James Kemball 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, worksites, destinations and local depots. (Drivers have been instructed to follow TP Distancing Rules and TP own specific instructions if they are advised of them)	1. Staff congregation.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employess reminded follow social distancing guidelines during briefing. 4. Scheduling times for the collection of goods to avoid over-crowding.	18	1. Staggered shift times. 2. Phased RTW 3. Limit number of drivers in Drivers Reception Area 4. Markings on the floor to social distance	18	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 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. 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 employess reminded follow social distancing guidelines during briefing.	12	1. Staggered shift times. 2. Phased RTW. 3. Regulating use of high traffic areas and walkways to maintain social distancing. 4. Possible Disciplinary Action for failure to follow Social Distancing.	18	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 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. 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.	8	1. Designated entrance points. 2. One way in / out systems for people movement with sanitisation stations points. 3. On site contract cleaners. .	8	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	30	1. Manager added local or site specific controls.	30	1. Temperature checks should be conducted on all Uniserve sites