

Risk Assessment COVID - 19 - RDC Operations

Reference	003
Situation	Routine
Labels	
Departments	RDC Employees
Assessment Date	14/05/2020
Assessed By	Richard Taylor
Description	To assess the risks presented by the COVID-19 pandemic within the RDC environment and execution of customer deliveries
Review Date	Date not set

Title	Hazard Type	Description	Persons Affected	Legislation	Existing Controls	Sev.	Lik.	Risk	Additional Controls	Person Responsible	Deadline	Status	Res. Sev.	Res. Lik.	Res. Risk	Last Updated
Day to day activity in the RDC (distancing)	Biological hazards e.g. COVID-19	Not maintaining social distancing	Lyreco RDC Employees		RDC SSOW 19 RDC Operations COVID 19 Employees are aware of current government guidelines and requirement to maintain distance within the workplace Hand sanitation products are provided RDM visits in line with requirements, avoiding high footfall periods when possible Microsoft Teams usage encouraged to avoid need for physical meetings	5	3	15	Assess locations for hand sanitation stations and implement	Raj Ahir,Dave Webb,Vic Gillespie,Stuart Longbottom	05/06/2020	Pending	5	2	10	27/05/2020 12:27
									Move workstations further apart where possible. Assess ability for staff to work "back to back" or "side to side"	Raj Ahir,Dave Webb,Vic Gillespie,Stuart Longbottom	05/06/2020	Pending				
									Reduce number of people who interact, through fixed teams or partnering. Reduce sharing of equipment/vehicles	Raj Ahir,Dave Webb,Vic Gillespie,Stuart Longbottom	05/06/2020	Pending				
									Assess requirement for floor signage/tape and posters to increase awareness and compliance	Raj Ahir,Dave Webb,Vic Gillespie,Stuart Longbottom	05/06/2020	Pending				
									Review	Raj	05/06/2020	Pending				

									of start times to decrease contact between employees	Ahir,Dave Webb,Vic Gillespie,Stuart Longbottom							
									No current controls around use of toilet blocks. Maximum number of employees at any one time to be implemented	Raj Ahir,Dave Webb,Vic Gillespie,Stuart Longbottom	05/06/2020	Pending					
Day to day activity in the RDC (Hygiene)	Biological hazards e.g. COVID-19	Not maintaining a clean environment	Lyreco RDC Employees		Hand Sanitisers provided RDC Manager maintains general cleanliness of RDC SSOW 19 RDC Operations	5	3	15	Paper Towels provided where possible as an alternative to hand dryers	Raj Ahir,Dave Webb,Vic Gillespie,Stuart Longbottom	05/06/2020	Pending	5	2	10	27/05/2020 15:24	
									Ensure cleaning equipment is readily available and plentiful	Raj Ahir,Dave Webb,Vic Gillespie,Stuart Longbottom	05/06/2020	Pending					
									Investigate 3rd party cleaning solutions (and requirement)	Richard Taylor	06/06/2020	Pending					
Interaction with visitors on site (copy)	Biological hazards e.g. COVID-19	Visitors to site may be carriers of the virus and spread infection to RDC Employees or vice versa.	Lyreco RDC Employees		Sales Meetings not being conducted Contractors only used when required to maintain BAU. Contractor Control Procedure in place	5	2	10									
Day to day activity in the RDC (environmental)	Biological hazards e.g. COVID-19	Lack of ventilation aids airborne spread of virus	Lyreco RDC Employees		Doors opened where possible/practical Windows opened where possible/practical	5	2	10									
Mental health of Off Site employees (copy)	Lone working	Employees who are working or have been furloughed may be susceptible to increased Mental	Lyreco RDC Employees		Updates communicated from the SMT by email/letter Regular contact between	5	2	10									

		Health issues		employee and line manager agreed and maintained to ensure the required level of support. Defined during initial contact in line with employee expectations.											
Employing vulnerable employees (copy)	Biological hazards e.g. COVID-19	Employees who are more vulnerable/extremely vulnerable as determined by the UK Government can potentially develop more severe and life threatening symptoms if they contract the virus	Lyreco RDC Employees	Extremely Vulnerable/ Vulnerable staff have been removed from site through the furlough scheme	5	1	5	Dynamic Risk Assessment to be developed for use on the return of employees in this category	Manel Roura	05/06/2020	Pending				27/05/2020 12:24