

Risk Assessment – COVID19 Purchasing Goods in & out

Task / Process / Activity Description:	Purchasing Goods in & out	Start Date	20 th April 2020		
		Reviewed On	Due to the pace of the potential spread of Covid-19 and the daily updates from NHS this document will be regularly updated. LAST review – 20 APRIL 2020		
Assessors Name:	Chris Salmon Commercial Director	Risk Assessment Approved By department Managers:	Department		
			Print Name:		
Assessors Signature:			Signature:		

Hazard (Something with the potential to cause harm)	Hazard Cause (How will the hazard be realised)	Hazard Effect (The potential injury sustained)	Who Can Be Harmed	Risk Level	Existing Control Measures	Residual Risk Level	Additional Requirements e.g. Monitoring, Training, Advice to Others etc.
			Employee = E Contractor = C Visitor = V Public = P				
Persons showing signs of possible COVID 19 infection	Infecting others in stores / purchasing	High temperature A new continuous cough In severe cases a shortness of breath	E/C/P/V	H	<p>Anyone who has these symptoms must remain away from the site / office, and adopt the following procedures: -</p> <p>Do not go to their GP / Walk in medical centre.</p> <p>Remain at home and self-isolate for 7 days if you live alone. If you live with other people and any person in the household shows symptoms, then everyone in the household should self-isolate at home for 14 days from the first day that a person showed symptoms. If you get symptoms then self-isolate for 7 days even if this means you go over the 14 days.</p> <p>Use the NHS 111 service if:</p> <ul style="list-style-type: none"> You feel you cannot cope with your symptoms at home. Your condition gets worse. Your symptoms do not get better after 7 days. <p>Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.</p>	L	<p>If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.</p> <p>If you have to stay at home together, try to keep away from each other as much as possible.</p> <p>Always follow the latest NHS guidance.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

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The above information is to be communicated to all employees that are associated with this task and recorded on form IMSF024C – RA Employee Statement of Understanding

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Spreading the infection	Poor hygiene practices -	High temperature A new continuous cough In severe cases a shortness of breath	E/C/V/P	H	Frequently and thoroughly clean hands with soap and water for at least 20 seconds or use hand sanitiser (with at least 60% alcohol) if washing is not possible. When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash hands. Avoid touching your eyes, nose or mouth	L	Employees are not recommended to wear facemasks to protect against the virus. Facemasks are only recommended to be worn by symptomatic individuals (advised by a healthcare worker) to reduce the risk of transmitting the infection to others.

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Taking deliveries – contact with others during deliveries of materials or equipment or engineers collecting equipment or materials from depot stores or offices	Potential COVID - 19 Infection	Contracting COVID – 19	E/C/V	H	<p>Have engineers & deliveries call ahead before attending the stores / purchasing office.</p> <ul style="list-style-type: none"> • Ensure suppliers are briefed on general UK GOV COVID 19 precautions (social distancing, hand face hygiene, hand washing and the need to self-isolate if showing symptoms – ideally this would be a condition / part of purchase order requirements) • Maintain signage on the stores & purchasing door stating the following “Please do not enter, please knock and step back two meters” • Mark floor with sign on where to stand to keep the 2m • Have marked out drop area for goods in and separate marked out area for good out • Before opening the door make sure the visitor has stepped back the required two metres. • If the employee wants to wear PPE they must be trained in donning + doffing (PPE used & donning and doffing is listed below) • Ask the person making the deliver to leave items 2 metres away and to step back a further 2 metres. • Inspect delivery once the person has stepped back 2 metres. • If a signature is required request that photo evidence is taken instead. • Wait for the delivery person / engineer leaves. • Clean all surfaces touched- e.g. door handles with wipes Specify types. Do not touch face, Wash hands • Proceed with stock intake • unshipping / unbox; bin packaging, do not touch face and wash hands • All waste PPE is considered contaminated • Employees have washing and drying facilities on site. • At end of shift coveralls should be bagged and then laundered separately to other clothes. Avoid shaking out. • At risk staff or those with at risk families should not be doing works. 	L	Employees can choose to wear a facemask & gloves

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Issuing PPE / Materials or Equipment to staff	Spreading the infection / Potential COVID - 19 Infection	Infecting employees/ contractors. Contracting COVID – 19	E/C	H	<p>Have engineers call ahead before attending the stores / purchasing office.</p> <p><u>Preparing PPE Packs.</u></p> <ul style="list-style-type: none"> Wash hands before preparing packs If the employee wants to wear PPE employees trained in donning + doffing (PPE used & donning and doffing is listed below) A recommended General PPE pack for an engineer for 30 days should contain the following: <ul style="list-style-type: none"> Disposable gloves 150 pairs Disposable masks 150 Hand sanitizer 30ml bottles 10 Surface wipes 4 packs Rubbish bags 300 Ties for bags 150 Packs should be labelled with the contents All waste PPE is considered contaminated <p><u>Issuing PPE / Materials to engineers:</u></p> <ul style="list-style-type: none"> Maintain signage on the stores & purchasing door stating the following “Please do not enter, please knock and step back two meters” Mark floor with sign on where to stand to keep the 2m Have marked out drop area for goods in and separate marked out area for good out Before opening the door make sure the engineer has stepped back the required two metres If the employee wants to wear PPE employees trained in donning + doffing (PPE used & donning and doffing is listed below) Ask the engineer collecting PPE / Materials to step back a further 2 metres. Keeping 2-metre distance place PPE / materials on the ground outside and step back 2 metres. Allow the engineer to collect / inspect PPE & Materials maintaining the two-metrer distance. If a signature is required use photo evidence instead. 	L	Employees can choose to wear a facemask & gloves

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					<ul style="list-style-type: none"> • Wait for the engineer to leave. • Clean all surfaces touched- e.g. door handles with wipes Specify types. Do not touch face, Wash hands • All waste PPE is considered contaminated • Employees have washing and drying facilities on site. • At end of shift coveralls should be bagged and then laundered separately to other clothes. Avoid shaking out. • AT risk staff or those with at risk families should not be doing works. 		
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Individual starts to feel unwell while at work	Spreading the infection	Infecting employees / contractors	E/C/V/P	H	If someone in the workplace develops a new continuous cough or high temperature, the person should stay at least 2 metres away from other people and immediately self-isolate at home in accordance with NHS guidelines.	L	Inform HR by email straightway.
Waste that has been in contact with an infected or person in self-isolation.	Getting Infected and spreading it to others on site	Infecting others	E/C/P/V	H	All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should then be disposed of in accordance with branch instructions.	L	
Individuals in the workplace have had contact with a confirmed case of COVID-19	Spreading the infection	Infecting others	E/C/V/P	H	<p>Any person who has been in close contact with someone who has been diagnosed with COVID-19 should consult the NHS website for guidance and contact 111 for advice.</p> <p>If a confirmed case is identified in the workplace, the local Health Protection Team will provide the relevant staff with advice.</p> <p>Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others. Staff who have not had close contact with a confirmed case can continue to attend work as normal.</p>	L	

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PPE:

1. Medical Grade 2/3 Ply Disposable face mask.
2. Pure life 80% Alcohol antibacterial antiviral Hand Sanitiser
3. LATEX EXAMINATION GLOVE (Top Glove, Natural High-Grade Rubber Latex, Powdered & Powder-Free, Non-sterile) nitrile, neoprene or vinyl gloves are provided for those with latex allergies.
4. Soap & Water (On site facilities)

Donning and Doffing:

1. Wash hands with soap and water

2. Donning Face Mask

Place over nose and mouth, secure straps around the head and perform a fit check.

3. Donning Eye Protection

Place goggles over eyes and strap around the head and perform a fit check.

4. Donning Gloves

Place hands into gloves and pull up over the wrists, check for any damage.

5. Doffing Glove

Firstly: grasp the outside of the glove with the opposite gloved hand; peel off, hold the removed glove in gloved hand.

Then: slide the fingers of the un-gloved hand under the remaining glove at the wrist, peel the remaining glove off over the first glove and discard in rubbish sack. Clean hands with alcohol gel.

6. Doffing Goggles

To remove, use both hands to handle the retraining straps by pulling away from behind. Clean goggles with cleaning wipes.

7. Doffing Face Mask

Lean forward slightly, reach to the back of the head with both hands to find the bottom retaining strap and bring it up to the top strap. Lift straps over the top of the head, let the face mask fall away from your face and place in rubbish sack.

8. Wash hands with soap and water