

## Risk Assessment - 640RA

Internal Reference: COVID-19
Information valid as of 03/11/2020 12:24:31



### **REVIEW REQUIRED**

This assessment is due for review by 02/12/2020

## Staying COVID-19 Secure at CRICK Facility

Assessed by	Shahid Iqbal
Assessment date	27/10/2020
Created by	Shahid Iqbal
Assigned Reviewer	Shahid Iqbal
Next Review date	02/12/2020

Company	INGRAM MICRO - IMTS WAREHOUSE		
Location	DIRFT East		
Department	All Departments		

### Description of work area and/or process activity

Assessment of CRICK Distribution center, including warehouse and office areas, to identify all potential hazards and put in place controls and counter measures to reduce the risk of adverse impact to associates health whether it be direct risk of infection or other health factors related to work, all the time staying in line with government directives as and when received.

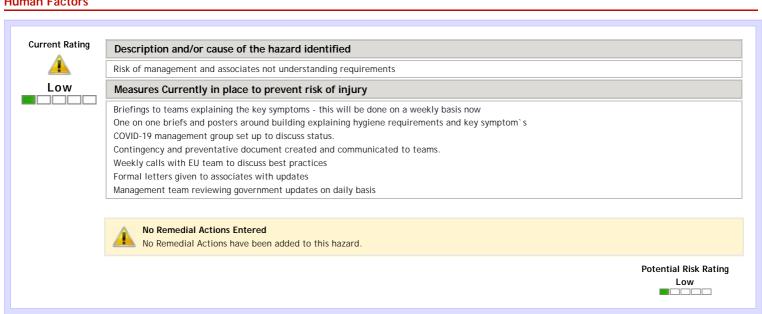
From 31 July to adapt assessment to specifically look further into risk of infection due to location of residence or holiday destination and put in place controls to mitigate.

### Persons affected that were identified

Cleaners	x 6	Contractors	x 50	Engineers	x 1	Office Staff	x 20
Warehouse Operators	x 100						

### **Hazard Information**

### **Human Factors**



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# IN GRAM

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### **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

Face

Briefing and Sign off on Covid-19 secure car sharing.

Briefing and signage to ensure regular washing of hands

Additional sanitizer materials provided to teams and placed in key areas

Anti Bac wipes placed at RF cabinets and teams instructed to wipe down MHE equipment prior to use

Social distancing rules put in place and 2 meter distancing tape all around building

Break times for associates changed in order to further segregate into smaller groups in canteen

Government instruction followed and implemented on 14 day isolation rule based on key symptoms

At risk associates identified and prioritised for furlough scheme

Mask option reviewed and option made available to associates (not compulsory)

Working from home option implemented for some office based associates were able

Removed Canteen furniture

Stop shared buffet and fresh fruit

- 1. Thermal camera implemented at security reception
- 2. Temperature checks of all associates entering the building

Car Sharing signage up around site and briefed to associates

### Required measures to lower the current risk of injury

Face coverings must be worn on approach to and into the warehouse facility, whilst in communal spaces, when moving around the site or between workstations and when you are within 2 meters of the nearest person

Nominated person who will manage the task	Task Status	Due Date
S. Iqbal	Pending	09/11/2020

Potential Risk Rating Medium

### **Ergonomics**

### **Current Rating**



# Low

### 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

Sanitizers made available for compulsory use by carrier drivers arriving at gatehouse

No visitors permitted on site unless pre arranged

Canteen layout changed and clearly marked up to ensure social distancing is observed and 1 associate per table

Associates workstations moved where appropriate

Shift start and finish times adjusted to minimise any potential contamination at crossover point between teams

Office group meetings now completed on Microsoft Teams where possible. Maximum of 6 in boardroom

Group briefings and training replaced by 1 on 1 sessions (whilst maintaining social distancing)

Stand up separators in place around key work areas



### No Remedial Actions Entered

No Remedial Actions have been added to this hazard

Potential Risk Rating



# IN RAM

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### **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

Mental health trained associates and managers completing regular updates with associates

Brochures and online literature made available

Temp labour reduced in line with drop in volume and FTE positions protected

Furlough option given to all associates and list with criteria drawn up

Anyone wanting to take paid holiday leave given option to do so

Global Pulse survey undertaken on regular basis



#### No Remedial Actions Entered

No Remedial Actions have been added to this hazard.

### **Human Factors**

### **Current Rating**



## Medium

### Description and/or cause of the hazard identified

Increased risk of infection due to location of residence being in lockdown due to spike in infection rates

### Measures Currently in place to prevent risk of injury

Briefing on Covid-19 Secure car sharing

Hygiene rules in place with relation to washing of hands and sanitizing

Cleaning of MHE and handheld equipment in place

Shift segregation

Controlled breaks

2m social distancing rules in place

Regular briefings and up to date documents handed out

Thermal CCTV + manual back up in case of fail in place

Self declaration rules in place

Self isolation based on 3 key symptons still in place

Any associates residing in a high infection or lockdown area must wear face mask at all times

2 extra 5 minute comfort breaks per shift to be given to these associates in order to take care of face mask hygiene

Allowance to finish shift 5 mins early in order to exit cleanly

No job or equipment sharing is to take place with these associates

Daily self declaration to supervisor or manager at start of shift

### Required measures to lower the current risk of injury

Face coverings must be worn on approach to and into the warehouse facility, whilst in communal spaces, when moving around the site or between workstations and when you are within 2 meters of the nearest person

Nominated person who will manage the task	Task Status	Due Date
S. Iqbal	Pending	09/11/2020

Potential Risk Rating
Medium

### **Overall Current Risk**





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### 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.