



HEMISPHERE
FREIGHT SERVICES LTD

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Covid-19/Coronavirus Risk Assessment

Hazard Identified:

The Spread of COVID-19/Coronavirus

Those at risk of being harmed:

- Staff
- Visitors to your premises
- Cleaners
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with you in relation to your business



Controls Required	Additional Controls	Done
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Hand Gel sanitisers in any area where washing facilities not readily available <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Daily site checks will be carried out by site management to ensure that the necessary procedures are being followed.</p> <p>Cleaning service given updated instruction for additional cleaning requirements.</p> <p>Additional cleaning supplies including sprays, wipes and Hand sanitisers are present throughout sites to promote regular cleaning of surface areas.</p>	<p>✓ .</p> <p>✓ .</p> <p>✓ .</p> <p>✓ .</p> <p>✓ .</p> <p>✓ .</p> <p>✓ .</p>



<p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p>	<p>Staff to be reminded on frequently of the importance of social distancing both in the workplace and outside of it. Via Company email updates and instructions. And reminders of Gov advice available. Signage to be placed in some areas.</p> <p>The company has maintained near or above 50% of employees to be offsite to reduce the numbers on a site at any one time. This will be relaxed in relation to the wider disease threat in line with Government guidance</p> <p>Limited need required due to available space in many cases being sufficient. Some desk spaces may need altering (Further dividing of desks facing) Some individuals in a future return to work may need to be re-positioned in other available spaces on a site.</p> <p>Currently, internal process already allow for social distancing. Anything identified will be caught and updated separately by compliance.</p> <p>Meetings internally are organised via applications such as Zoom/Microsoft teams.</p> <p>Meetings with individuals externally are also under the same company instruction, however when visitor/meeting cannot be avoided face to face, a SSOW is in place to mitigate risk as best possible.</p>	<p>✓ .</p> <p>✓ .</p> <p>✓ .</p> <p>✓ .</p> <p>✓ .</p> <p>✓ .</p>
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<p>Close proximity working</p>	<p>All staff receive the minimum or additional required rest break times. Managers are also to monitor and support staff still working to enable them to use holiday during a time of less cover actively on sites to give opportunity for rest when needed or requested.</p> <p>Tasks that are required with involve working in confined spaces, such as but not restricted to the devanning of containers to have limited employees working on the task at hand, one were possible, with a nearby employee for supervision. When such task requires more than one individual to assist, PPE is available to be used such as face masks and gloves.</p>	<p>✓ .</p>
<p>Communicated general conduct when travel around sites.</p>	<p>All staff have received direct instruction to follow pedestrian routes keeping to their left, and give way wherever possible to allow for the advised social distancing measures.</p>	<p>✓ .</p>
<p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Advice of social distancing in these areas have been communicated to each employee directly, through regular updates. When required management have instruction to alter such spaces to help support social distancing (Removing or repositioning of Chairs, equipment). Adequate space for social distancing already in place for smoking areas.</p>	<p>✓ .</p>
<p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>This process is predominantly applicable to the warehouse sites for the handling off PPE goods. Should Pick / Pack ops be required for</p>	<p>✓ .</p>



<p><u>RPE</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p>Wearers must be clean shaven.</p>	<p>such commodities, a specific Risk assessment and PPE guidance will be created for that work.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>	<p>✓ .</p> <p>✓ .</p> <p>✓ .</p> <p>✓ .</p> <p>✓ .</p> <p>✓ .</p> <p>✓ .</p>
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<p><u>Emergency Procedures: Fire</u></p> <p>Risk of virus spread on premise evacuation against immediate risk to life from fire or smoke.</p>	<p>In the event of a Fire drill, procedure is to remain as originally set out as the immediate risk is considered greater than that of the virus.</p> <p>Temporary Measure for the duration of Lockdown means that identified internal doors (that may include fire doors) may be held open during working hours to reduce frequent contact when navigating the site(s). Fire Marshal or Manager upon locking the office are to ensure all fire doors are closed when leaving the site.</p>	<p>✓ .</p> <p>✓ .</p>
<p><u>Emergency Procedures: First Aid</u></p> <p>Risk of delay in emergency first aid against risk of disease spread.</p>	<p>PPE required for First aid and additional are present with each First Aid Unit around the sites for first aiders. First aiders should not alter the care requirement due to Covid and provide the necessary aid in all emergency situations. Gloves/Face Mask.</p>	<p>✓ .</p>
<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>	<p>✓ .</p>
<p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>✓ .</p>



<p>management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>		
<p><u>Drivers</u></p>		
<p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference</p> <p>https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p>		<p>✓ .</p>
<p>COVID-19-guidance on freight transport.</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>	<p>✓ .</p>
<p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>This is generally possible. In the event vehicles or equipment must be shared, adequate sanitising supplies are present or at least available to be used before any exchange.</p>	<p>✓ .</p>
<p><u>Mental Health</u></p>		
<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>✓ .</p>
<p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Trained Mental Health First aiders are also available for support or to help find the best support and advise on.</p>	<p>✓ .</p>
	<p>HR and MHFA's to keep informed and update regularly with new or changed support services.</p>	<p>✓ .</p>



	Take part in any online support training cover employee wellbeing.	
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Above actions was completed or in place as of 03.06.2020, any arrangement or assessment prior was re-assessed as of this document date. All assessments and actions are overseen and documented by HR & Compliance with Manager and Director input. All actions are communicated with, carried out and followed by all management and all employees throughout the company. This was supported by Government department's information or regulatory bodies such as HSE and trained Health and Safety professionals.

All staff, visitors and contractors on site have a duty of care for their own and other health and safety or wellbeing. Any short comings noticed or noted that increase or creating new risk needs to be communicated to Compliance. Any actions not followed or additional risk not covered that is witnessed by anyone on site should be advised to Compliance.

Near miss, incident and accident procedures are in place for employees to follow to ensure adequate reporting can be documented, and the required actions then followed.

Visitors, contractors are asked to please ensure you communicate with your host your concerns for anything not already covered, so we can ensure the safest environment for all.

Compliance and HR Manager

Dylan Pomietlo



Direct Line: 0752500009

Email: DPomietlo@hemisphere-freight.com

Created 03.06.2020

