



COVID -19 DEPOTS & VEHICLES RISK ASSESSMENT

Area of Risk	Action to be taken to mitigate	Additional Notes
<p>Risk that premises have not been fully inspected and H&S pre checks carried out.</p>	<p>All premises should carry out a full inspection of any premises prior to re-opening.</p> <p>This should include a completed H&S assessment (see Appendix B) form especially designed of re-opening buildings.</p> <p>A thorough cleaning of premises should then follow with the introduction of a new daily cleaning regime, including provision of hand sanitizer, and cleaning materials.</p> <p>Check any ventilation systems to see if they need adjusting.</p> <p>Open windows where possible to encourage air flow.</p> <p>Introduce a new daily cleaning regime and checklist to evidence it has been carried out (see Appendix F)</p> <p>Publish results of RA on SVP website</p>	<p>It may be that premises have been damaged or infected by pests while empty.</p> <p>Share RA's with employees to check their level of confidence.</p> <p>See Appendix B – Building Re-opening checklist</p> <p>There are specific Gov. guidelines for cleaning an area after a known or suspected COVID-19 case.</p>

	<p>Display COVID-19 Secure in 2020 notice in all projects.</p> <p>Before staff/volunteers return to the workplace they should be made aware of any changes that have been put in place for their health & safety.</p> <p>They should be trained in the use of any new equipment and procedures to ensure their understanding and consistency of working practices.</p>	
<p>Volunteers who have been notified by the NHS that they are extremely vulnerable (sometimes referred to as the shielded group)</p> <p>Volunteers who are classed as being in the vulnerable group which includes but is not limited to those over 70, pregnant women and people with a wide range of underlying health conditions.</p> <p>Volunteers who are not classed as being in the above groups but who are worried in general about returning to work</p>	<p>Volunteers in the extremely vulnerable (shielded) group should be supported in staying at home as per the Government guidelines. We must be especially careful and take extra steps for anyone in our workforce who is in a vulnerable group.</p> <p>Volunteers in the vulnerable group could be asked to consider not volunteering until Government advice changes.</p> <p>Individual discussions should take place to discuss volunteer concerns and dealt with on a case by case basis.</p> <p>Share RA and steps taken to ensure H&S to alleviate concerns.</p>	<p>See Gov guidelines for a description of who is in the extremely vulnerable group and the vulnerable group. Any details about a volunteer's medical condition must be kept confidential, unless the volunteer agrees it can be shared.</p> <p>Government advice in this area is likely to change on a regular basis.</p> <p>(See Appendix A for Volunteer return to work checklist and Appendix H for Individual RA for over 70's)</p> <p>(See Appendix C – Volunteer support material)</p>
<p>Staff who have been notified by the NHS that they are extremely vulnerable (sometimes referred to as the shielded group).</p>	<p>Staff in the extremely vulnerable group should be supported in staying at home as per the Government guidelines.</p>	<p>Any details about an employee's medical condition must be kept confidential, unless the employee says it can be shared.</p>

<p>Staff who are classed as being in the vulnerable group which includes but is not limited to those over 70, pregnant women and people with a wide range of underlying health conditions.</p> <p>Staff who are not classed as being in the above groups but who are worried in general about returning to work</p>	<p>Organisations must be especially careful and take extra steps for anyone in their workforce who is in a vulnerable group. Hold individual discussions with affected staff members in the vulnerable group to consider the most appropriate course of action for them.</p> <p>Individual discussions should take place to discuss volunteer concerns and dealt with on a case by case basis.</p> <p>Share RA and steps taken to ensure H&S to alleviate concerns.</p> <p>Continue with working from home arrangements where possible to do so.</p>	<p>Government advice in this area is likely to change on a regular basis.</p> <p>Government advice in this area is likely to change on a regular basis (see Appendix H)</p> <p>Further information: See Government guidelines/ACAS services</p> <p>Source appropriate kit</p>
<p>Staff/Volunteer has a confirmed case of coronavirus</p>	<p>Report to line manager in the first instance.</p> <p>Isolate the area, temporary closure and a deep clean of the premises following any advice provided by Public Health England in particular around self-isolation for other staff and volunteers.</p>	<p>Keep central records of people with confirmed cases in HR.</p>
<p>Virus transmission among people in the Depot or when using vehicles</p>	<p>Staff and volunteers who develop symptoms of coronavirus (a new, continuous cough and/or a high temperature) should stay at home for 7 days from onset of symptoms.</p>	<p>Further information: https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</p>

	<p>If a volunteer or staff member lives in a household where someone else is unwell with symptoms of coronavirus then they must stay at home in line with the Government's guidance.</p> <p>Foremost consider staff who can work from home in the first instance and put in provision to support that with appropriate kit etc.</p> <p>Also consider staff working on different shifts and/or shift rotation to keep numbers in the Depot to a minimum.</p> <p>Current Government advice for staff in depots includes:</p> <ul style="list-style-type: none"> • Increase hands washing practices and surface cleaning • Keeping the activity time as short as possible • Avoid hot desking or if unable then ensure workspace is cleaned after each shift • Avoid working face to face, follow back to back or side to side working practices • Use own phone and other equipment rather than sharing • You should regularly encourage staff and volunteers to wash their hands with soap and water as often as possible and for 20 seconds every time. • Enhanced cleaning of lockers in rest rooms, request staff not to use each other's lockers • Use floor marking to indicate 2 metre distances and one -way tracks in corridors etc. 	<p>Request that staff/volunteers inform their line manager if their situation has changed before going to work.</p> <p>Measures will vary from location to location depending on size of premises and number of people visiting.</p> <p>The introduction of a daily cleaning regime should be factored into contracted working hours.</p>
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	<ul style="list-style-type: none"> • Keep workstations 2 metres apart. • Use remote working tools for meetings e.g. Zoom and Teams • If you have to have a meeting on site, use a large and well-ventilated space or even outdoors if weather permits <p>Social distancing applies to all parts of the Depot, not just the place where people spend most of their time. So, attention should also be given to entrances, exits, break rooms, kitchen's etc.</p> <p>Consider a front entrance point and a rear exit point to avoid staff coming into opposite contact.</p> <p>Assess the maximum number of staff/visitors that can be in the Depot at any one time based on the Depot size and layout so that the 2-metre social distancing can be observed with staff.</p> <p>Consider asking one staff member to police the control of volume of people entering the premises at any one time/or remind staff who forget to follow the rules e.g. Social distancing champions.</p> <p>Providing clear signage and markings inside and outside of Depots to support social distancing measures in place.</p> <p>Review the layout of Depots to ensure aisles/walkways are as clear as possible to support 2m social distancing and considering</p>	
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	<p>what changes would be possible to support social distancing.</p> <p>Make regular announcements to remind people to follow social distancing advice. Increasing ventilation where possible (such as opening a windows).</p> <p>Consider one-way systems around the building/Depot where practical supported by signage.</p> <p>Leave non-essential doors open to minimise the number of people who touch them. This does not apply to fire doors.</p> <p>Provide staff and volunteers with hand sanitiser. Make hand sanitiser/ disinfectant wipes available etc and regularly replenish stocks.</p> <p>Whilst not currently required by the Government, consider allowing staff and volunteers to wear masks and other PPE if they wish to do so.</p>	
<p>Moving around the building and Depots</p>	<p>Reduce movement by discouraging non-essential trips, using email or telephones to communicate with staff in other Depots.</p> <p>Introducing a one-way flow through the building</p> <p>User marker tape to show 2 metre distancing or one-way flow through to remind staff.</p>	

	<p>Have one way to enter a building and another to exit. Remember to wipe down keypads, alarm, door handles that are used regularly.</p>	
Avoiding transmission in communal spaces	<p>Staggering break times to reduce pressure on break rooms or places to eat.</p> <p>Using safe outside areas for breaks.</p> <p>Creating additional space by using other parts of the worksite or building that have been freed up by remote working.</p> <p>Encourage staff to bring their own pre-prepared meals where possible or buy in packaged ones.</p> <p>Clean break areas after each sitting.</p> <p>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>Encouraging staff to stay on-site during working hours, unless to get exercise or fresh air.</p> <p>Considering use of social distance marking for other common areas such as toilets, lockers and changing areas where queues may form.</p>	
Virus transmission whilst handling stock/donations	<p>As a precautionary measure, you should wait 72 hours before sorting newly donated stock. Quarantine in a designated area or at another location if possible. Where this is not possible</p>	<p>Government advice is that while it is not yet clear at what point there is no risk from virus transmission via surfaces “studies of other viruses in the same family suggest that, in most</p>

	<p>you should seek to process newly donated stock last.</p> <p>Designate spaces to store stock and work within 2 metres of other staff/volunteers.</p> <p>Avoid facing each other if working on a sorting bench, keep spaced apart at opposite ends.</p> <p>Mandate hand washing before and after sorting stock and the avoidance of people touching their faces whilst handling stock. Disposable gloves to be worn whilst sorting stock with a requirement that hands are washed before and after wearing and that the gloves are disposed of after use.</p> <p>Wash down donated goods with hard surfaces with standard cleaning products. Enabling contactless drop offs of donations to reduce person to person interaction.</p> <p>All waste materials must be double bagged and binned regularly and removed by a contracted waste disposal supplier.</p>	<p>circumstances, the risk is likely to be reduced significantly after 72 hours.”</p> <p>In March 2020, the Chief Medical Officer stated that that the virus is “probably largely gone by 48 hours and almost completely gone by 72 hours, on a hard surface”. It is believed that the virus survives for a shorter time period on soft surfaces.</p> <p>Staff or Van drivers should not be transporting any waste materials either in their own vehicles or on SVP vans without an appropriate permit to do so.</p>
<p>Deliveries and collections</p>	<p>Deliveries and collections to shops should work on a one-way system basis to drop off at the front of the shop and collect at the back or vice versa.</p> <p>Drivers should assess the number of customers in the shop before they enter to ensure they are able to do so at a safe distance. If not safe, then they should wait until customers have left.</p>	<p>This includes RAG suppliers or other deliveries/collections from 3rd parties.</p>

	<p>Delivery teams must not enter the home of someone who is in self-isolation. A questionnaire should be carried out at the time of taking the request over the phone by the Admin staff to ask customers/ donors to notify if they are in self-isolation (see Appendix G), it is also best practice that the Drivers ask these questions also before entering any private premises.</p> <p>Drivers should always be given hand sanitiser to be carried and used after each delivery. If possible, goods being delivered or collected should not be physically handed over but left in a place for the other party to pick up from.</p> <p>Drivers should feel comfortable to refuse to complete collection/delivery if the customer/donor appears unwell or it doesn't seem safe to proceed.</p> <p>Where more than one person is required to deliver an item, you should consider whether the delivery is necessary and if so, what steps you can take to minimise the risks of transmission of the virus between people working in close proximity of each other.</p> <p>Check if donors can leave items outside of the house for collection or that goods can be left at the door to avoid entering into premises.</p>	<p>See Delivery/Collection Questionnaire (Appendix G)</p> <p>(See Appendix D – best practice guidelines)</p>
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	<p>Retaining sufficient quantities of hand sanitiser / wipes within vehicles to enable drivers to use after each collection and drop off.</p> <p>Over the door cash donations/payments should be avoided, if unable to do so bag up cash and quarantine for 72 hours in a safe area.</p>	Explore going contactless if this is an option?
Managing contractors and visitors	<p>Before starting work in the Depot, contractors or visitors should complete a quick survey to ensure they confirm they are not knowingly at risk of having or spreading the virus.</p> <p>If they answer “yes” to any of the questions they must not be admitted on to the premises.</p>	See Appendix E for questionnaire
Virus transmission from surfaces	<p>Staff and volunteers to wash hands regularly during the day. Hard surfaces including tables, till counter, till screen, phones, kitchen worktops, door handles etc. to be cleaned down regularly.</p> <p>Providing staff and volunteers with disposable cleaning wipes so that the most touched areas in-store can be frequently cleaned throughout the day and especially those that are shared such as telephones, till systems and certain tools.</p> <p>Encouraging staff and volunteers to stick to their own cups for drinks and ensuring prompt cleaning of cutlery, plates, etc.</p> <p>Dry hands with paper hand towels, kitchen towel or electric dryer where possible. Removing tea</p>	

	towels and reusable towels or other drying cloths that are used by multiple people.	
Risk of insufficient PPE in place	<p>There is a specific requirement that staff working in depots and driving vehicles have the appropriate PPE associated with their role.</p> <p>Check current PPE stock in place and check if this needs replenishing.</p> <p>The following additional PPE have been designated for staff/volunteers:</p> <p>Drivers:</p> <ul style="list-style-type: none"> • Head visors (to be cleaned regularly) • Disposable vinyl gloves (that fit over safety gloves) • Hand sanitizer • Disposable face masks (optional) • Disposable gloves • Hand sanitizer • Handwash in rest rooms • Paper towels <p>Generic Items:</p> <ul style="list-style-type: none"> • 2 metre signage at the entrance to all projects • Signage to indicate number of people allowed in a shop at any one time • Distance tape for hard surface floors 	<p>Hot running water should be available in all premises to support regular and frequent handwashing.</p> <p>Face masks are currently optional under Government guidelines unless working in health and care services and employers should allow staff to wear one if they wish, but the employer is not required to provide them as standard.</p> <p>Government guidelines also state that workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.</p>
To reduce transmission when using company Vehicles	<p>Review driver policy on how many drivers in a vehicle at any one time. Try and apply a one man per van policy if reasonably practicable.</p> <p>Reduce number of 2-man jobs if necessary</p>	

	<p>Provide COVID Driver best practice guidelines usually be needed: Devising mitigation measures where workers have no alternative but to work within 2m to minimise the risk of transmission, including:</p> <ul style="list-style-type: none"> • Clear signage to outline social distancing measures in place. • Single person or contactless refuelling where possible. • Using physical screening, provided this does not compromise safety, for example, through reducing visibility. • Sitting side-by-side not face-to-face and increasing ventilation where possible. • Using a fixed pairing system if people have to work in close proximity, for example in a vehicle. • Making sure vehicles are well-ventilated to increase the flow of air, for example, by opening a window. <p>Clean vehicles regularly during the day at start/end of shifts and at vehicle handover focussing on main areas of use e.g. steering wheel, door handles, buttons etc.</p> <p>Continue with normal daily van checks to avoid breaking down and coming into contact with other parties.</p> <p>Clean any shared equipment regularly e.g. sat navs, van tools etc.</p>	<p>(See Appendix D)</p> <p>This should be within employees contracted work hours.</p> <p>Employees should also be encouraged to regularly clean their own vehicles if they come to work in them to avoid transference (but in their own time and for their own safety).</p>
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	<p>Set time to do a thorough deep clean of vehicles on a weekly basis.</p>	
<p>Risk that appropriate signage is not visible in projects</p>	<p>Ensure that there is professional and consistent signage up across all projects to remind staff and visitors of guidelines.</p> <div data-bbox="824 432 1397 735" style="text-align: center;">  <p>Social distancing Avoid contact by staying more than 2 metres (6 feet) from other people at all times</p> <p>No more than 1 person in the premises at any one time</p> </div> <div data-bbox="824 810 1352 1034" style="text-align: center;">  </div> <div data-bbox="824 1075 1039 1193" style="text-align: center;">  <p>Poster staying-covid-19-sec</p> </div>	<p>Do not make homemade signs, this does not provide staff/Visitor confidence.</p> <p>Once a project has completed its RA and all necessary steps outlined in the Gov requirements, it should display saying it is a COVID-19 secure work area.</p> <p>A number of SVP internal signs have been provided as well as H&S signs from the PPE supplier.</p>