

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 & 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 safe 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>Note: Additional information provided within the One Stop Stores Ltd Covid-19 Risk Assessment – General Channels</p>
Format	Distribution and Transport	
Last Reviewed and Updated	04/03/22	

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"> RDT's cleaned at start and end of shift Distribution colleagues continue to clean as they go, ensuring their work areas are cleaned regularly using diluted approved cleaning chemical and Blue roll. Depots issued with hand sanitiser, hand soap, drysan or similar wipes, Approved cleaning chemical and blue roll Depots set up with sanitiser stations in key locations and single sanitiser units in key locations Cleaners include focus on 'touch points' Additional 'touch point' cleaning completed by operatives during low volume work periods Posters displayed regarding hand washing and toilet hygiene Foot door openers fitted to remove direct hand contact with surfaces 	<ul style="list-style-type: none"> Daily Briefings Safe and Legal Audits Living with Covid-19 Guidance February 2022 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit Weekly internal DC audits
	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"> MHE and depot equipment cleaning encouraged at start and end of shift Cleaning stations checked and replenished daily 	<ul style="list-style-type: none"> Daily Briefings Safe and Legal Audits Living with Covid-19 Guidance February 2022 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit Weekly internal DC audits
	Personal contact e.g. podiums, canteen, smoking areas, toilets, office areas. Not being able to maintain the safe distancing guidance.	Colleagues, agency colleagues, contractors, management, visitors	<ul style="list-style-type: none"> Perspex screens fitted to podiums, debrief desks, Internal and external meetings held via teams whenever possible. Regular disinfection of hard surface touch points. Sanitiser stations and single units located at main entry points throughout. Face coverings available for colleagues / visitors who wish to wear them 	<ul style="list-style-type: none"> Daily Briefings Hygiene screens Safe and Legal Audits Living with Covid-19 Guidance February 2022 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit Weekly internal DC audits Face coverings (disposable & washable) provided for all colleagues / visitors
	Presence and survival of the virus on HGV cab equipment surfaces and hand touch points	DC Drivers, Shunters	<ul style="list-style-type: none"> Distribution drivers continue to clean as they go, ensuring their work areas are cleaned regularly using diluted Approved cleaning chemical and Blue roll. Drivers to follow safe system of work for unit cab touch point cleaning Face coverings available for colleagues / visitors who wish to wear them 	<ul style="list-style-type: none"> Daily Briefings Safe and Legal Audits Safe System of Work TR-26-SSOW081 v1 Living with Covid-19 Guidance February 2022 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit Face coverings (disposable & washable) provided for all colleagues / visitors
	Personal contact with others	Colleagues, agency colleagues, contractors, management, visitors	<ul style="list-style-type: none"> Face coverings available for colleagues / visitors who wish to wear them 	<ul style="list-style-type: none"> Masks and Gloves April 2020 Safe and Legal Audits Living with Covid-19 Guidance February 2022 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit Face coverings (disposable & washable) provided for all colleagues / visitors

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	Contact with third party delivery drivers and potential spread of Covid-19	Goods Inwards Colleagues, Other visiting drivers	<ul style="list-style-type: none"> Clear guidance and instructions for drivers entering the site. PPE used by goods inwards colleagues. Drivers managed whilst on site. Separate drivers toilet facilities at each depot. Drivers remain in their cab when not required to work curtains or on the back of the trailer. Signage around the sites and at the arrival gates 	<ul style="list-style-type: none"> Daily Briefings Safe and Legal Audits Living with Covid-19 Guidance February 2022 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit Weekly internal DC audits Face coverings (disposable & washable) provided for all colleagues / visitors
Cleaning and hygiene consumables	New chemicals not COSHH assessed and instruction not in place	Colleagues, cleaners	<ul style="list-style-type: none"> Sourcing alternative suppliers/chemicals if Ecolab products not available CoSHH assessments will be completed and new/amended cleaning guidance produced prior to use 	<ul style="list-style-type: none"> Managed centrally Safe and Legal Audits 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit
	Potential allergic reaction to wipes and hand sanitisers	Colleagues, agency colleagues, contractors, management, visitors	<ul style="list-style-type: none"> Approved hand sanitisers and wipes are always without allergenic/sensitising properties 	<ul style="list-style-type: none"> Managed centrally 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit
Undertaking normal activity within the warehouse to include management activities, picking, loading and unloading of vehicles	Presence and survival of the virus on surfaces and hand touch points Spread of virus to others by close proximity to others.	Colleagues, agency colleagues, contractors, management, visitors	<ul style="list-style-type: none"> Chemicals used that are suitable to kill corona virus microorganisms. Sanitiser units provided to each DC for entrance and exit Foot handles (devices to open doors without using hands) installed by Maintenance on frequently accessed doors. Colleagues instructed to not swap equipment during shifts. Guidance for Drivers produced on how to safely clean down their vehicle. Poster and briefings to colleagues, visitors and agency colleagues to not attend the depot if suffering from any of the Covid-19 symptoms. Handwashing information posters All colleagues provided with gloves for all activities Face coverings available for colleagues / visitors who wish to wear them 	<ul style="list-style-type: none"> Daily Briefings Safe and Legal Audits Masks and Gloves April 2020 Hand Sanitiser March / April 2020 Hand Washing Posters 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit Weekly internal DC audits Face coverings (disposable & washable) provided for all colleagues / visitors
Signing in and accessing the site	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"> For visitors to site, or if a colleague has forgotten their access card, there will be a dispenser available containing hand sanitiser. Receptionist, site services or management will sign in all visitors to the site Perspex screen installed at some points. 	<ul style="list-style-type: none"> Safe and Legal Audits Hand Sanitiser March / April 2020 Hand Washing Posters Living with Covid-19 Guidance February 2022 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit
Clocking in and 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"> Regular cleaning to this area. Hand sanitiser available Clocking in/out machines relocated where possible 	<ul style="list-style-type: none"> Safe and Legal Audits Hand Sanitiser March / April 2020 Hand Washing Posters Living with Covid-19 Guidance February 2022 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit Weekly internal DC audits
Rest breaks / Toilets and Canteens	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"> Microwaves are cleaned regularly Colleagues can purchase pre-packed sandwiches or bring their own food. Colleague can also take food away to eat in their cars should they wish to do so. Self-sanitising is in place in rest rooms. Face coverings available for colleagues / visitors who wish to wear them 	<ul style="list-style-type: none"> Safe and Legal Audits Living with Covid-19 Guidance February 2022 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit Weekly internal DC audits Face coverings (disposable & washable) provided for all colleagues / visitors
Drivers undertaking deliveries to stores	Not being able to maintain the recommended safe distancing guidelines	Driver, store colleagues, public	<ul style="list-style-type: none"> Retail colleagues required to wear face coverings during deliveries in Scotland and Wales 	<ul style="list-style-type: none"> Mandatory Face Coverings Distribution Guidance V1 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit
Cleaning vehicle cabs	Presence and survival of the virus on surfaces and hand touch points	Drivers	<ul style="list-style-type: none"> COSHH RA completed COSHH Data sheet available Confirmation from Ecolab that Approved cleaning chemical is suitable for the novel virus Guidance issued on how and what to clean 	<ul style="list-style-type: none"> Safe and Legal Audits Safe System of Work TR-26-SSOW081 v1 	<ul style="list-style-type: none"> Safe and Legal Audit Safety support visit

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	<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>		<ul style="list-style-type: none"> Availability of PPE (Gloves, Goggles) to use when diluting Approved cleaning chemical from concentrate Guidance provided on disposing of the paper towels used to clean Drivers to follow safe system of work for unit cab touch point cleaning 		
Use of offices	Not being able to maintain the recommended safe distancing guidelines - spread of virus to others.	Colleagues, contractors, visitors	<ul style="list-style-type: none"> Only business critical meetings held in person All depots have the use of Microsoft Teams, this will be used for all meetings where practical. Occupancy of meeting rooms limited 	<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). Disposable gloves, face masks and visors. Posters & SSC Comms re mental health Living with Covid-19 Guidance February 2022 	<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 audit team at all sites. Weekly internal DC audits Face coverings (disposable & washable) provided for all colleagues / visitors
Sharing desks in the office	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 safe distancing guidance wherever possible Desks should be wiped over with an approved product before and after use 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC Face Visors for Colleagues - myDC 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in-house audit team at all sites.
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 Face coverings available for colleagues / visitors who wish to wear them 	<ul style="list-style-type: none"> Visitor & contractor inductions 	<ul style="list-style-type: none"> Verisae records of all statutory inspections and PPM
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. Guidance issued on how to dispose of a used facemask to include a lidded bin. Face coverings available for colleagues / visitors who wish to wear them Drivers are required to wear a face covering when delivering to stores - front or back areas where this is a legal requirement. 	<ul style="list-style-type: none"> Covid-19 Key Information for colleagues Covid-19 - DC Policy to Minimise Risk Face Coverings Guidance 18/01/21 Living with Covid-19 Guidance February 2022 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the audit team at all sites. Weekly internal DC audits Safe & Legal Audit