

## WAREHOUSE RISK ASSESSMENT - COVID 19

JOE BROWNS LIMITED

Kandy Works, Brown Lane East, Holbeck, Leeds, LS11 0BT

<b>Title:</b> Coronavirus	<b>Date of assessment:</b> 26th May 2020
<b>Risk Assessment Reference:</b> TH002	<b>People involved in making this assessment:</b> Tony Brown, Marie Horner

**Hazard:** Looking after vulnerable individuals

**Control measures:**

A list has been created of those employees in receipt of the 12 week NHS letter and other individuals who have been identified as needing to shield.  
These individuals are to remain at home for the foreseeable future to keep them away from any potential threat .

**Hazard:** Maintaining social distancing upon arrival at work to reduce potential spread of the virus

**Control measures:**

External arrival area marked out with 2m distancing spacing floor signage  
Reception area marked out with 2m distancing spacing floor signage as well as wall posters  
Staggered starting times to allow for safe entry and exit of the warehouse.  
Clocking in area marked out with 2m distancing spacing floor signage as well as wall posters. Employees to wait their turn to clock in.  
Staircases marked out with 2m distancing spacing floor signage, 'keep right' signage and wall posters  
Employees to wait in turn to enter the warehouse and to adhere to 2mts floor signage markings.  
Employees to wait in turn to go to their locker, only one person at a time in the locker area.

**Hazard:** Maintaining social distancing around the Warehouse areas to reduce potential spread of the virus

**Control measures:**

All aisles marked out with 2mts distancing floor signage.  
At the bottom of aisles "hot spots" floor signage mark where operatives are to stand to allow other operatives to pass to maintain safe 2mts distancing.  
Employees must not pass each other in marked "do not pass aisles". Employees to stand on hot spot to allow other team members to pass.  
Picking trolleys to be left at the bottom of aisles in marked trolley areas.  
End of aisles walk through marked with floor signage hot spots to allow for 2mts wide distancing when passing other team members.  
Area in front of toilets marked with black and yellow floor marking to show 2mts no entry point and employees to wait in turn on 2mts floor signage.  
Packing stations to have a portable separating screen in front of each station.  
Packing stations are a minimum of 2mts apart.  
Perspex screen placed around areas that social distancing would be hard to maintain.  
Tables removed from canteen allowing social distancing to be maintained whilst employees have their breaks.  
Staggered breaks introduced to allow for social distancing.  
Canteen marked out with 2mts floor signage grids and queue floor signage for employees to wait in turn to enter the canteen.  
Bumbag issued to all staff containing PPE and sanitiser and it is compulsory for these to be worn at all times.  
PPE available to all staff.  
Hi viz vests issued to all staff with a 2mts distancing print on back to remind employees to follow safe distancing measures.  
Employees required to sit 2m apart at all times  
Printers have been moved to accessible places  
Where possible, doors to remain open to reduce touch points  
Employees to keep right on staircases - clearly indicated with signage

**Hazard:** Keeping all touch points clean to reduce potential spread of the virus

**Control measures:**

Clocking in machine replaced with an eye scanner, to remove need for touch entry  
Cleaner in the building for 5 hours a day to keep all touch points sanitised  
Sanitisations stations created and clearly signed all round the warehouse  
Picking trolleys have a sanitiser spray attached to them, all contact points to be sanitised when the trolley is picked up and dropped off.  
Staff are instructed not to share equipment such as PCs and scanners, to reduce potential transfer  
Packing station area and computer to be sanitised at start of shift and at the end of the shift using sanitising spray and wipes.  
Counter balance and Bendi trucks to be sanitised at start of use and end of use.

**Hazard: People showing symptoms of Coronavirus in the warehouse**

**Control measures:**  
A clear policy is in place for employees showing signs of the virus to call the office **and not to come** into work.  
All individuals are instructed to take their temperature upon arrival in the building and to report any incidences above 38 degrees to their line manager.  
All those with symptoms are required to isolate for 7 days and their families advised to isolate for 14 days. The employee must contact their manager before returning to work.

**Hazard: General building cleanliness and hygiene**

**Control measures:**  
The warehouse and offices are being cleaned for five hours between 10am and 3pm each day, by the same individual to minimise risk. All touchpoints are regularly disinfected during this time.  
Sanitisation stations have been installed around the building for employee use. These are clearly signposted and easily accessible  
All employees are instructed to clean their desk and work station areas daily.  
Employee belongings are kept in their locker from the start of their shift to the end of the working day.  
Drinks rounds are forbidden  
Individuals must only use their own eating and drinking equipment  
Free fruit on a Thursday has been cancelled in the short term  
No deliveries into the building apart from those required in the normal course of business.

**Hazard: Safe use of kitchen**

**Control measures:**  
Only 1 person in the kitchen at any one time. This is clearly signposted  
Only 2 people in the canteen area at any one time.  
The floor has been clearly marked with 2m markings  
An urn has been installed to reduce the need for the regular filling of kettles  
Sanitisation equipment is available and staff are actively encouraged to clean equipment before and after use  
Employees must wash up their own cutlery, cups and plates.

**Hazard: Safe use of canteen areas**

**Control measures:**  
Dining chairs and tables have been moved so that people can socially distance themselves when taking breaks and eating meals.  
Clear signage has been placed on equipment that is not to be used.  
Additional bins have been installed.  
Sanitisation equipment is available on all tables  
2m distancing rules apply to benches in the carpark and this is clearly signposted.

**Hazard: Safe use of washroom facilities**

**Control measures:**  
Hand sanitisers and soap are present in each toilet  
Employees are encouraged to close the toilet seats when they flush to stop the unnecessary spread of germs.  
Employees are clearly reminded to wash their hands with soap for at least 20 seconds

**Hazard: Safe use of Smoking Area -Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.**

**Control measures:**  
Employees are advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons.  
Although there is no evidence of transmission this is a precautionary measure.

**Hazard: Safe use of meeting rooms**

**Control measures:**  
Each room has been designated a maximum number of employees per meeting to enable safe distancing  
Employees are encouraged to make all meetings as quick as possible  
Meetings to be replaced with video calls wherever possible, appreciating some meetings are needed due to the nature of our business.  
All meeting rooms have sanitisation equipment which employees are actively encouraged to use as they enter and leave the room  
Board room, maximum 4 people  
The Snug, maximum 2 people

Downstairs meeting room, maximum 2 people

**Hazard: Safe use of other offices and rooms**

**Control measures:**

Each room has been designated a maximum number of employees per meeting to enable safe distancing

*Simon Brown office - 4 people*

*Alison Rycroft office - 2 people*

*Darren Abbott office - 3 people*

*Tony Brown office - 3 people*

*QC/Fit room - 2 people*

*Photography studio - 3 people*

*Ladies sample room - 2 people*

*Men's sample room - 2 people*

*Footwear sample room - 1 person*

*Wholesale sample room - 1 person*

This is clearly signed outside each room

All rooms have sanitisation equipment

**Hazard: External visitors and meetings**

**Control measures:**

All external meetings are forbidden for the foreseeable future, unless agreed with a manager

Video meetings are to replace meetings in person until the business instructs otherwise.

Unnecessary visitors such as the coffee van have been cancelled in the short term, to be formally reviewed as time progresses.

**Hazard: Keeping employees aware of the measures and the impact they can make**

**Control measures:**

A code of practice has been pulled together, explaining all the interventions and how employees can help minimise the spread of the virus. All employees to confirm receipt and that it has been read and understood

We have invited feedback and the document will be updated regularly with new and improved measures for employee safety.

Signage is present all round the BUILDING, informing employees of the role they play in helping maintain a safe environment

**Documents associated with this risk assessment:** Ongoing action list / Code of practice 1 and 2

**Review date:** Weekly at morning board meetings

**Reviewers:** Tony Brown, Tracey Hepton, Alison Rycroft, Darren Abbott, Marie Horner