

Covid-19 Risk Assessment – Distribution & Transport.

Scope		Commentary
Areas Included / Not Included	Included: All activities within Distribution operations, the Distribution Support Office and the Daventry Security Hub	Our approach to managing risk throughout the COVID-19 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 & Industrial Strategy (BEIS). The control measures in place will be subject to ongoing and developing 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 Tesco's duty as an employer our 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. This risk assessment has been prepared and agreed in consultation with our recognised Trade Unions.
Format	Distribution and Transport	
Last Reviewed and Updated	12.03.21	

Activity	Hazard	People at Risk	Controls	Relevant Training / Supporting Information	Assurance
Supplier Driver entering the DC yard declaring on arrival that they have Coronavirus symptoms.	Spread of virus to other colleagues and drivers	Colleagues, contractors, other visiting Drivers	<ul style="list-style-type: none"> Procedure in place to identify, segregate and ensure a prioritised turnaround for drivers showing symptoms of coronavirus. This driver has no contact with any colleagues at site and cannot use the facilities. They do not enter the depot. Signage at the arrival gates TIGS updated to support the drivers and clerks in 9 languages. Goods In Clerk or nominated yard support colleague supports drivers with the process Face coverings are used as described in Visitors and Contractors below 	<ul style="list-style-type: none"> Temporary Procedure for Incoming Supplier Vehicles procedure (Driver with Coronavirus symptoms) – All DCs – myDC Goods in Clerk instruction sheet – myDC Yard Support Colleague instruction sheet – myDC 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 – from week 10.
	Unscheduled vehicle drive-off from bay with colleagues working in the rear of the trailer as a result of driver sitting in cab during unloading to meet social distancing guidance	Warehouse Colleagues	<ul style="list-style-type: none"> Procedure in place to ensure Supplier Driver entering the DC declaring on arrival that they have Coronavirus symptoms. The vehicle will uncouple and park in a designated parking area on site or leaves site until unloading is completed. A suzi lock is applied to the trailer's air brake. The process is managed by a Goods In Clerk or nominated yard support colleague Signage at arrival gates. Documented yard check completed as necessary by Goods in Clerk or nominated yard support colleague when drivers are waiting in their cabs to ensure yard safety behaviour policy is being adhered to and drivers are sitting in their passenger seats 	<ul style="list-style-type: none"> Temporary Procedure for Incoming Supplier Vehicles procedure (Driver with Coronavirus symptoms) – All DCs – myDC Yard Support Colleague instruction sheet – myDC Incoming Supplier Vehicles (Coronavirus Controls) – All DC's – myDC 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
	Drivers not permitted to use the facilities on site and therefore may choose to cook / go to the toilet in our yards in an unsafe manner.	Colleagues, contractors, visitors	<ul style="list-style-type: none"> Ongoing site monitoring via the Goods in Clerk or nominated yard support colleague 	<ul style="list-style-type: none"> Yard Support Colleague instruction sheet – myDC 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
	Increased pedestrian activity in yard to apply Suzi locks in area of busy vehicular activity.	Colleagues monitoring driving behaviour in yard	<ul style="list-style-type: none"> Training issued for the Goods In Clerk or nominated yard support colleague Full high viz (trousers and jackets) to be worn at all times when in the yard 	<ul style="list-style-type: none"> Yard Support Colleague instruction sheet – myDC 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites.

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			<ul style="list-style-type: none"> • Colleague expected to travel on foot using walkways whenever possible. • Colleague to be familiar with the yard area • Trained to take extra care when not able to utilise walkways 		<ul style="list-style-type: none"> • Daily additional safe and legal questions on MPro5 from week 10.
Supplier Driver entering the DC symptom free	Catching virus from or spreading of virus to other colleagues/Drivers via close contact in the Drivers' waiting room or from touching contaminated surfaces	Visiting Driver, colleagues	<ul style="list-style-type: none"> • Procedure in place to ensure social distancing measures/safe handing over of keys in Goods In office and then Drivers return to their cabs until unloading is completed. • Keys to be secured in bags and not handled • 2m social distancing maintained in waiting rooms, chairs removed and floor signage. • When all available socially distanced space within the drivers waiting area has been filled, drivers are permitted to wait in their cabs (passenger seat only), whilst leaving their keys at Goods In. • Driver to supply a mobile phone number to the Goods-In clerk if there is no space in the waiting room. Driver to return to their cab and wait to be called. • Documented yard check completed as necessary by Goods In Clerk or nominated yard support colleague when drivers are waiting in their cabs to ensure yard safety behaviour policy is being adhered to and drivers are sitting in their passenger seats • Screens erected in the Goods in areas to shield drivers from colleagues • No drivers to enter if they have symptoms of Covid-19, signage displayed • Drivers are permitted to return to their cab and wait for the vehicle to be tipped sitting in the passenger seat if required • TIGS updated to support the drivers and clerks in 9 languages. • Cleaning of all touchpoint areas with approved cleaning chemical or wipes • Chairs arranged to facilitate social distancing • Face coverings are used as described in Visitors and Contractors below 	<ul style="list-style-type: none"> • Incoming Supplier Vehicles (Coronavirus Controls) – All DCs – myDC • Goods in Clerk instruction sheet – myDC • Yard Support Colleague instruction sheet – myDC • Information on the TIGS system • Signage on entrance • https://www.hse.gov.uk/coronavirus/drivers-transport-delivery.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=covid-drivers&utm_content=digest-10-feb-21 • Dft-hse-drivers-facilities – Feb 2021 – GPS SharePoint 	<ul style="list-style-type: none"> • Depot review of adopted practices and guidance by Group People Safety Team. • Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. • Daily additional safe and legal questions on MPro5 from week 10.
	Unscheduled vehicle drive-off from bay with colleagues working in the rear of the trailer	Colleagues	<ul style="list-style-type: none"> • Driver hands in keys and is instructed to wait in the passenger seat of their cab. • Drivers are permitted to return to their cab and wait for the vehicle to be tipped sitting in the passenger seat if required • Driver to supply a mobile phone number to the Goods-In clerk if there is no space in the waiting room. Driver to return to their cab and wait to be called. • TIGS updated to support the drivers and clerks in 9 languages. • Documented yard check completed as necessary by a Goods In Clerk or nominated yard support colleague when drivers are waiting in their cabs to ensure yard safety behaviour policy is being adhered to and drivers are sitting in their passenger seats 	<ul style="list-style-type: none"> • Incoming Supplier Vehicles (Coronavirus Controls) – All DCs – myDC • Yard Support Colleague instruction sheet – myDC 	<ul style="list-style-type: none"> • Depot review of adopted practices and guidance by Group People Safety Team. • Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. • Daily additional safe and legal questions on MPro5 from week 10.
Undertaking normal activity within the warehouse to include management activities, picking, loading and unloading of vehicles	<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, contractors, visitors	<ul style="list-style-type: none"> • Additional cleaning and disinfecting of all touch points. • Chemicals used that are suitable to kill corona virus microorganisms. • Where the management team are walking the centre floor and unable to maintain 2m social distancing the requirement is to wear a face mask • Sanitiser units provided to each DC for entrance and exit • Search buttons taken out of use • Additional supply of alcohol hand gel sourced as a second supply stream (CoSHH assessment and safety data sheet provided). • Roll out of foot handles (devices to open doors without using hands) installed by Maintenance on frequently accessed doors. • Doors signed to use elbows not hands where foot openers are not installed on the infrequently used 	<ul style="list-style-type: none"> • Coronavirus – DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC • Distribution and Fulfilment COVID-19 Disposable gloves, face masks and visors – myDC • Handwashing posters – myDC • Design Standards Group approval for 'Step'N'Pull door handles – BAMS • Site Specific Risk Register Covid-19 Packs – myDC • Coronavirus daily review checks – MPro5 • Site Specific Risk Register Covid-19 Packs – my DC 	<ul style="list-style-type: none"> • Depot review of adopted practices and guidance by Group People Safety Team. • Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. • Daily additional safe and legal questions on MPro5 from week 10.

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			<p>doors or where the foot handles is not able by design to be installed.</p> <ul style="list-style-type: none"> • Colleagues instructed to not swap equipment during shifts. • Colleagues required to clean down their equipment at the start/end of their shift including LLOP, FLT, AMT, Drivetab • Colleagues are provided with suitable cleaning materials and information regarding dilution levels, storage and disposal methods (where required) • Guidance for Drivers produced on how to safely clean down their vehicle. • Disposable gloves made available for colleagues. • Posters in multiple languages available to remind colleagues of the key activities • Poster and briefings to colleagues, visitors and agency colleagues to not attend the depot if suffering from any of the Covid-19 symptoms. • At places where people queue or congregate floor markings to remind the 2m social distancing guidance • Handwashing information posters available for sites • Ability to consider closing of aisles to facilitate safe picking • AMT has facility for hourly digital messages to remind colleagues about social distancing • Maintenance colleagues provide support with ordering and applying social distancing measures e.g. permanent spray painting, additional foot handles • Site Specific Risk Register Covid-19 Packs – my DC • Coronavirus daily review checks (completed each shift) added to MPro5 • Music levels to be played at a level low enough for colleagues to be heard without having to shout • Face coverings are used as described in Wearing face coverings and face masks below • For colleagues working in Fresh distribution centres wearing gloves full time are reminded to wash them frequently • Each site maintains a Site Risk Decision Log which is updated when there are changes to layout or controls implemented 		
<p>Unloading containers</p>	<p>Spread of Covid-19-19 through presence and survival of the virus on hand touch points and not being able to maintain 2m social distancing guidelines</p>	<p>Colleagues, contractors</p>	<ul style="list-style-type: none"> • Up to a maximum of 2 colleagues permitted in the container at one time • Colleagues work in the same teams/pairs • Colleagues work side to side and avoid facing each other • Any shared equipment is kept to a minimum and cleaned between uses • Colleagues are updated on the safety measures implemented • Colleagues only remain in the container during physical unloading • Face coverings are used as described in Wearing face coverings and face masks below • Provision of alcohol hand gel, gloves and cleaning equipment 	<ul style="list-style-type: none"> • https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work • Container Working – Email – 01.02.21 – GPS SharePoint 	<ul style="list-style-type: none"> • NA
<p>Site access and egress</p>	<p>Spread of Covid-19-19 through presence and survival of the virus on hand touch points and not being able to maintain 2m social distancing guidelines</p>	<p>Colleagues, contractors, visitors</p>	<ul style="list-style-type: none"> • Where the site has a public transport service colleagues arriving to socially distance whilst waiting for access (increased management presence may be required to assist with the flow of the queue) • Where possible turnstiles not used at shift changeover or unlocked 30 mins either side of shift changeover (with manager presence) to remind colleagues of the importance of adhering to social distancing guidance as required, speeds up colleague movement and reduces touchpoints • Colleagues entering and exiting are separated by physical barriers where possible • More entry and exit points are opened during shift change where this is practical and feasible – if this includes activity in the yard, this is risk assessed 	<ul style="list-style-type: none"> • Coronavirus – DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC • Site Specific Risk Register Covid-19 Packs – my DC • Coronavirus daily review checks – MPro5 	<ul style="list-style-type: none"> • Depot review of adopted practices and guidance by Group People Safety Team. • Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. • Daily additional safe and legal questions on MPro5 from week 10.

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			<ul style="list-style-type: none"> Alcohol hand gel placed at entry and exit points Provision of face masks for colleagues travelling by public transport Where practical records kept by site of those colleagues who car share to ensure this is restricted to the same colleagues sharing together each journey Colleagues who car share are encouraged to keep windows open for ventilation, travel side by side or behind others where seating allows, clean the car touch points in between journeys, wear face coverings during travel and to wash or sanitise hands after travelling One-way systems have been set up or corridors split to ensure that colleagues have a clear area to walk to support the social distancing guidance where possible All non-essential items removed from walkways to maximise their width Use of salt bins and barriers to divide entry bridges to make separate pathways if practical Where practical additional entry and exit routes to the site are provided. This may include removal of fence panels to make additional routes into the site. This should be individually risk assessed and logged on the site risk register Coronavirus daily review checks completed during each operational shift (added to MPro5) Face coverings are used as described in Wearing face coverings and face masks below 		
Signing in	Touching frequent touch points and picking up the virus on hands or coming into close contact with the security guard / reception	Colleagues, contractors, visitors	<ul style="list-style-type: none"> For visitors to site, or if a colleague has forgotten their access card and needs to press the intercom button to enter, there will be a dispenser available either outside or at the security reception desk containing alcohol hand gel. Guarding colleagues will sign in all visitors to the site Perspex screen installed at this point. 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
Clocking in / Out	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"> Colleagues make full use of the clocking in and out machines across the DC and additional machines installed to use the space Face coverings are used as described in Wearing face coverings and face masks below Colleagues on shift can be allocated to a set machine to help minimise gatherings of people. Colleagues instructed that once system won't allocate them any more work as current process, they should then proceed to clock out without waiting for the clock to strike shift end. A Manager should be in place post shift end to ensure that clocking off times are amended to the end of shift so no loss of pay. This should be completed on the LAML screen. Regular cleaning to this area. Floor markings indicate the 2m social distancing guidance around clocking in positions. Alcohol hand gel available in the warehouse Agency colleagues shift start and end times staggered to minimise numbers of colleagues clocking in/out at the same time Issuing of colleague arm mounted terminals spread out across the site (into specific areas or departments) if congestion is an issue One-way exit routes in place at end of shift, allowing for colleagues to visit their lockers if required Coronavirus daily review checks completed during each operational shift (added to MPro5) 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC Site Specific Risk Register Covid-19 Packs - my DC Coronavirus daily review checks - MPro5 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
Rest breaks / Toilets and Canteens	Touching frequent touch points and picking up the virus on hands or coming	Colleagues, contractors, visitors	<ul style="list-style-type: none"> Break times extended to ensure colleagues are served over a longer window and with minimal risk from queuing 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC Colleague Room Fridge Instructions Covid-19 Colleague Room Update, Distribution Daily News - myDC 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team.

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	into close contact with others in the queue.		<ul style="list-style-type: none"> Colleagues can purchase grab and go or bring their own food. High visibility tape and specific vinyl floor stickers have been installed to help with social distancing throughout the colleague restaurant. All pool tables, tennis tables and fruit machines are taken out of use. Tables repositioned tables and chairs in the colleague area laid out with taped floor markings as per social distancing guidance Soft seating and other items moved or removed. Crockery and cutlery in use, cleaned by the catering dishwashers. Cutlery issued by the caterers wrapped in a napkin Takeaway bags available for drivers and colleagues to grab and go. Condiments are available in sachet format only. Staff on the till wear gloves provided. All Salad Bar products are in a grab and go format. Self-sanitising is in place in area of vending machines. Colleague can also take food away to eat in their cars should they wish to do so. Colleague fridges are available for use with clear instructions Microwaves are cleaned regularly by the catering team as part of their cleaning schedule. Colleagues can use spray / wipes for additional cleaning between use. Two metre social distancing zones with a taped marker line are in place by each water station Where required change and colleague card top up machines relocated from high traffic areas and colleagues encouraged to top up prior to break periods Social distancing guidance applied to all colleague toilets. Where feasible, entry/exit of toilets to be one way only This will include urinals / wash basins restricted and queue management with stickers / floor markings as necessary. Locations of colleague lockers increased to spread them out to maximise space available Use floor stickers to support the social distancing Screens fitted at all till points All visitors to site who use the Colleague rooms scan the Track and Trace QR code at Reception during signing in. Visitors who do not have the App must download it. Those without the App will not be permitted into the Colleague Room Coronavirus daily review checks completed during each operational shift (added to MPro5) Only members of the Transport team are permitted to use the Transport drivers rest areas for breaks Face coverings are used as described in Wearing face coverings and face masks below 	<ul style="list-style-type: none"> Email 07.07.20 – FW: Catering: removal of disposables Site Specific Risk Register Covid-19 Packs – my DC Coronavirus daily review checks – MPro5 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites.
Using the smoking shelter	<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, contractors, visitors	<ul style="list-style-type: none"> Colleagues not permitted to gather in groups in the smoking areas. Social distancing to be observed Yellow boxes installed to support the compliance of social distancing guidelines. In the event of social distancing measures not being followed the DCM can choose to close the smoking shelter. Colleagues also permitted to smoke in their own vehicles and smoking bins are in place in the car parks. Coronavirus daily review checks completed during each operational shift (added to MPro5) 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC Site Specific Risk Register Covid-19 Packs – my DC Coronavirus daily review checks – MPro5 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
Use of offices	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"> Only business critical meetings held in person with 2m distance between colleagues. Face to face meetings to only take place where necessary such as for attendance and misconduct. Telepresence and Teams will be used for all meetings where practical. All depots have both facilities Colleagues to work from home where possible 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC COVID-19 Guidance Meetings and Audits – GPS SharePoint COVID-19 Guidance First Aid. H&S Guidance Document – myDC Posters and signage to highlight need for social distancing (available in multiple languages). 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.

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			<ul style="list-style-type: none"> Colleagues that are working at Head Office, the return to the office training must be completed Floor markings will mark the 2m social distancing, chairs have a radius of 2m space around them marked out and stickers identify which desks are able to be used Occupancy of meeting rooms limited. Each office has a dedicated "office champion" per shift to monitor social distancing and office occupancy levels. Face coverings are used as described in Wearing face coverings and face masks below Only one person at a time allowed in passenger lifts. Signage to enforce guidance around site Cleaning regimes include: <ul style="list-style-type: none"> Cleaning all desks in between colleague use At the end of each day By the colleague coming into use it Colleagues are responsible for cleaning desks before and after use with approved cleaning products. Alcohol hand gel and approved cleaning chemicals provided for colleague use Mental health support has been offered to all colleagues using a third-party reducing anxiety for colleagues working away from the office Non-critical forms required by colleagues (e.g. holiday forms) can be printed and left in locations around the site for colleagues to access reducing numbers entering the offices Coronavirus daily review checks completed during each operational shift (added to MPro5) 	<ul style="list-style-type: none"> Disposable gloves, face masks and visors. Posters on lift usage Site Specific Risk Register Covid-19 Packs – my DC Coronavirus daily review checks – MPro5 	
Start and end of agency shifts	High numbers of people starting/ending their shifts at the same time and needing to be in close proximity	Colleagues, contractors, visitors	<ul style="list-style-type: none"> DCs work closely with their Agency management team to stagger start and finish times to help minimise the amount of people starting / ending their shifts and any potential time clashes with Tesco colleagues. Clocking in clocks increased in the depots at the request of the DCM Social distancing guidance stickers provided to support the 2m guidance Alcohol hand gel available in the warehouse Coronavirus daily review checks completed during each operational shift (added to MPro5) Face coverings are used as described in Wearing face coverings and face masks below 	<ul style="list-style-type: none"> Coronavirus – DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC Coronavirus daily review checks – MPro5 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites.
Undertaking management activities from the podiums	Colleagues gathering around the podiums and being unable to maintain the 2m social distancing	Colleagues	<ul style="list-style-type: none"> Colleagues are encouraged to not gather gathering in or around the podiums for periods of time. However, when not on MHE colleagues are required to wear masks and maintain 2 m social distancing Social distancing screens installed across the centre – additional screens are available for ordering For face coverings use, please refer Wearing of face masks and face coverings below 	<ul style="list-style-type: none"> Coronavirus – DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC Site Specific Risk Register Covid-19 Packs – my DC 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites.
VMU activities on site by a third-party resident contractor	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, general public (vehicles on public highway)	<ul style="list-style-type: none"> 2 VMU contingency plans in place to maintain safety critical inspections and roadworthiness checks. Any vehicles that are not subject to the required checks would be taken off the road and follow the VOR (Vehicle Off Road) process. Phase 1: <ul style="list-style-type: none"> Completing only safety critical checks during inspections as per the DVSA Guide to Maintaining Roadworthiness If a trailer/vehicle visits the VMU for a defect repair and is due an inspection the following week, the inspection will be brought forward Damage repairs minimised, temporary repairs instigated e.g. if a side skirt is damaged, it will be removed Additional sourcing of parts for tail lifts from other companies Phase 2: 	<ul style="list-style-type: none"> Documentation provided by Third party contractors regarding their company policies on Covid-19 management 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites.

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			<ul style="list-style-type: none"> Extending vehicle inspections from 8 to 10 weeks Extending trailer inspections from 12 to 13 weeks Sourcing external mobile technicians, engineering team support, using light commercial vehicle works for defect clinic support Requesting driver/warehouse colleagues with engineering experience to support basic maintenance tasks after additional training Using military engineering support (REME/Royal Engineers) through Government initiatives (TBA) Government announces 3-month suspension for MOT's on heavy goods vehicles Government announces 3 and 12 month extensions for MOT's for heavy goods vehicles and trailers (dependant on OCRS scores). 		
MHE Maintenance activities on site by a third-party resident contractor	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"> 3 Phase MHE Workshop Contingency plans: <ul style="list-style-type: none"> Phase 1 <ul style="list-style-type: none"> Cancelling Painting / Stickers removed or anything cosmetic. Extending LOLERs where possible within the Government guidance Bringing service schedules forward. Repairing all outstanding VOR awaiting authorisation Phase 2 <ul style="list-style-type: none"> Pushing services back unless necessary based on hours. Changing authorisation limits for Damage / Non-FPM from £500 - £1000 Mandatory attendance of Engineer to depot morning meeting. Toyota to source parts directly from JH instead of through Tesco Engineering to speed up turn around. Review stock levels of Jungheinrich parts in Toyota sites. Daily conference calls setup by Tesco regional engineers with ASM Jungheinrich / STM Toyota on VOR. Phase 3 <ul style="list-style-type: none"> Changing service content to safety only repairs plus any defects identified on the trucks Changing authorisation limits for Damage /D30 Non-FPM from £1000 - £2000 Any defective trucks taken out of service 	<ul style="list-style-type: none"> Documentation provided by Third party contractors regarding their company policies on Covid-19 management 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
Chep activities on site by a third-party resident contractor	Reduced staffing levels leading to Increasing levels of empty CHEP pallets in DC yards causing yard congestion. Build-up of pallets creating a fire / arson risk	Colleagues, contractors, visitors	<ul style="list-style-type: none"> Contingency plan in place should CHEP not be able to supply resource to manage empty pallets. Regular yard reviews and walks to identify if Chep pallets are building up Pallets to be stored away from the building within the dedicated area and fire risk assessed Escalation process to raise concerns with Chep management team issued to sites 	<ul style="list-style-type: none"> Chep Management Escalation Process – GPS SharePoint 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Depot review of adopted practices and guidance by Group People Safety Team.
New colleagues undertaking all warehouse activities	Increased number of colleagues to be trained by the trainers in equipment handling whilst following	Colleagues, contractors, visitors	<ul style="list-style-type: none"> Classroom occupancy restricted so colleagues are socially distanced All colleagues face forwards (classroom style) so face to face activity is avoided For face coverings use, please refer Wear of face masks and face coverings below 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Depot review of adopted practices and guidance by Group People Safety Team.

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	the 2m social distancing guidance		<ul style="list-style-type: none"> Limited number of trainees: trainer Face coverings are used as described in Wearing face coverings and face masks below 		
	Relaxation of requirement for new starters to do the full FLT training course if they come with a licence	Colleagues, contractors, visitors	<ul style="list-style-type: none"> A full practical validation will be carried out by a Tesco FLT Instructor to ensure the person's skills match their licence. Undertake operational Tesco specifics e.g. truck mounted terminal use / Tesco equipment devices i.e. self-levelling forks, fork cameras etc. Operatives will undertake a medical/or complete the online equivalent within 6 months of starting 	<ul style="list-style-type: none"> HSE Guidance note 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
Training of new colleagues on MHE	Not being able to maintain the recommended 2m social distancing guidelines	Trainers, colleagues	<ul style="list-style-type: none"> Smaller group sizes Reduction in contact time for the induction training Spacing between colleagues at desks during the classroom work and colleagues face forward not towards other colleagues Any colleague with symptoms should not be at work Face coverings are used as described in Wearing face coverings and face masks below 	<ul style="list-style-type: none"> Induction training Face masks for Colleagues - myDC 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites.
Training of colleagues in first aid	Not being able to maintain the recommended 2m social distancing guidelines Expiration of first aid certificates	Trainers, colleagues	<ul style="list-style-type: none"> Confirmation from the HSE that first aid certificates expiring on or after 16.03.20 can be extended up to 31.10.2020 or 6 months from the date of expiry, whichever is later. Face to Face First Aid training to be postponed during the height of COVID-19. Refresher training is available virtually as supported by the HSE to keep colleagues skills up to date. Centres can book colleagues on online virtual first aid training (3 day course) and must complete this by 31.03.21 Removed requirement for first aiders to complete mouth to mouth resuscitation and to use chest compressions only as recommended by the HSE. Guidance sent to Centres regarding how to deal with a first aid incident including a detailed cleaning process for bodily fluids including the requirement to wear goggles. First Aid at Work re-certification to be gained for all first aiders once Face to Face training commences - to include the practical elements not assessed within the virtual course 	<ul style="list-style-type: none"> Greencross First Aid RA Covid-19 First Aid in Distribution and Fulfilment - GPS SharePoint 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites.
Shared desks in the general office areas	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"> Desks are positioned to be spread out and adopt the 2 m social distancing guidance wherever possible Desks should be wiped over with an approved product before and after use Coronavirus daily review checks completed during each operational shift (added to MPro5) Screens have been installed as necessary in shared office space Face coverings are used as described in Wearing face coverings and face masks below 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC Face Visors for Colleagues - myDC Site Specific Risk Register Covid-19-19 Packs - my DC Coronavirus daily review checks - MPro5 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites.
Drivers undertaking deliveries to stores or attending the RSU facilities	Not being able to maintain the recommended 2m social distancing guidelines	Drivers, retail colleagues	<ul style="list-style-type: none"> Retail colleagues provided with face covering to be worn during deliveries Process for staying within the trailer adopted for the RSU sites and XPO colleagues to maintain 2m away from drivers Gloves issued to drivers for use during deliveries and separate gloves for fuel deliveries. Fuel pumps to be cleaned daily. Drivers to wash hands when at the stores or use alcohol gel provided When delivering to stores, drivers will follow the relevant controls in Wearing of face masks and face coverings below 	<ul style="list-style-type: none"> Double Decker Social Distancing Procedure. Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.

Activity	Hazard	People at Risk	Controls	Relevant Training / Supporting Information	Assurance
Managers and colleagues not undertaking the relevant changes to the workplace	<p>Colleagues and managers not maintaining the social distancing</p> <p>Colleagues not aware of the required changes and how to operate safely within the depot or transport area.</p>	Colleagues, visitors, guests	<ul style="list-style-type: none"> A photo pack of completed actions is required to be maintained by the site A briefing for all colleagues is undertaken and recorded on the training cards for Covid-19-19 activities All new starters are briefed on Covid-19-19 activity changes as part of induction Stream directors and DFLT site visits continued with managers feedback Support visits from the H&S team to sites Coronavirus daily review checks completed during each operational shift (added to MPro5) 	<ul style="list-style-type: none"> Briefing training for colleagues Site Specific Risk Register Covid-19 Packs – myDC Coronavirus daily review checks – MPro5 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
Cleaning vehicle cabs	<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"> Availability of PPE (Gloves, Goggles) to use when diluting approved cleaning chemical from concentrate Guidance issued on how and what to clean Approved cleaning chemical is a food grade product that can be used for hard surfaces with no PPE requirements or the use of Oxysan wipes Guidance on disposing of the paper towels used to clean Guidance to use paper towel to avoid touching trigger spray bottles. Wipes also provided for cleaning cabs COSHH RA completed COSHH Data sheet available Confirmation from Ecolab that Approved cleaning chemical is suitable for the novel virus 	<ul style="list-style-type: none"> Coronavirus – DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC COSHH RA and Data Sheet for Approved cleaning chemical Guidance on how to dilute approved cleaning chemical Policy on cab cleaning Ecolab certification for Approved cleaning chemical effectiveness against Coronavirus 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
Wear of face masks and face coverings	<p>Wearing of the face mask incorrectly</p> <p>Cross contamination</p> <p>Disposal of used face masks</p>	Colleagues	<ul style="list-style-type: none"> Guidance issued on the correct wearing of a face mask and a WHO video link shared to support the correct methodology to wear Guidance issued to change every shift or after a break and not to touch the face Guidance issued on how to dispose of a used facemask to include a lidded bin or bagged waste Only face masks of the correct grade have been purchased for use in depots and procurement checks are in place Face masks are provided for use on public transport if required Re-usable face coverings are available for colleagues on request Disposable face coverings are provided for catering partner colleagues All visitors to the site must wear a face covering for the duration of their visit. Face visors can be worn but only with another form of suitable face covering that covers mouth and nose Regular tannoy announcements are made reminding colleagues to wear their face coverings For colleagues who wear glasses and drive any form of Mechanical Handling Equipment, disposable face masks with a flexible nose bridge will be provided Colleagues are reminded to frequently change their face coverings Spare face coverings are available for colleagues 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"> Canteen (unless eating or drinking) Reception / Offices Moving through turnstiles All corridors Lifts Locker/changing rooms Toilets Driver rest rooms Podiums VMU and RSU areas On the shop floor 	<ul style="list-style-type: none"> Mandatory face coverings – England, Northern Ireland, Wales – GPS SharePoint and Store Help Centre WHO video guide to wearing a face mask – GPS SharePoint Face mask and face visor guidance – myDC Coronavirus – DC/CFC Policy to Minimise risk WGLL and Operational Guide Face covering / mask update – Distribution – Nov 2020 – myDC Face covering team 5 – Distribution Centres – essential wear, Distribution Daily News, 25 Nov 2020 Face Covering Guidance – 18.01.21 – GPS SharePoint Magor- Face masks and Bonus – Email – 03.02.21 – GPS SharePoint 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team.

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			<ul style="list-style-type: none"> • As well as the following specific times / activities: <ul style="list-style-type: none"> ○ 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) ○ At the end of their shift (from end of pick until leaving the building through the turnstiles). ○ Small office/meeting or training rooms, with more than one person. ○ 2 people walking the DC floor together. ○ Training activities (both trainer and trainee) where physical intervention may be required. ○ Any other situations where 2m social distancing cannot be maintained. • Drivers must wear a face covering: <ul style="list-style-type: none"> ○ In all DC communal areas listed above ○ When there is more than one person in the cab ○ When delivering to stores – front or back areas as this is a legal requirement ○ When delivering to RSU's • Exemptions: <ul style="list-style-type: none"> ○ 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. ○ Colleagues who need to take medication or to eat or drink where reasonably necessary. ○ 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 ○ Sunflower lanyards are supplied for those colleagues who wish to use them where they have an exemption from wearing a face covering <p>Face coverings can only be removed in the following environments:</p> <ul style="list-style-type: none"> • Colleague room when eating and drinking • When smoking in the clearly marked shelter • When only 1 person in the office / meeting room 		
Increased yard activity with the documented yard check	Vehicle and pedestrian interaction	Colleagues monitoring driving behaviour in yard	<ul style="list-style-type: none"> • Training issued for the Goods In Clerk or nominated yard support colleague • Colleague expected to travel on foot using walkways whenever possible. • Colleague to be familiar with the yard area • Trained to take extra care when not able to utilise walkways • Full high viz (trousers and jackets) to be worn at all times when this role is being undertaken in the yard. 	<ul style="list-style-type: none"> • Yard Support Colleague instruction sheet - myDC 	<ul style="list-style-type: none"> • Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites.
Tesco Driver breakdown on public highway and requires recovery.	Not being able to maintain the recommended 2m social distancing guidelines.	Driver, recovery Driver	<ul style="list-style-type: none"> • Approved Tesco recovery company (Egertons) 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. 	<ul style="list-style-type: none"> • Egertons Covid-19 Customer Rescue & Recover Procedure – GPS SharePoint • Egertons Covid-19 Dynamic Risk Assessment for Vehicle Recovery – GPS SharePoint • IVR COVID-19 Rescue Protocol – GPS SharePoint 	NA
PPM activity by maintenance colleagues	Reduction in frequency of maintenance visits for PPM activities	Colleagues, customers, contractors	<ul style="list-style-type: none"> • All PPM's and statutory maintenance have been maintained 	<ul style="list-style-type: none"> • N/A 	Verisae records of all statutory inspections and PPM

Activity	Hazard	People at Risk	Controls	Relevant Training / Supporting Information	Assurance
Visitors and contractors	<p>Spread of Covid-19-19 through presence and survival of the virus on hand touch points and not being able to maintain 2m social distancing guidelines</p> <p>Lack of awareness of the social distancing measures in place</p>	Colleagues, visitors, contractors	<ul style="list-style-type: none"> • Visits by external suppliers and Head Office reduced to only business critical personnel • Communication of Tesco policy relating to anyone showing signs of infection or has been in contact with infected household members should not be allowed onto the premises • Note added to Verisae sign in screen for all maintenance contractors to ensure that the social distancing measures in place in each building are adhered to • Security reception desks fitted with Perspex screens • Updated visitor's information leaflets available • Hi-visibility vests for visitor use will be held for 48 hours prior to being re-issued • All visitors to the site must wear a face covering for the duration of their visit. • All supplier drivers entering the Goods-in Office must wear a face covering. 	<ul style="list-style-type: none"> • Visitors Information Leaflets – myDC • Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC • Distribution Daily News – 14 Dec 	<ul style="list-style-type: none"> • Depot review of adopted practices and guidance by Group People Safety Team. • Completion of a safe and legal audit by the in house safety / audit team and external audits at all sites. • Daily additional safe and legal questions on MPro5 from week 10.
Training and assessment of new HGV drivers and apprentices	Spread of Covid-19-19 through presence and survival of the virus on hand touch points and not being able to maintain 2m social distancing guidelines	Colleagues	<ul style="list-style-type: none"> • All in-cab apprentice training has stopped throughout the UK. • Drivers with an HGV licence that need to undergo an assessment will be reviewed using the Covid-19 processes in the yard and not by a trainer being in the cab with them • Two drivers are only in a vehicle when new drivers are being assessed or Drivers are being coached by a Driver Trainer in the vehicle, for example post issue (e.g. fine / accident), unless exceptional circumstances apply, and safety is at risk (currently suspended in England, Wales and Northern Ireland, but allowed in Scotland in tiers 0-3 only). • Face coverings are worn as described in Wearing a face covering or face mask above • All surfaces and items that have been touched by either colleague are wiped clean with the approved cleaning chemical or approved wipe at the start and end of each vehicle trip • Alcohol based hand gel should be used as necessary throughout the trip and after each assessment / training session. • Hands should be thoroughly washed at every available opportunity. This should also be completed at the start and end of every training vehicle trip. • Gloves are available for both driver and passenger • Where fitted, air re-circulation in the cab is switched off and windows should be opened (where possible) to help ventilate the vehicle. • When outside the vehicle, ensure a 2m distance is maintained where possible. 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • Assessing and Training HGV drivers – Social Distancing guidelines – myDC • Disposable gloves, face masks and visors guidance – myDC • DC Trainers – Social Distancing Pack
Locker searches	Spread of Covid-19 through presence and survival of the virus on hand touch points and not being able to maintain 2m social distancing guidelines	Colleagues, contractors	<ul style="list-style-type: none"> • Temporary procedure introduced to complete locker searches, controls for all involved include: <ul style="list-style-type: none"> ○ Following social distancing guidelines ○ Face coverings worn ○ Hands sanitised before and after touching each locker ○ Locker doors cleaned before and after the search 	<ul style="list-style-type: none"> • Locker searches – Distribution Daily News – 11.01.21 – GPS SharePoint 	<ul style="list-style-type: none"> • NA
Vaccinations for Covid-19	Drivers suffering from side effects following a Covid-19 vaccination	Colleagues, contractors, members of the public	<ul style="list-style-type: none"> • Data from Occupational Health provider suggests approximately 10% of people receiving the vaccine may suffer from side effects • Side effects tend to mild, short term and limited to: <ul style="list-style-type: none"> ○ Having a painful, heavy feeling and tenderness at the injection site - this tends to be worst around 1 to 2 days after the vaccine ○ Feeling tired ○ Headache ○ General aches, or mild flu like symptoms 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA

Activity	Hazard	People at Risk	Controls	Relevant Training / Supporting Information	Assurance
			<ul style="list-style-type: none">• Drivers are advised that should they suffer from an adverse reaction to any vaccination or medication and do not feel safe to complete their job, they should not attend work• If a driver is out on the road and becomes unwell, they should pull over when safe to do so and contact their home site• If the driver is not well enough to continue or return to the site, a relief driver will be sent to collect them		