



COVID-19 Secure Risk Assessment of Ingram TS HQ in CMK

Assessed by	Philip Reid
Assessment date	28/05/2020
Created by	Philip Reid
Assigned Reviewer	Philip Reid
Next Review date	30/11/2020

Company	INGRAM MICRO - CBXII West
Location	Whole Site

Description of work area and/or process activity
This is an assessment of the HQ office in CMK to identify all potential hazards and put in place controls and measures to minimise the spread of Covid-19 while in the workplace.

Persons affected that were identified

Cleaners	x 6	Contractors	x 2	Office Staff	x 150
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Hazard Information

Human Factors

<p>Current Rating</p> <p>Medium</p>	<p>Description and/or cause of the hazard identified</p> <p>Risk of management and staff not understanding Covid-19 controls and measures</p>
	<p>Measures Currently in place to prevent risk of injury</p> <p>Briefings to explaining the key symptoms. Guidance posters displayed around building explaining hygiene requirements, social distancing. COVID-19 management group set up - Matt Sanderson, Alison King, Yvonne Bennett, Malcolm Wray and Philip Reid Regular Monthly calls with EU team to discuss best practices. Management team reviewing government updates on daily basis.</p>
	<p> No Remedial Actions Entered No Remedial Actions have been added to this hazard.</p>

Biological

Current Rating Medium 	Description and/or cause of the hazard identified
	Risk of associates passing/catching virus
	Measures Currently in place to prevent risk of injury
	<p>All employees practice good hygiene at all times. Regular hand washing with soap and water (20 secs) and/or hands sanitisers. Hands washed before entering and leaving site.</p> <p>Avoiding facial contact with hands. Physical contact is avoided where possible (hand shaking etc.)</p> <p>Social distancing is practiced where possible.</p> <p>Increased cleaning regime within office. Desks and surfaces cleaned regularly with appropriate chemicals.</p> <p>Respiratory Hygiene and Cough etiquette is followed at all times. Tissues placed in bin.</p> <p>Those that develop symptoms are to self isolate as per Government Guidelines.</p> <p>Close contact avoided with people who are unwell / sick.</p> <p>Regular updates via the NHS Website & Government Instruction - all advice and guidance followed.</p> <p>Restricted site access for External visitors</p> <p>If any person is unwell or experiencing cold like symptoms are not permitted entry to site.</p> <p>AHU` s have been altered to increase the fresh air changes in the throughout the office.</p> <p>AC has been set to run at a cooler temperature or turned off.</p> <p>Display signage advising of hygiene requirements.</p> <p>Hand Sanitiser and cleaning materials freely available throughout the office areas.</p> <p>Anti Bac wipes available for staff to wipe down workstations prior to use.</p> <p>Social distancing rules put in place and signage and social distancing tape displayed throughout the office areas.</p> <p>2 wave working system(2 weeks in office and 2 weeks from working from home) in place to segregate staff and reduce numbers on site.</p> <p>At risk associates identified and allowed to work from home</p> <p>Masks and gloves available to associates upon request.</p> <p>Masks to be worn when moving around the office. Can be removed when at the desk or eating.</p> <p>Office furniture removed to create more circulation space for staff around the office</p> <p>Stop shared buffets and fresh fruit.</p> <p>Installation of temperature screening equipment.</p>
	No Remedial Actions Entered No Remedial Actions have been added to this hazard.

Ergonomics

Current Rating Medium 	Description and/or cause of the hazard identified
	Risk of infection through bad layout or external factors
	Measures Currently in place to prevent risk of injury
	<p>In accordance with UK Government guidelines staff are encouraged to work from home if the can do safely.</p> <p>AHU` s have been altered to increase the fresh air changes in the throughout the office.</p> <p>HVAC in accordance with guidance the AC has been set to run at a cooler temperature or turned off.</p> <p>Sanitizers and cleaning materials available throughout the office for staff to use</p> <p>Restricted access to site by external visitors restricted.</p> <p>Canteen furniture removed and banquette seating clearly marked up as single occupancy</p> <p>Workstations moved where appropriate</p> <p>MS Teams used for group meetings</p> <p>Internal Face to Face meeting to be held according to social distancing requirements and rule of six</p>
	No Remedial Actions Entered No Remedial Actions have been added to this hazard.

Stress

Current Rating Low 	Description and/or cause of the hazard identified
	Risk to mental health due stress of situation and potential reduced work or potential financial impact
	Measures Currently in place to prevent risk of injury
	In accordance with UK Government guidelines staff are encouraged to work from home if they can do safely. Staff with Mental health training available for people who have issues to talk too. Brochures and online literature made available Furlough option given to all associates and list with criteria drawn up Global Pulse survey undertaken on regular basis
	No Remedial Actions Entered No Remedial Actions have been added to this hazard.

Overall Current Risk



[Photo Gallery](#)

NOTICE
 There are currently no photographs associated with the assessment.

[Record Notes / History](#)

NOTICE
 There are currently no notes associated with the assessment.