

Cohens Chemist Group

Coronavirus (COVID-19) risk assessment

Assessment date: 13th May 2020; updated 04/06/20, 30/09/20, 14/10/20

Review date: 2nd November 2020

Hazard	Risk	Control measures	RR	Persons at risk
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>4 x 3 = 12</p>	<ul style="list-style-type: none"> Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed DONE – individual risk assessments requested from all staff across the company. Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020 DONE 	<p>4 x 1 = 4</p>	Individual workers
<p>Suspected case whilst working on site</p>	<p>4 x 4 = 16</p>	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> Return home immediately Avoid touching anything They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. <p>Temperature monitoring of ALL staff entering the premises. Recorded by security daily, batteries on infra red thermometer are changed weekly. All staff advised of guidelines for isolation and signs in place throughout building. When there is a confirmed case of someone who has been to site in recent days, a thorough bleach or deep clean is arranged of workstations and staff welfare/contact points. Update 09/10/20: Electrostatic clean of all head</p>	<p>4 x 1 = 4</p>	Individual workers

		<p>office spaces (including WH and Pharmacy) arranged for Saturday 17/10/20 – and every 4 weeks thereafter.</p> <p>Update 13/10/20: Electro Zoono treatment of Pharmacy and pharmacy canteen brought forward to 15/10 AM</p>		
General travel including foreign travel	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings DONE. Further posters are stuck up on site meeting rooms, to advise max persons in each room. Where an individual has recently visited these countries, they should self / home isolate themselves until further notice from the government (lockdown measures continue to apply) DONE 	<p>4 x 1 = 4</p>	Individual workers
Access / egress to site	<p>4 x 4 = 16</p>	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> Stop all non-essential visitors DONE Introduce staggered start and finish times to reduce congestion and contact at all times Staggered start times already in place with current shift patterns. Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring Action completed: new workbenches installed on the inside of the MHN packing areas, to reduce congestion towards security checkpoint. With high perspex screens. Require all workers to wash or clean their hands before entering or leaving the site Hand sanitiser dispensers already in place at all entry points. Allow plenty of space (two metres) between people waiting to enter site. Action completed: one-way system put in place for staff in the offices. Up the main reception stairs, and down the back fire escape stairs. There would therefore be no staff crossing on the stairs or corridors. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times DONE – external cleaners employed for daily cleaning throughout offices and staff welfare. Further daily disinfectant cleans are carried out by site service team, on all contact touch points. Reduce the number of people in attendance at site inductions and consider 	<p>4 x 1 = 4</p>	Individual workers

		<p>holding them outdoors wherever possible DONE</p> <p>8) Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. DONE</p>		
Poor hygiene	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS Signs in place in all toilet facilities for hand washing guidance. Further hand sanitiser dispensers are fitted around the building at various points. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Signs in place in all toilet facilities for hand washing guidance. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site N/A Regularly clean the hand washing facilities and check soap and sanitiser levels DONE Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. DONE Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. DONE Restrict the number of people using toilet facilities at any one time Action completed: signs put in place through site: “Please maintain social distancing where possible”; and “Face Masks to be Worn at all times” Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently Signs in place in all toilet facilities for hand washing guidance. Cleaning of all touch points done daily. 	<p>4 x 1 = 4</p>	Individual workers
Canteen - exposure from large numbers of persons	<p>4 x 4 = 16</p>	<ol style="list-style-type: none"> Break times should be staggered to reduce congestion and contact at all times Action completed: Canteen rota checked to ensure that there are enough tables for each break rota. Expanded existing canteens into training centre to provide sufficient break tables. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area DONE – all staff welfare rooms supplied with sinks, except for new training centre. All entrances supplied 	<p>4 x 1 = 4</p>	Individual workers

		<p>with hand sanitiser.</p> <p>3) Workers should sit 2 metres apart from each other whilst eating and avoid all contact Action completed: canteens re-arranged and tables marked for 1 person per table to maintain social distancing.</p> <p>4) Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced DONE</p> <p>5) Tables should be cleaned between each use Action completed: cleaning materials have been provided and staff asked to clean their table after themselves.</p> <p>6) All rubbish should be put straight in the bin and not left for someone else to clear up DONE</p> <p>7) All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. DONE</p>		
Use of locker rooms	$4 \times 4 = 16$	<p>1) Introduce staggered start and finish times to reduce congestion and contact at all times Action completed: Staggered start times already in place, but in order to spread out the staff at finish times, we have relocated some lockers into the Unit M corridor – spreading the lockers out along the full length.</p> <p>2) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day DONE</p> <p>3) Consider increasing the number or size of facilities available on site if possible Action: See point 1</p>	$4 \times 1 = 4$	Individual workers
Working within 2 metres of working team	$4 \times 4 = 16$	<p>1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule (see points 4-6)</p> <p>2) Workers are to limit face to face working and work facing away from each other when possible Duties are limited to either working side by side, or back to back, or passing contact.</p> <p>3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins (see 4-6)</p> <p>4) Offices: Action completed: Desks reorganised to allow 2m between all staff that face towards each other. Where it is not possible to arrange 2m distance between workers facing each other across desks, then perspex screens will be considered before those</p>	$4 \times 1 = 4$	Individual workers

		<p>staff return to the office.</p> <p>5) WH: All duties that cannot maintain 2m social distancing are limited to a very short window of passing contact. Face masks are provided as mandatory PPE for staff.</p> <p>6) Hub: All staff within the VBM environment (around each robot) have to work within close proximity for the whole day. Face masks are provided as mandatory PPE for staff. Staff are not working face to face.</p> <p>7) All equipment to be thoroughly cleaned prior and after using it. Equipment thoroughly cleaned between shifts, staff instructed to clean picking scanners each time. Hub environment bleach cleaned twice daily between shifts (3.30pm-4.00pm and 9.40pm)</p> <p>8) Increased ventilation will be provided within enclosed spaces Doors already propped open where possible.</p> <p>9) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor). DONE – waste bins provided at all exits for disposing of single use PPE.</p>		
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Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- 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.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*