













Distribution Centres COVID-19 Controls	Unloading / loading containers – COVID-19 Supplement Control (No. 1)	
	Authorised By: Chris Shaw (Head of Safety & Sustainability)	
Issue/Review Date: 21/05/2020 Next Review Date: Ongoing	Page Number: 1 of 2	

Description of Work:	Unloading / loading containers – COVID-19 Supplement Control
Unloading / loading containers (COVID-19). Standard PPE requirements remain unchanged for current operations on site. Additional PPE stated below.	Potential Hazards: Cross-infection/contamination – COVID-19. <u>As per Government guidelines, please ensure that you follow the social-distancing and points covered below.</u>

Personal Protective Equipment (PPE) Required (Check the box for required PPE):						
 Gloves	 Face Masks	 Eye Protection	 Face Shield/Visor	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe Work Procedure Checklist:
<p>1. Before Container Arrives:</p> <ul style="list-style-type: none"> ▪ <u>Access your personal face shield / visor from your locker. and check for any defects:</u> <ul style="list-style-type: none"> ○ Overly scratched surface creating difficulty for you to see through it. ○ Cracks within visor or head band unit. ○ Issues with the Velcro strap ○ Overly dirty or missing sponge on head band unit. ○ Make sure the sides of the visor are folded towards the face (see the labels on the visor) <p>2. Container Arrives:</p> <ul style="list-style-type: none"> ▪ Ensure you are wearing your face shield in preparation for the work to begin (i.e. operatives at the bottom of the gravity track, the person checking off, as well the operative taking away pallets on the pedestrian truck, as they will assist in the unloading / loading process. It is not possible to maintain social distancing for this physically demanding task, hence the need to provide the face shield/visor. ▪ The only exception to wearing a visor during this task, is the operative loading the gravity track within the container. They are working alone in potentially high temperatures, especially during summer months. However they must have their face shield available when rotating between tasks. <div style="display: flex; justify-content: space-around;">   </div> <p>3. Unloading / Loading Process:</p> <ul style="list-style-type: none"> ▪ Continue to wear the face shield/visor for the duration of the task. Do not touch the visor, especially the inside, to reduce surface contact transmission towards your face. <div style="text-align: right;">  </div> <p>4. Container Leaves:</p> <ul style="list-style-type: none"> ▪ Unless there is another container imminently arriving, the face shield / visor should be returned to your locker after being cleaned. ▪ CLEANING – After removing your normal gloves, use the closest sanitisation point and spray disinfectant onto tissue/blue roll, and wipe down all areas of the visor.

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Name of operative (please print)	Clock / I.D. no.
.....
I have read this work instruction and understand the contents of the supporting risk assessment. I agree to comply with the contents and detail contained therein.	
Signed	Date

UK GREETINGS LTD - GENERAL RISK ASSESSMENT FORM

Date:	21st May 2020	Assessed By:	Chris Shaw (Head of Safety & Sustainability)
Location:	Distribution / Warehousing Centres	Assessment No.:	COVID-19 (Special Risk Assessment) - No.1
Task/Premises:	Unloading / Loading Container - COVID-19 Controls	Review Date:	Constantly under review as new information emerges

ACTIVITY	HAZARD	PERSONS IN DANGER	Severity	Risk	Risk Rate	MEASURES TO FOLLOW / COMMENTS
General Social Distancing	COVID-19 Cross-Infection	DC Operative	4	4	16	<p>Social distancing It is not always possible to maintain at least 2m between personnel undertaking this activity, especially when there are multiple skus within the container. The activity is also physically demanding work and it is therefore necessary to provide support during this activity. This support, alongwith the checking process (sometimes due to the space available in the DC), results in the close proximity of operatives.</p> <p>Face shields were trialled today, with majority of operatives having no issues. Only one operative commented on the claustrophobic feeling when using the shield.</p> <p>Each operative is to be issued with their own personal visor, with instructions for use and cleaning.</p>

Categories (For Severity and Risk Scores given above):

Severity 1	Delay only	Risk 1	Very unlikely
Severity 2	Minor injury	Risk 2	Unlikely
Severity 4	Lost time injury / illness	Risk 4	May happen
Severity 6	Major injury	Risk 6	Likely
Severity 8	Permanent disability	Risk 8	Very likely
Severity 10	Death	Risk 10	Certain



The higher this score the greater the injury outcome and likelihood of occurrence. Adherence to the 'measures to follow / comments' will adequately control the specified activities. (Scores: Below 25 = AMBER, Above 25 = RED).
Items shown in *ITALIC* require further action.