



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

<p>Current Rating</p> <p>LOW</p>	<p>Description and/or cause of the hazard identified</p> <p>Risk of management and associates not understanding requirements</p>
	<p>Measures Currently in place to prevent risk of injury</p> <p>Briefings to teams explaining the key symptoms - this will be done on a weekly basis now One on one briefs and posters around building explaining hygiene requirements and key symptom`s COVID-19 management group set up to discuss status. Contingency and preventative document created and communicated to teams. Weekly calls with EU team to discuss best practices Formal letters given to associates with updates Management team reviewing government updates on daily basis</p>
	<p> No Remedial Actions Entered No Remedial Actions have been added to this hazard.</p>
	<p>Potential Risk Rating</p> <p>Low</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		
	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 Low

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 symptoms 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						
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S. Iqbal	Pending	09/11/2020					
Potential Risk Rating Medium 							

Overall Current Risk

MEDIUM 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.