Coronavirus (COVID-19)

Topic / Hazard	Who might be harmed and how	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	I	RAG		L	I	RAG
Coming to work and leaving work	Employees / operatives, potential for contracting COVID-19	4	4	R	Specific arrangements include: • Wherever possible workers should travel to site alone. • Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. • Providing additional parking or facilities for securing bikes to help people walk, or cycle to work where possible. • Changing and staggering site hours to reduce congestion on public transport • Avoid using public transport during peak times. • Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points. • Keypads and door handles to be sanitised regularly. • Use of wall mounted thermometers.	2	4	A
Coming to work and leaving work - shared vehicles	As above	4	4	R	If workers have no option but to share transport: • Journeys should be shared with the same individuals and with the minimum number of people at any one time • Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission • Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle • The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces • Use of face coverings	2	4	A
Working close to others on site / in the premises – list areas or tasks where this is a significant risk:	As above	4	4	R	• Management to enable working from home if possible. • Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible). • Keep the activity time involved as short as possible. • Staff to increase the frequency of hand washing • Using screens or barriers to separate people from each other. • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.	2	4	A

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		L	I	RAG		L	I	RAG
				R	• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). • If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. • Use of masks, gloves, visors where safe distance cannot be maintained. • Warehouse to use face coverings during any cross-over shift. • Break room restricted to 4 staff – seating to be clearly marked – additional chairs removed. • Dispensary – creation of additional dispensary to ensure max 7 people in each room. Screens added where staff are working next to each other less than 2m apart. • Wall mounted thermometers installed			A
Moving around buildings and worksites	As above	3	4	R	Specific arrangements include: • Reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use. • Reducing job rotation and equipment rotation, for example, single tasks for the day. • Implementing one-way systems where possible on walkways around the workplace. • Using signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site. • Separating sites into working zones to keep different groups of workers physically separated as much as practical. • Reducing the number of people in attendance at site briefings and consider holding them outdoors in the mews wherever possible with social distancing. • Advise staff to keep movement between Dispensary, Wholesale, and offices to an absolute minimum. • Use of face coverings when moving between departments and "bubbles" and using communal areas • Wall mounted thermometers installed • Use of Microsoft Teams for meetings	2	4	A
Workplace areas where people work statically	As above	4	4	R	• For people who work in one place, workstations should allow them to maintain social distancing wherever possible.	2	4	A

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		L	I	RAG		L	I	RAG
				R	• Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people. • If it is not possible to keep workstations 2m apart then business should consider whether that activity needs to continue for the business to operate, and if so, take all mitigating actions possible to reduce the risk of transmission. • Changing layouts to allow people to work further apart from each other. • Where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. • Where it is not possible to move workstations further apart, using screens to separate people from each other. • Using a consistent pairing system if people must work in proximity • Staff Bubbles created and use of face coverings where staff are less than 2m apart • Use of office space where staff are working from home to maximise space and social distancing. • Installation of screens where staff are working face to face – even with appropriate distancing being observed.			A
Meetings	As above	4	4	R	• Using remote working tools (tele-conference, Microsoft Teams, Zoom, Skype etc) to avoid in-person meetings. • Only essential participants should attend meetings and should maintain 2m separation throughout. • Avoiding transmission during meetings, for example, avoid sharing pens and or other objects. Use of face coverings mandatory. • Providing hand sanitiser in meeting rooms and clean down of table • Holding meetings outdoors or in well-ventilated rooms whenever possible. • For areas where regular meetings take place, use floor signage to help people maintain social distancing. • Additional meeting rooms now available (conference room and meeting room) by expanding into new wing in corporate building • SMT to be held virtually or restricted to minimal staff / only hot or urgent topics	2	4	A
Rest Areas, kitchens & canteens	As above	4	4	R	• Staggering break times to reduce pressure on break rooms or places to eat. • Using safe outdoor areas for breaks.	2	4	A

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Topic / Hazard	Who might be harmed and how	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	I	RAG		L	I	RAG
				R	• Creating additional space by using other parts of the workplace freed up by remote working. • Reconfiguring seating and tables to maintain 2m spacing and reduce face-to-face interactions. • During periods of lockdown where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops. • Drinking water is provided with enhanced cleaning measures of the tap mechanism introduced • Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves • Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by staff when entering and leaving the area • All rubbish should be put straight in the bin and not left for someone else to clear up • Tables should be cleaned between each use • Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use. Wooden spoons used for tea and coffee making. • Increase external cleaning contractor – extra hours daily cleaning during lockdowns or when notified of positive cases amongst staff. • Shared toilets in Mews – staff reminded that these are cleaned once daily – best option is to use facilities in Unit where possible and contact landlord regarding their maintenance and infection control obligations of the shared facilities. • Hand gel provided in shared mews toilets by landlord. • Staff to sanitise table when finished ready for the next person – spray to be provided with disposable wipes. • Removal of additional chairs – clear definition of permitted seats. Refresh signs.			A
Managing customers, visitors and contractors	As above	3	4	R	• Where visits to the premises are necessary, site guidance on social distancing and hygiene will be explained to visitors on or before arrival. • Encouraging visits via remote connection/working where this is an option.	2	4	A

Topic / Hazard	Who might be harmed and how	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	I	RAG		L	I	RAG
				R	- Limiting the number of visitors at any one time. - Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people. - Maintaining a record of all visitors and provide with masks, gloves, and visors - Visitors to sign in and provide contact number – visitors restricted to essential services - Wall mounted thermometers installed			A
Cleanliness of the workplace	As above	4	4	R	- Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. - Frequent cleaning of objects and surfaces that are touched regularly, such as filing cabinets, desks, photocopiers / scanners, phones, keypads, door handles and surfaces. - Clearing workspaces and removing waste and belongings from the work area at the end of a shift. - Complete clean down at the end of each shift. - If you are cleaning after a known or suspected case of COVID-19 then reference is to be made to the specific guidance. - Increased cleaning hours by external contractor as required. - Clear desk policy – remove any unnecessary items	2	4	A
Hygiene – handwashing, sanitation facilities and toilets	As above	4	4	R	- Ensure adequate supplies - soap and hand gel will be readily available and kept topped up at all times. Daily checks at each infection control station. - Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. - Providing regular reminders and signage to maintain hygiene standards. - Providing hand sanitisers (min 70% alcohol based) in multiple locations in addition to washrooms. - Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. - Enhancing cleaning for busy communal areas. - Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities - Additional toilet / washroom in corporate wing for Purchasing and IT.	2	4	A

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Topic / Hazard	Who might be harmed and how	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	I	RAG		L	I	RAG
				R (red)	• Clear desk policy and staff to clean and disinfect their work- stations			A (orange)
Ashtons Vehicles	As above	2	4	A	• Regular cleaning of vehicles that workers may take home. Hand sanitiser and masks to be supplied • Drivers have their own dedicated vans and work alone. • Regular cleaning inside vehicle using virucidal spray	1	4	G
Personal Protective Equipment, including Face coverings	As above	4	4	R	Where face covering is worn employees must undertake the following: • Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, staff must avoid touching their face or face covering, as it could contaminate them. • Staff to continue to wash their hands regularly and use alcohol gel • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully using standard waste disposal methods. • Staff to continue to practise social distancing wherever possible. • Disposable visors, masks, and gel to be made available. • Wall mounted thermometers installed	2	4	A
Vulnerable people who are at a higher risk of contracting Covid-19	As above	4	4	R	• Clinically extremely vulnerable individuals to be strongly advised not to work outside the home. • Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), to be advised to take extra care in observing social distancing and will be helped to work from home. Adjustments made to work- space where possible. • If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals. • **Steps that will usually be needed:**	1	4	G

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Topic / Hazard	Who might be harmed and how	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	I	RAG		L	I	RAG
				R	• Providing support for workers around mental health and wellbeing. This could include advice or telephone support. • See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups. • Individual Risk Assessment completed by Principle Pharmacist for staff who fall into the CEV category as at 18 Feb 2021. • Lateral Flow testing on site – weekly tests for all staff increasing to daily if any member of staff gets a positive result (staff working in close proximity i.e. same office or in the warehouse) • Vaccination for staff – all staff will have had 2 vaccines by end of April 2021 Staff who fall into CEV category until depending on job role Working from home, Flexi-furlough, furlough, FFP3 Masks, created more space and partitions around staff working on site.			G
Provision of adequate information to staff	As above	4	4	R	• Brief staff in local procedures and the content of this risk assessment and any updates. • Display "Staying Covid-19 Secure in 2020" in key places • Display general Covid-19 safety poster in key places • Regular briefing and reminders to staff • Risk assessment to be added to staff intranet and website.	1	4	G
Provision of adequate information to visitors, public etc.	As above	4	4	R	• Providing signage to inform the public and visitors on what work you are doing. • Providing signage at entrances to the worksite to remind the public and workers to maintain social distancing. • Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors • Updated signage – face covering between departments, use more prominent colours (red warning triangles) and updated signs using slogan Hands Face, space and new symptoms of COVID • Refresh floor markings zones in warehouse units • Add floor marking zones to dispensary 2 – ground floor • Refresh and update all signage – clear and visible	1	4	G
Shift patterns and working groups	As above	4	4	R	• As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	2	4	A

Topic / Hazard	Who might be harmed and how	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	I	RAG		L	I	RAG
				(Red)	• Identifying areas where people have to directly pass things to each other. • Minimising worker congregation at bottlenecks such as entrances and exits and maintaining social distancing during shift handovers. • Regular review of shift patterns or when government guidelines change • Restrict crossover of staff during lockdown periods – review shift patterns in warehouse. • Review workflow and equipment needed to minimise crossover of paperwork • Warehouse staff to return to full working hours and normal shift patterns from 3/5/2021. Review should guidelines change.			(Amber)
Work-related travel – cars and business visits	As above	2	4	A	• Minimising non-essential travel – consider remote options first. • Pharmacists work independently and travel on their own to hospitals • PPE provided and communication with site re Infection Control	1	4	G
Communications and training - Returning to work following Furlough or working from home	As above	4	4	R	• Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. • Engaging with staff to explain and agree any changes in working arrangements. • Developing communication and training materials for workers prior to returning to work, especially around new procedures for arrival at work and infection control	1	4	G
Communications and training - communications and signage	As above	4	4	R	• Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). • Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. • Using visual communications, for example, whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications. • Updated signage – face covering between departments, use more prominent colours (red warning triangles) and updated signs using slogan Hands, Face, space. Add new symptoms – loss or change to senses of smell or taste • Refresh floor markings zones in warehouse units • Add floor marking zones to dispensary 2 – ground floor • Regular review of signs and notices to ensure latest information and guidelines are included.	1	4	G

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		L	I	RAG		L	I	RAG
Inbound and outbound goods	As above	4	4	R	• Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often – dependant on storage space • Where possible and safe, having single workers load or unload vehicles. • Where possible, using the same pairs of people for loads where more than one is needed. • Dedicated vehicle and driver for courier collections .	2	4	G
Wellbeing of staff working at home	As above	3	4	A	• Management to monitor the wellbeing of people who are working from home and helping them stay connected to those operating in an outdoor environment, especially if the majority of their colleagues are on-site. • Management to keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Management to provide equipment for people to work from home safely and effectively, for example, remote access to work systems • HSE assessment completed by staff working from home	1	4	G
Employees who need to self-isolate	As above	4	4	R	• Management to ensure that individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have tested positive for COVID. • Management to enable workers to work from home while self-isolating if appropriate. • Review current guidance for employees and employers relating to statutory sick pay due to COVID-19. https://www.gov.uk/employers-sick-pay • Review current guidance for people who have symptoms and those who live with others who have symptoms see: :https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) Return to work interviews following self-isolation period • Proof of self-isolation finish date and test dates to be requested. • Staff welfare meeting when returning to work – if tested positive and symptomatic make reasonable adjustment to tasks and working hours to support staff member whilst recovering to full fitness.	1	4	G

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		L	I	RAG		L	I	RAG
First Aid & Emergencies	As above	1	4	G	• The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend. • In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe. • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	1	4	G
Equality in the workplace	As above	4	4	R	• Management to understand and take into account the particular circumstances of those with different protected characteristics. • Management to Involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them. • Management to considering whether any specific measures or adjustments need to be implemented to take account of your duties under the equalities legislation. • Management to make reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers. • Management to ensure that the steps being taken do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments. • Individual Risk Assessments completed for staff – especially from BAME community	1	4	G

Managerial / Supervisory

- Ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to Line Manager and HR Manager. Test are available for all key workers and families – staff members will be sent instructions on how to book a test. If positive – self isolation guidelines apply. If negative staff member can return to work.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Assessment to be reviewed every month or where significant change has occurred
- Return to work interview to be documented and staff member fully briefed regarding changes to work practices.
- Managers / Supervisors to monitor the arrangements to ensure that they are effective and review guidelines as further changes or announcements occur.

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		L	I	RAG		L	I	RAG

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles

https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/new-recommendations-for-primary-and-community-health-care-providers-in-england

The measures in place are to protect our staff and visitors. If rates of infection change nationally, locally or within the business -we will adapt the controls in place accordingly and comply with Government guidelines.

Training

- Managers to be briefed in the Company specific process / procedures for Covid 19 management
- Operatives/staff to be given a briefing/information pack in risks and controls in relation to Covid 19.

Risk Rating Key

L = Likelihood (1-4)   **I** = Impact Severity (1-4)   **R** = Risk Rating - **Red** (score 9 and above) **Amber** (score 4-8) and **Green** (score 0 to 4)

Score = Likelihood x Impact severity

	Signature	Date
Head of Operations		
Pharmacy Manager		
Principle Pharmacist		
Head of Procurement		

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Chief Commercial Office		
Head of IT and Data Security		
Head of Quality and Customer Service and Deputy RP		
Chief Pharmacist and RP		
Finance Director		
CEO		

Next review date: November 2021