England, the devolved governments and the Department for Business, Energy &amp; Industrial Strategy (BEIS). The control measures in place will be subject to ongoing assurance activities and are supported by detailed Instruction, Information, Training and Supervision. Our controls centre around the principles of maintaining Social Distancing and good hygiene standards for our customers and colleagues. In line with our safety management system and our duty as an employer, the aim has been to reduce workplace risk to the lowest reasonably practicable level. We have achieved this by implementing preventative measures to minimise any potential residual risk based on the scientific guidance and advice available as the situation develops. Colleague representatives have been consulted on this risk assessment.</p> <p><b>Note:</b> Additional information provided within the Tesco Stores Ltd Covid-19 Risk Assessment – General Channels</p>
Format	Distribution and Transport	
Last Reviewed and Updated	22.01.21	

Activity	Hazard	People at Risk	Controls	Relevant Training / Supporting Information	Assurance
Changes made in distribution centres to prevent the spread and survival of Covid-19	Presence and survival of the virus on general surfaces and hand touch points	Colleagues, agency colleagues, contractors, visitors	<p>Introduced:</p> <ul style="list-style-type: none"> <li>RDT's cleaned at start and end of shift</li> <li>Distribution colleagues continue to clean as they go, ensuring their work areas are cleaned regularly using diluted approved cleaning chemical and Blue roll.</li> <li>Depots issued with hand sanitiser, hand soap, drysan or similar wipes, Approved cleaning chemical and blue roll</li> <li>Depots set up with sanitiser stations in key locations and single sanitiser units in key locations</li> <li>Cleaners include focus on 'touch points'</li> <li>Additional 'touch point' cleaning completed by operatives during low volume work periods</li> <li>Posters displayed regarding hand washing and toilet hygiene</li> <li>Guidance provided on social distancing measures to be achieved.</li> <li>Foot door openers fitted to remove direct hand contact with surfaces</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 - DC Policy to Minimise Risk</li> <li>Daily Briefings</li> <li>Safe and Legal Audits to commence during May 20</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> <li>Weekly internal DC audits</li> </ul>
	Presence and survival of the virus on MHE, depot equipment surfaces and hand touch points	Colleagues, agency colleagues, contractors	<ul style="list-style-type: none"> <li>MHE and depot equipment cleaned at start and end of shift</li> <li>Colleagues reminded daily and checks made by the supervisory teams</li> <li>Cleaning stations checked and replenished daily</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 - DC Policy to Minimise Risk</li> <li>Daily Briefings</li> <li>Safe and Legal Audits to commence during May 20</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> <li>Weekly internal DC audits</li> </ul>
	Personal contact e.g. podiums, canteen, smoking areas, toilets, office areas.  Not being able to maintain the 2m social distancing guidance.	Colleagues, agency colleagues, contractors, management, visitors	<ul style="list-style-type: none"> <li>Perspex screens fitted to podiums, debrief desks, Signage, tape, floor sticker and signs used and clearly displayed reminding colleagues of social distancing control measures.</li> <li>Layout changes incorporated into office areas, canteens, rest rooms, toilets etc to ensure 2m social distancing achieved.</li> <li>Changes made to start, finish and break times to allow greater spread of clocking times</li> <li>Restrictions on the number of colleagues entering an area / office / room if 2m distancing cannot be maintained.</li> <li>Internal and external meetings held via teams whenever possible.</li> <li>Contractors inducted and briefed on procedures to be followed whilst working on the sites.</li> <li>Colleagues asked to work from home where possible to do so.</li> <li>Additional cleaning implemented with regular disinfection of hard surface touch points. Sanitiser stations and single units located at main entry points throughout.</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 - DC Policy to Minimise Risk</li> <li>Daily Briefings</li> <li>Hygiene screens fitted March / April 2020</li> <li>Safe and Legal Audits to commence during May 20</li> <li>Visitor &amp; contractor inductions</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> <li>Weekly internal DC audits</li> <li>Face coverings (disposable &amp; washable) provided for all colleagues</li> </ul>

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			<ul style="list-style-type: none"> <li>All visitors &amp; contractors to our site are to wear a face mask/visor</li> <li>For face coverings use, please refer <b>Wear of face masks and face coverings</b> below</li> </ul>		
	<p>Presence and survival of the virus on HGV cab equipment surfaces and hand touch points</p> <p>Personal contact with others in a cab</p>	DC Drivers, Shunters	<ul style="list-style-type: none"> <li>Distribution drivers continue to clean as they go, ensuring their work areas are cleaned regularly using diluted Approved cleaning chemical and Blue roll.</li> <li>Drivers issued with hand sanitiser, drysan or similar wipes, approved cleaning chemical and blue roll</li> <li>Drivers to follow safe system of work for unit cab touch point cleaning</li> <li>Air recirculation is switched off in the cab and windows opened where possible</li> <li>For face coverings use, please refer <b>Wear of face masks and face coverings</b> below</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 - DC Policy to Minimise Risk</li> <li>Daily Briefings</li> <li>Safe and Legal Audits to commence during May 20</li> <li>Safe System of Work TR-26-SSOW081 v1</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> <li>Face coverings (disposable &amp; washable) provided for all colleagues</li> </ul>
	Personal contact with others	Colleagues, agency colleagues, contractors, management, visitors	<ul style="list-style-type: none"> <li>Face visors supplied made available for colleagues working in areas where close proximity is unavoidable.</li> <li>Guidance supplied on how to wear and clean them</li> <li>Additional consumables - Face masks and gloves made available</li> <li>Guidance supplied on how to wear and use them</li> <li>Interviews carried out over the phone</li> <li>All visitors &amp; contractors to our site are to wear a face mask/visor</li> <li>For face coverings use, please refer <b>Wear of face masks and face coverings</b> below</li> </ul>	<ul style="list-style-type: none"> <li>Masks and Gloves April 2020</li> <li>Hand Sanitiser March / April 2020</li> <li>Face Visors April 2020</li> <li>Safe and Legal Audits to commence during May 20</li> <li>Visitor &amp; contractor inductions</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> <li>Face coverings (disposable &amp; washable) provided for all colleagues</li> </ul>
	Contact with third party delivery drivers and potential spread of Covid-19	Goods Inwards Colleagues, Other visiting drivers	<ul style="list-style-type: none"> <li>Clear guidance and instructions for drivers entering the site.</li> <li>PPE used by goods inwards colleagues.</li> <li>Drivers managed whilst on site.</li> <li>Separate drivers toilet facilities at each depot.</li> <li>Drivers remain in their cab when not required to work curtains or on the back of the trailer.</li> <li>Any equipment used by visiting drivers cleaned after each use (hand pallet truck).</li> <li>Signage around the sites and at the arrival gates</li> <li>Third party drivers must wear a face covering whenever out of their vehicle</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 - DC Policy to Minimise Risk</li> <li>Daily Briefings</li> <li>Safe and Legal Audits to commence during May 20</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> <li>Weekly internal DC audits</li> </ul>
<b>Cleaning and hygiene consumables</b>	New chemicals not COSHH assessed and instruction not in place	Colleagues, cleaners	<ul style="list-style-type: none"> <li>Sourcing alternative suppliers/chemicals if Ecolab products not available</li> <li>CoSHH assessments will be completed and new/amended cleaning guidance produced prior to use</li> </ul>	<ul style="list-style-type: none"> <li>Managed centrally</li> <li>Safe and Legal Audits to commence during May 20</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> </ul>
	Cleaning and hygiene supplies not available e.g. hand sanitiser/drysan wipes re-directed to the NHS or supplier unable to maintain supply	Colleagues, agency colleagues, contractors, management, visitors	<ul style="list-style-type: none"> <li>Alternative suppliers or consumables being sought if current suppliers unable to maintain demand</li> <li>CoSHH assessments will be completed and new/amended cleaning instructions produced prior to using any new chemicals</li> </ul>	<ul style="list-style-type: none"> <li>Managed centrally</li> <li>Safe and Legal Audits to commence during May 20</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> </ul>
	Potential allergic reaction to wipes and hand sanitisers	Colleagues, agency colleagues, contractors, management, visitors	<ul style="list-style-type: none"> <li>Approved hand sanitisers and wipes are always without allergenic/sensitising properties</li> </ul>	<ul style="list-style-type: none"> <li>Managed centrally</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> </ul>
<b>Undertaking normal activity within the warehouse to include management activities, picking, loading and unloading of vehicles</b>	<p>Presence and survival of the virus on surfaces and hand touch points</p> <p>Spread of virus to others by close proximity to others.</p>	Colleagues, agency colleagues, contractors, management, visitors	<ul style="list-style-type: none"> <li>Additional cleaning and disinfecting touch points.</li> <li>Chemicals used that are suitable to kill corona virus microorganisms.</li> <li>Sanitiser units provided to each DC for entrance and exit</li> <li>Foot handles (devices to open doors without using hands) installed by Maintenance on frequently accessed doors.</li> <li>Colleagues instructed to not swap equipment during shifts.</li> <li>Guidance for Drivers produced on how to safely clean down their vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 - DC Policy to Minimise Risk</li> <li>Daily Briefings</li> <li>Safe and Legal Audits to commence during May 20</li> <li>Masks and Gloves April 2020</li> <li>Hand Sanitiser March / April 2020</li> <li>Face Visors April 2020</li> <li>Hand Washing Posters</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> <li>Weekly internal DC audits</li> <li>Face coverings (disposable &amp; washable) provided for all colleagues</li> </ul>

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			<ul style="list-style-type: none"> <li>Poster and briefings to colleagues, visitors and agency colleagues to not attend the depot if suffering from any of the Covid-19 symptoms.</li> <li>At places where people queue or congregate floor markings to remind the 2m social distancing guidance"</li> <li>Handwashing information posters</li> <li>Search buttons taken out of use</li> <li>All colleagues provided with gloves for all activities</li> <li>Loading team operatives to wear face coverings due to close proximity of other colleagues</li> </ul>		
<b>Signing in and accessing the site</b>	Touching frequent touch points and picking up the virus on hands or coming into close contact with others in reception/visitor arrival points	Colleagues, agency colleagues, contractors, management, visitors	<ul style="list-style-type: none"> <li>For visitors to site, or if a colleague has forgotten their access card, there will be a dispenser available containing hand sanitiser.</li> <li>Receptionist, site services or management will sign in all visitors to the site</li> <li>Perspex screen installed at some points.</li> <li>Signage to support social distancing measures</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 - DC Policy to Minimise Risk</li> <li>Safe and Legal Audits to commence during May 20</li> <li>Hand Sanitiser March / April 2020</li> <li>Hand Washing Posters</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> </ul>
<b>Clocking in and out</b>	Touching frequent touch points and picking up the virus on hands or coming into close contact with others in the queue.	Colleagues	<ul style="list-style-type: none"> <li>Regular cleaning to this area.</li> <li>Floor markings indicate the 2m social distancing guidance around clocking in positions.</li> <li>Hand sanitiser available</li> <li>Staggered start / finish times</li> <li>Clocking in/out machines relocated where possible</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 - DC Policy to Minimise Risk</li> <li>Safe and Legal Audits to commence during May 20</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> <li>Weekly internal DC audits</li> </ul>
<b>Rest breaks / Toilets and Canteens</b>	Touching frequent touch points and picking up the virus on hands or coming into close contact with others in the queue.	Colleagues, agency colleagues, visitors, contractors	<ul style="list-style-type: none"> <li>High visibility tape and specific vinyl floor stickers have been installed to help with social distancing in the various areas.</li> <li>All pool tables, dart boards etc are closed. Tables and chairs repositioned</li> <li>Microwaves are cleaned regularly especially with the increase in colleagues bringing their own food to work</li> <li>Soft seating and other items moved or removed</li> <li>Colleagues can purchase pre-packed sandwiches or bring their own food.</li> <li>Colleague can also take food away to eat in their cars should they wish to do so.</li> <li>Self-sanitising is in place in rest rooms.</li> <li>Colleague fridges removed from colleague rooms</li> <li>Two metre social distancing zones with a taped marker line are in place by each water station</li> <li>Social distancing guidance applied to all colleague toilets this will include urinals / wash basins restricted and queue management with stickers / floor markings as necessary.</li> <li>Vending machines cleaned regularly</li> <li>For face coverings use, please refer <b>Wear of face masks and face coverings</b> below</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 - DC Policy to Minimise Risk</li> <li>Safe and Legal Audits to commence during May 20</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> <li>Weekly internal DC audits</li> <li>Face coverings (disposable &amp; washable) provided for all colleagues</li> </ul>
<b>Using the smoking shelter</b>	<p>Not being able to maintain the recommended 2m social distancing guidelines - spread of virus to others.</p> <p>Fire from discarded cigarettes in car park areas / vehicles</p>	Colleagues, agency colleagues, visitors, contractors	<ul style="list-style-type: none"> <li>Colleagues not permitted to gather in groups in the smoking areas.</li> <li>Yellow boxes installed to support the compliance of social distancing guidelines.</li> <li>In the event of social distancing measures not being followed the DCM can choose to close the smoking shelter.</li> <li>A second option for colleagues is to smoke in their own vehicles, disposing of any smoking related materials either in the car or via the bins onsite.</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 - DC Policy to Minimise Risk</li> <li>Safe and Legal Audits to commence during May 20</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> <li>Weekly internal DC audits</li> </ul>
<b>New colleagues' inductions undertaking all warehouse activities</b>	Increased number of colleagues to be trained by the trainers in equipment handling whilst following the 2m social distancing guidance	Colleagues, contractors, visitors, trainers	<ul style="list-style-type: none"> <li>Classroom occupancy restricted to ensure colleagues are spread out.</li> <li>All colleagues face forwards (classroom style) so face to face activity is avoided</li> <li>Limited number of trainees: trainer</li> <li>For face coverings use, please refer <b>Wear of face masks and face coverings</b> below</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 - DC Policy to Minimise Risk</li> <li>Safe and Legal Audits to commence during May 20</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> </ul>

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<b>Training of new colleagues on MHE</b>	Not being able to maintain the recommended 2m social distancing guidelines	Trainer, trainees	<ul style="list-style-type: none"> <li>Smaller group sizes</li> <li>Reduction in contact time for the induction training</li> <li>Spacing between colleagues at desks during the classroom work and colleagues face forward not towards other colleagues</li> <li>Any colleague with symptoms should not be at work</li> <li>For face coverings use, please refer <b>Wear of face masks and face coverings</b> below</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 – DC Policy to Minimise Risk</li> <li>Safe and Legal Audits to commence during May 20</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> </ul>
<b>Drivers undertaking deliveries to stores</b>	Not being able to maintain the recommended 2m social distancing guidelines	Driver, store colleagues, public	<ul style="list-style-type: none"> <li>Retail colleagues required to wear face during deliveries</li> <li>Rear stock room deliveries-if social distancing cannot be followed (2m rule) then a face covering is to be worn</li> <li>If the cages are required to travel via the shop floor, face covering to be worn</li> <li>Drivers to wash hands when at the stores</li> <li>Fuel pumps to be cleaned daily.</li> <li>For face coverings use, please refer <b>Wear of face masks and face coverings</b> below</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 – DC Policy to Minimise Risk</li> <li>Safe and Legal Audits to commence during May 20</li> <li>Mandatory Face Coverings Distribution Guidance V1</li> <li>Face Visors for Colleagues V1</li> <li>Covid-19 V4</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> </ul>
<b>Cleaning vehicle cabs</b>	<p>Presence and survival of the virus on surfaces and hand touch points</p> <p>Exposure to the cleaning chemical</p> <p>Failure to adequately clean hand contact surfaces</p> <p>Inability of the product to be effective against the Covid 19 virus</p>	Drivers	<ul style="list-style-type: none"> <li>COSHH RA completed</li> <li>COSHH Data sheet available</li> <li>Confirmation from Ecolab that Approved cleaning chemical is suitable for the novel virus</li> <li>Guidance issued on how and what to clean</li> <li>Availability of PPE (Gloves, Goggles) to use when diluting Approved cleaning chemical from concentrate</li> <li>Guidance provided on disposing of the paper towels used to clean</li> <li>Drivers to follow safe system of work for unit cab touch point cleaning</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 – DC Policy to Minimise Risk</li> <li>Safe and Legal Audits to commence during May 20</li> <li>Safe System of Work TR-26-SSOW081 v1</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Legal Audit</li> <li>Safety support visit</li> </ul>
<b>Use of offices</b>	Not being able to maintain the recommended 2m social distancing guidelines – spread of virus to others.	Colleagues, contractors, visitors	<ul style="list-style-type: none"> <li>Only business critical meetings held in person with 2m distance between colleagues and face coverings must be worn.</li> <li>All depots have the use of Microsoft Teams, this will be used for all meetings where practical.</li> <li>Colleagues to work from home where possible</li> <li>Floor markings will mark the 2m social distancing</li> <li>Occupancy of meeting rooms limited</li> <li>Signage to enforce guidance around site</li> <li>Mental health support has been offered to all colleagues using a third-party reducing anxiety for colleagues working away from the office</li> <li>Working from home should be undertaken wherever possible</li> <li>For face coverings use, please refer <b>Wear of face masks and face coverings</b> below</li> </ul>	<ul style="list-style-type: none"> <li>Coronavirus – DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC</li> <li>COVID-19 Guidance Meetings and Audits – GPS SharePoint</li> <li>COVID-19 Guidance First Aid.</li> <li>H&amp;S Guidance Document – myDC</li> <li>Posters and signage to highlight need for social distancing (available in multiple languages).</li> <li>Disposable gloves, face masks and visors.</li> <li>Posters &amp; SSC Comms re mental health</li> </ul>	<ul style="list-style-type: none"> <li>Depot review of adopted practices and guidance by Group People Safety Team.</li> <li>Completion of a safe and legal audit by the in-house audit team at all sites.</li> <li>Weekly internal DC audits</li> <li>Face coverings (disposable &amp; washable) provided for all colleagues</li> </ul>
<b>Sharing desks in the office</b>	Presence and survival of the virus on surfaces and hand touch points – spread of virus to others by close proximity to others.	Colleagues	<ul style="list-style-type: none"> <li>Desks are positioned to be spread out and adopt the 2m social distancing guidance wherever possible</li> <li>Desks should be wiped over with an approved product before and after use</li> <li>For face coverings use, please refer <b>Wear of face masks and face coverings</b> below</li> </ul>	<ul style="list-style-type: none"> <li>Coronavirus – DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC</li> <li>Face Visors for Colleagues – myDC</li> </ul>	<ul style="list-style-type: none"> <li>Completion of a safe and legal audit by the in-house audit team at all sites.</li> </ul>
<b>Return to work post shielding</b>	<p>No understanding of the introduced social distancing measures</p> <p>Skills on MHE have not been practiced for 12-week period</p>	Colleagues, visitors	<ul style="list-style-type: none"> <li>Operators of MHE and FLT to complete familiarisation training after a 12-week absence</li> <li>Briefing of social distancing measures in place required on return to work</li> <li>Site familiarisation visit scheduled as part of the return to work process</li> <li>Occupational health support if required to determine appropriate job role</li> </ul>	<ul style="list-style-type: none"> <li>Covid-19 – What I need to know briefing – April 2020 – GPS SharePoint</li> <li>FLT Training</li> </ul>	<ul style="list-style-type: none"> <li>Depot review of adopted practices and guidance by Group People Safety Team.</li> <li>Completion of a safe and legal audit by the in-house audit team at all sites.</li> </ul>



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<b>Managers and colleagues not undertaking the relevant changes to the workplace</b>	Colleagues and managers not maintaining the social distancing  Colleagues not aware of the required changes and how to operate safely within the depot or transport area.	Colleagues, visitors, guests	<ul style="list-style-type: none"> <li>A photo pack of completed actions is required to be uploaded to the One Stop I drive from all sites</li> <li>All colleagues reminded via the weekly brief of changes</li> <li>All new starters are briefed on Covid-19 activity changes as part of induction</li> </ul>	<ul style="list-style-type: none"> <li>Briefing training for colleagues</li> <li>Photo pack for WGLL in all depots</li> </ul>	<ul style="list-style-type: none"> <li>Completion of a safe and legal audit by the audit team at all sites.</li> </ul>
<b>One Stop Driver breakdown on public highway and requires recovery</b>	Not being able to maintain the recommended 2m social distancing guidelines.	Driver, recovery Driver	<ul style="list-style-type: none"> <li>Approved One Stop recovery company have aligned their recovery procedure to standards set out by Highways England and the IVR (Institute of Vehicle Recovery) and are recommending drivers and passengers of casualty vehicles remain in their vehicle whilst being recovered.</li> </ul>	<ul style="list-style-type: none"> <li>Recovery company Covid-19 Customer Rescue &amp; Recover Procedure</li> <li>Recovery company Covid-19 Dynamic Risk Assessment for Vehicle Recovery</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
<b>PPM activity by maintenance colleagues</b>	Reduction in frequency of maintenance visits for PPM activities	Colleagues, customers, contractors	<ul style="list-style-type: none"> <li>All PPM's and statutory maintenance have been maintained</li> <li>Contractors to our site are to wear a face mask/visor</li> <li>Face visors can be worn but only with another form of suitable face covering that covers mouth and nose as this alone is no longer deemed suitable</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>Visitor &amp; contractor inductions</li> </ul>	<ul style="list-style-type: none"> <li>Verisae records of all statutory inspections and PPM</li> </ul>
<b>MHE Maintenance Activities</b>	Reduced staffing levels leading to inability to provide normal level of service and therefore vehicles/equipment being used that are outside of their normal servicing regime.	Colleagues, contractors, visitors	<ul style="list-style-type: none"> <li>Any defective trucks taken out of service. VOR vehicles logged with Third Party maintenance provider.</li> <li>Repairs, services and inspections all continue as per normal plan.</li> <li>Third Party maintenance provider briefed on COVID-19 precautions during authorisation/permit to work issuing</li> <li>Contractors to our site are to wear a face mask/visor</li> <li>Pre use Inspections completed by colleagues</li> <li>For face coverings use, please refer <b>Wear of face masks and face coverings below</b></li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>Visitor &amp; contractor inductions</li> </ul>	<ul style="list-style-type: none"> <li>Completion of a safe and legal audit by the audit team at all sites.</li> <li>Weekly internal DC audits</li> </ul>
<b>Wear of face masks and face coverings</b>	Wearing of the face mask incorrectly  Cross contamination  Disposal of used face masks	Colleagues	<ul style="list-style-type: none"> <li>Guidance issued on the correct wearing of a face mask.</li> <li>Guidance issued to change every shift or after a break and not to touch the face.</li> <li>Guidance issued on how to dispose of a used facemask to include a lidded bin.</li> <li>Only face masks of the correct grade have been purchased for use in depots and procurement checks are in place.</li> <li>Face masks are provided for use on public transport if required.</li> <li>Re-usable face coverings are available for colleagues on request.</li> <li>All visitors to the site must wear a face covering for the duration of their visit.</li> <li>Face visors can be worn but only with another form of suitable face covering that covers mouth and nose.</li> <li>Unless medically exempt all distribution colleagues must wear a face covering from entry to the building at start of shift, until exiting at end of shift. This includes all communal areas: <ul style="list-style-type: none"> <li>Canteen (unless eating or drinking)</li> <li>Reception / Offices</li> <li>Moving through turnstiles</li> <li>All corridors</li> <li>Lifts</li> <li>Locker/changing rooms</li> <li>Toilets</li> <li>Driver rest rooms</li> <li>Podiums</li> </ul> </li> <li>As well as the following specific times / activities: <ul style="list-style-type: none"> <li>On entrance until start of shift (including clocking in and out, collecting and returning all types of equipment and walking to / from any mechanical handling equipment)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Covid-19 Key Information for colleagues</li> <li>Covid-19 – DC Policy to Minimise Risk</li> <li>Mandatory Face Coverings Updated January 2021 V2</li> <li>Face Coverings / Masks Update – Distribution 22/11/20</li> <li>Daily Briefings</li> <li>Face Coverings Guidance 18/01/21</li> </ul>	<ul style="list-style-type: none"> <li>Completion of a safe and legal audit by the audit team at all sites.</li> <li>Weekly internal DC audits</li> <li>Safe &amp; Legal Audit</li> </ul>

Activity	Hazard	People at Risk	Controls	Relevant Training / Supporting Information	Assurance
			<ul style="list-style-type: none"> <li>○ At the end of their shift (from end of pick until leaving the building through the turnstiles / site exits).</li> <li>○ Small office/meeting or training rooms, with more than one person.</li> <li>○ 2 people walking the DC floor together.</li> <li>○ Training activities (both trainer and trainee) where physical intervention may be required.</li> <li>○ Any other situations where 2m social distancing cannot be maintained.</li> </ul> <ul style="list-style-type: none"> <li>● Drivers must wear a face covering: <ul style="list-style-type: none"> <li>○ In all DC communal areas listed above</li> <li>○ When there is more than one person in the cab</li> <li>○ When delivering to stores – front or back areas as this is a legal requirement.</li> </ul> </li> <li>● Exemptions: <ul style="list-style-type: none"> <li>○ Colleagues with health conditions who cannot put on, wear or remove a face covering because of any physical or mental illness or impairment or disability or without severe distress.</li> <li>○ Colleagues who need to take medication or to eat or drink where reasonably necessary.</li> <li>○ Colleagues can remove their face covering to avoid harm or injury, either to themselves or others – for example to get somebody's attention about a danger</li> <li>○ Sunflower lanyards / exemption badges are supplied for those colleagues who wish to use them where they have an exemption from wearing a face covering</li> </ul> </li> </ul> <p>Face coverings can only be removed in the following environments:</p> <ul style="list-style-type: none"> <li>● Colleague canteen when eating and drinking</li> <li>● When smoking in the clearly marked shelter</li> <li>● When only 1 person in the office / meeting room</li> <li>● When seated at a desk in the office areas</li> </ul>		