

Covid-19 Risk Assessment: Best Food Logistics.

Scope		Commentary
Areas Included / Not Included	Best Food Logistics	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 & 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	All Distribution Centres	
Last Reviewed and Updated	19.07.21	

Activity	Hazard	People at Risk	Controls	Relevant Training / Supporting Information
All	Spread of Covid-19 Coronavirus	Colleagues Visitors Contractors 3PL Drivers Anyone who physically comes into contact with our colleagues in relation to our business	Social Distancing <ul style="list-style-type: none"> Reducing the number of persons in any work area/space to comply with the 2-metre (6.5 foot) gap or 1 metre + mitigations where 2 metres is not possible Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks Redesigning processes to ensure social distancing in place Conference calls to be used instead of face to face meetings. Posters placed throughout the site instructing / reminding colleagues to maintain social distancing measures Marking placed on floors at hi-flow areas to display / assist required distancing. Line Managers carrying out daily briefings and checks to remind and ensure compliance 	<ul style="list-style-type: none"> GOV.UK – what you need to do: https://www.gov.uk/coronavirus GOV.UK – guidance for employees, employers and businesses: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 HSE - Coronavirus: latest information: https://www.hse.gov.uk/news/coronavirus.htm COVID Guidance document SA-PRO-GUI-017 – COVID-19 Guidance
All	Spread of Covid-19 Coronavirus	Colleagues Visitors Contractors 3PL Drivers Anyone who physically comes into contact with our colleagues in relation to our business	Symptoms of Covid-19 <ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with colleagues during this time. If advised that a member of colleagues or public has developed Covid-19 and were recently on our premises, the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Line Managers, with the assistance of HR, will provide support to colleagues who are affected by Coronavirus or has a family member affected 	<ul style="list-style-type: none"> GOV.UK – what you need to do: https://www.gov.uk/coronavirus GOV.UK – guidance for employees, employers and businesses: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 HSE - Coronavirus: latest information: https://www.hse.gov.uk/news/coronavirus.htm
All	Spread of Covid-19 Coronavirus	Colleagues Visitors Contractors 3PL Drivers Anyone who physically comes into contact with our colleagues in relation to our business	Wearing of Face Covering/ Masks <ul style="list-style-type: none"> Colleagues are required to wear a face covering or face mask on all sites: Each site to produce local information as to when and where coverings are to be worn Face covering and face masks may be removed: <ul style="list-style-type: none"> In Smoking / Vaping shelters when smoking / vaping Eating / drinking in the canteen or at workstations / desks Sat down operating a Fork Lift Reach Truck Sat in a company vehicle / private car whilst on your own Colleagues to follow the correct process for wearing and removal of masks <ul style="list-style-type: none"> Supervisors & managers to monitor mask distribution and ensure guidelines are followed 	<ul style="list-style-type: none"> GOV.UK – what you need to do: https://www.gov.uk/coronavirus GOV.UK – guidance for employees, employers and businesses: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 COVID Guidance document SA-PRO-GUI-017 – COVID-19 Guidance <ul style="list-style-type: none"> HSE - Coronavirus: latest information: https://www.hse.gov.uk/news/coronavirus.htm

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All	Spread of Covid-19 Coronavirus	Colleagues Visitors Contractors 3PL Drivers Anyone who physically comes into contact with our colleagues in relation to our business	Hand Washing <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels/hand dryers for drying of hands Gel sanitisers in any area where washing facilities not readily available Posters placed throughout the site instructing / reminding colleagues to wash their hands and to avoid touching face, eyes, nose or mouth with unclean hands Line Managers carrying out rigorous checks to remind and ensure compliance 	<ul style="list-style-type: none"> NHS.UK – how to wash your hands: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ COVID Guidance document SA-PRO-GUI-017 - COVID-19 Guidance
All	Spread of Covid-19 Coronavirus	Colleagues Visitors Contractors 3PL Drivers Anyone who physically comes into contact with our colleagues in relation to our business	Cleaning <ul style="list-style-type: none"> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Vehicle cabs to be thoroughly cleaned at the end of every route MHE to be cleaned after every use, before switching to a different operator Dedicated additional colleagues working to a documented cleaning roster Line Managers carrying out rigorous daily checks to ensure compliance Alcohol wipes to be made available for cleaning MHE 	<ul style="list-style-type: none"> GOV.UK – what you need to do: https://www.gov.uk/coronavirus GOV.UK – guidance for employees, employers and businesses: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 HSE - Coronavirus: latest information: https://www.hse.gov.uk/news/coronavirus.s.htm COVID Guidance document SA-PRO-GUI-017 - COVID-19 Guidance
All	Negative impact on Mental Health Wellbeing of Colleagues	Colleagues	Mental Health <ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to colleagues during the Coronavirus outbreak and will offer whatever support they can to help Regular communication of mental health information and open-door policy for those who need additional support 	<ul style="list-style-type: none"> Mental Health at Work – Coronavirus and isolation: https://www.mentalhealthatwork.org.uk/toolkit/coronavirus-and-isolation-supporting-yourself-and-your-colleagues
All	Spread of Covid-19 Coronavirus	First Aiders	First Aid <ul style="list-style-type: none"> First aiders to wear gloves, mask and shield. Limit the amount of contact time Request IP to administer own first aid if possible resuscitation will be through chest compressions or defibrillator only 	<ul style="list-style-type: none"> COVID Guidance document SA-PRO-GUI-017 - COVID-19 Guidance
Driving	Spread of Covid-19 Coronavirus	Driver Colleagues	Drivers <ul style="list-style-type: none"> Procedures in place for Drivers to ensure adequate welfare facilities available during their work Risk Assessment in place for 2-Man crews in cabs Inside the back of the vehicle are to be cleaned down at the end of each route Vehicle cabs are cleaned and sanitised at the end of every route Gloves to be provided Hand sanitiser provided Cleaning of the inside of the back of vehicle process is to be reviewed weekly Where 2-man crews are used a separate risk assessment has been developed 	<ul style="list-style-type: none"> GOV.UK – what you need to do: https://www.gov.uk/coronavirus GOV.UK – guidance for employees, employers and businesses: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 HSE - Coronavirus: latest information: https://www.hse.gov.uk/news/coronavirus.s.htm 2- Man Crew Risk Assessment SA-FRM-RA-0030 COVID-19 2- Man Crews

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				<ul style="list-style-type: none"> COVID Guidance document SA-PRO-GUI-017 - COVID-19 Guidance
Supporting vulnerable, clinically & clinically extremely vulnerable colleagues at work	Spread of Covid-19 Coronavirus	Colleagues	<ul style="list-style-type: none"> Hand Sanitising processes and procedures in place Increased sanitising of touch surfaces, doorknobs, and push plates Social distancing measures in place Sufficient PPE held on site and distributed as necessary (sanitising gels and soaps, face coverings, sanitising wipes, gloves) COVID-19 information displayed on the notice boards Company to strongly recommend referral to Occupational Health for guidance and to assist in RTW processes Wherever possible, social distancing should not be compromised for vulnerable & extremely vulnerable colleagues Personal issue PPE to be provided – reusable face coverings and disposable gloves Face coverings to be provided and recommended for vulnerable colleagues All categories of vulnerable colleagues who are medically exempt from wearing a face mask / covering, must wear a face shield. Ensure MHE is safe and sanitised before being handed over for use Stay clear of pinch points and narrow spaces as much as possible Wear different colour Hi-Viz as a warning to others to respect social distancing (optional) Briefing on the COVID Guidance Document, referencing the section for Vulnerable Colleagues Staggered breaks for vulnerable colleagues for rest and hygiene purposes, to not clash other colleagues' breaks Immediately raise any concerns with their manager Managers empathetic and ensure COVID concerns are dealt with All Clinically Extremely Vulnerable (CEVC) and high risk Clinically Vulnerable (CV) colleagues who live or work in Tier 4 should remain at home. 	<ul style="list-style-type: none"> Coronavirus Vulnerable Colleagues Updated Policy, Questions and Answers – Colleague Help Covid-19 Supporting our Vulnerable Colleagues – Toolkit for Managers and People Partners Covid-19 Occupational Health Report Adjustment Checklist – Colleague Help