

Cohens Chemist Group

Coronavirus (Covid-19) Risk Assessment

Assessment Date: 22/10/2020

Review Date:

Dynamic - Review as Required based upon Case / Incident

Authored By: Andrew Dean - Facilities & Safety Manager

Risk Factors calculated: SEVERITY x LIKELIHOOD
 For the purpose of this Risk Assessment
 SEVERITY = Effects to Persons contracting COVID-19 vs LIKELIHOOD = Possible Exposure to / Contracting

CONTROL MEASURES - Designed & Implemented to reduce risk
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NOTE: For most hazards LIKELIHOOD is reduced to Unlikely (2) / Very Unlikely (1) by the continued implementation, following, monitoring and vigilance by staff and colleagues in the workplace of those measures.

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

Hazard	Persons At Risk / Affected	Risk Factor	Control Measures / Actions Taken	Revised Risk Factor	Comments
Confirmed or Suspected Cases					
"Local Outbreak" on site (5 or more confirmed cases, symptoms within 14 days of each other. Criteria of "5 or more" as per PHE guidance of 15/10/20)	ALL Staff / Visitors / Contractors	12 Major / Possible	COVID-19 Cases Tracker in place and operating to monitor and record "Confirmed, Suspected & Contact" Cases and determine rolling case history for notification to Public Health England. NOTE: Trigger for notification is set at 5 Confirmed cases in a rolling 14 day period. Deep clean with bleach or anti-virals to be carried out across whole site - with additional fogging or electrostatic spray treatment where appropriate. To be carried out immediately upon notification of local outbreak. ALL Staff / Visitors / Contractors who have been on site within previous 14 days to be notified by Health & Safety Committee. Message cascaded via Line Managers / Team Leaders / Branch Bulletin as required	4 Major / Very Unlikely	Staff to be informed of Local Outbreak & Any additional measures that need to be followed as instructed by Local Authority in the event of confirmed outbreak. Existing control measures in place to reduce risk should be followed continuously until such time any update is delivered. Head Office - Local to Site ONLY Branch - Local to Site Staff, Operations & Regional Team ONLY. FM Helpdesk Team to determine contractors who have visited site for planned / reactive work activities.
Confirmed Case has been on site in the last 14 days	ALL Staff / Visitors / Contractors	12 Major / Possible	Deep clean with bleach or anti-virals to be carried out in any areas that the person has been on site. To be carried out immediately upon notification of positive case. ALL Staff / Visitors / Contractors who have been on site within previous 14 days to be notified by Health & Safety Committee. Message cascaded via Line Managers / Team Leaders / Branch Bulletin / Branch Specific Comms as required	4 Major / Very Unlikely	Staff to be informed of Confirmed Case Existing control measures in place to reduce risk should be followed continuously until such time any update is delivered. Head Office - Local to Site ONLY Branch - Local to Site Staff, Operations & Regional Team ONLY. FM Helpdesk Team to determine contractors who have visited site for planned / reactive work activities.
Symptomatic Case has been on site	ALL Staff / Visitors / Contractors	12 Major / Possible	Signage in place at all entrances advising of current guidelines on appropriate symptoms (Fever over 37.8, new persistent or consistent cough, loss/change of taste or smell). Signs instruct staff to STOP and DO NOT enter the premises, return to vehicle and contact HR, Line Management as per normal sickness absence channels Forehead temperature checks are taken of ALL staff and visitors on site every day, and logged in the temperature logs. Reviewed weekly by FM & Safety Mgr. for anomalies. Staff presenting with the symptoms above are advised to self-isolate and book a Covid19 test.	4 Major / Very Unlikely	Staff to be informed if case moved to confirmed as above

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Hazard	Persons At Risk / Affected	Risk Factor	Control Measures / Actions Taken	Revised Risk Factor	Comments
Staff develops symptoms whilst on site	ALL Staff / Visitors / Contractors	12 Major / Possible	If a worker develops a high temperature or a persistent cough while at work, they should: Return home immediately; Avoid touching anything; then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. Forehead temperature checks are taken of ALL staff and visitors on site every day, and logged in the temperature logs. Reviewed weekly by FM & Safety Mgr. for anomalies. Advised to apply for and complete COVID-19 Test as soon as able, sharing result once received with Line Manager / HR through normal sickness absence channels Deep clean with bleach or anti-virals to be carried out in any areas that the person has been on site.	4 Major / Very Unlikely	Staff to be informed if case moved to confirmed as above
Suspected Case has been on site	ALL Staff / Visitors / Contractors	12 Major / Possible	Deep clean with bleach or anti-virals to be carried out in any areas that the person has been on site. ALL Staff / Visitors / Contractors who have been on site within previous 14 days to be notified by Health & Safety Committee. Message cascaded via Line Managers / Team Leaders / Branch Specific Comms as required	4 Major / Very Unlikely	Staff to be informed if case moved to confirmed as above
Test & Trace Notification to Staff Member / Visitor / Contractor whilst on Site	ALL Staff / Visitors / Contractors	12 Major / Possible	Signage in place at all entrances advising of current guidelines on appropriate symptoms. If a worker (Staff / Visitor / Contractor) receives notification whilst on site: Notify Line Manager / Host / Security - Leave site immediately; Avoid touching anything; then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. ALL Staff / Visitors / Contractors who have been on site within previous 14 days to be notified by Health & Safety Committee. Message cascaded via Line Managers / Team Leaders / Branch Specific Comms	4 Major / Very Unlikely	Staff to be informed if case moved to confirmed as above
Close Contact Case has been on site (staff who have come into close contact (within 2 metres for 15 minutes or more, without appropriate PPE) with a confirmed case of COVID-19)	ALL Staff / Visitors / Contractors	12 Major / Possible	Signage in place at all entrances advising of current guidelines on appropriate symptoms. Staff with Household members presenting symptoms to isolate as per Govt guidance and not enter the premises / come to work. Notify Line Manager / HR through normal sickness absence channels ALL Staff / Visitors / Contractors who have been on site within previous 14 days to be notified by Health & Safety Committee. Message cascaded via Line Managers / Team Leaders / Branch Specific Comms	4 Major / Very Unlikely	Staff to be informed if case moved to confirmed as above
Increased Susceptibility to Virus					
New or Expectant Mothers	New or Expectant Mothers	12 Major / Possible	Staff advised to follow government shielding guidelines whilst in effect; staff member to work at home where possible, or, consider alternative role within business if able. Individual risk assessments to be completed before these staff return to work environment, dynamically reviewed as guidance changes and, or, on staff members request.	4 Major / Very Unlikely	Mandatory Individual Pregnancy Risk Assessment, and any Individual COVID-19 Risk Assessment to be completed by Line Manager and held with Human Resources

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Hazard	Persons At Risk / Affected	Risk Factor	Control Measures / Actions Taken	Revised Risk Factor	Comments
Clinically Vulnerable Staff	Clinically Vulnerable Staff	12 Major / Possible	Affected Staff advised to follow government shielding guidelines whilst in effect. Affected Staff furloughed where possible, when government furlough scheme available. As at 01/08/2020 - Guidance Updated to reflect ability to return to work in COVID Safe Environment. Control Measures & Mandatory PPE measures in place determine workplace as safe for return. Individual risk assessments to be completed before these staff return to work environment, dynamically reviewed as guidance changes and, or, on staff members request.	4 Major / Very Unlikely	Individual COVID-19 Risk Assessment to be completed by Line Manager and held with Human Resources
Living with Clinically or Extremely Clinically Vulnerable Staff	Applicable Staff as Identified	12 Major / Possible	Staff advised of government pay guidelines for self-isolation by choice, staff entitled to use annual leave entitlement, but not eligible for CSP or Statutory Sick Pay.	4 Major / Very Unlikely	
ALL Other Staff	Applicable Staff On Request	12 Major / Possible	All staff across the group requested to complete COVID 19 Risk Assessment and Decision Form BMA and offered option of individual enhanced risk assessments if requested. Additional control measures to be implemented if required following completion of assessment of individual.	4 Major / Very Unlikely	COVID-19 Risk Assessment and Decision Form BMA completion implemented by Line Managers / Team Leaders & held with Human Resources once complete
Cleaning Regime					
Electrostatic Spray Treatment	ALL Staff / Visitors / Contractors	N/A	Additional Control Measure over existing cleaning regime in response to COVID-19. All Warehouse & Hub environments treated with ZOONO electrostatic spray treatment and scheduled every 28 days - (First Application Hub 15-10-2020, Warehouse 17-10-2020, inclusive of meeting rooms, toilets, canteens & reception areas. Main Office Locations - to be treated during second application scheduled for early November and thereafter every 28 days. Branch Location (where confirmed case) - ZOONO Electrostatic spray treatment completed before branch available to reopen to trade. Certificates of Application displayed in Office and Branch location advising of completion	4 Major / Very Unlikely	
Contact Touch Points	ALL Staff / Visitors / Contractors	16 Major / Likely	Daily Contract Cleaning provision in place and operating - 1730-2030hrs Additional cleaning regime in place and operating for all Contact points and communal areas and facilities throughout operation 0800 - 2200hrs - Cleaning Log completed & Initialled by Operative - Sheets shared to FM & Safety Mgr. following day for recording evidence / adherence to control measure.	4 Major / Very Unlikely	

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Canteens & Kitchens	ALL Staff / Visitors / Contractors	16 Major / Likely	Daily Contract Cleaning provision in place and operating - 1730-2030hrs Additional cleaning regime in place and operating for all Contact points and communal areas and facilities throughout operation 0800 - 2200hrs - Cleaning Log completed & Initialled by Operative - Sheets shared to FM & Safety Mgr. following day for recording evidence / adherence to control measure.	4 Major / Very Unlikely	
Workstations	ALL Users	16 Major / Likely	Warehouse - None Office located desks / Shared workstations cleaned between shifts with bleach or anti-viral spray by Main User / Operative at start & end of shift. Cleaning Log completed & Initialled by Operative - Sheets shared to FM & Safety Mgr. following day for recording evidence / adherence to control measure. All office desks cleaned daily by cleaning contractors.	4 Major / Very Unlikely	
Hub Pharmacy	ALL Staff / Visitors / Contractors	16 Major / Likely	Any touch points and workstations are cleaned between shifts (at 15:30 & 21:40) with bleach or anti-viral spray. Cleans recorded / logged on noticeboard display and Initialled by Operatives completing task. Cleaning log shared to FM & Safety Mgr. weekly for recording evidence / adherence to control measure	4 Major / Very Unlikely	
Work Equipment	ALL Users	16 Major / Likely	All work equipment cleaned by users between use with bleach or anti-viral spray.	4 Major / Very Unlikely	
Waste Bins	ALL Staff / Visitors / Contractors	16 Major / Likely	Waste bins provided in all areas for general and recyclable waste streams. Warehouse bins emptied throughout operational shift and compacted. Additional bins provided at Exit points for disposal of single use PPE, with Site Services team collecting every 2 hours throughout operational day. Office Bins are collected daily by Contract Cleaning Teams	4 Major / Very Unlikely	
Deliveries	ALL Staff / Visitors / Contractors	16 Major / Likely	All in-bound deliveries for pharmacy (from third party wholesalers) to be cleaned by site services staff with bleach or anti-viral spray before delivery onto hub pharmacy.	4 Major / Very Unlikely	

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Personal Hygiene - Spread of Virus through not washing hands / sanitising effectively					
Hand Sanitisation	ALL Staff / Visitors / Contractors	12 Major / Possible	Hand sanitiser dispensers provided at all building entry points, entry to kitchen/canteens, and entry to warehouse & hub pharmacy. Site services staff now advising all staff and visitors to use the hand sanitiser upon entry in the morning, when they attend security desk for temperature checks. Where staff are unable to use the hand sanitiser for religious reasons, staff are directed to immediately on arrival wash their hands with soap & water and regularly throughout.	4 Major / Very Unlikely	
Hand Washing	ALL Staff / Visitors / Contractors	12 Major / Possible	Hand washing guidance provided in all staff welfare areas, for full & complete hand hygiene principles to be followed. Hand soap provided in all staff welfare areas.	4 Major / Very Unlikely	
Travel - Business & Commuting to & from Work Location					
General Travel - to other sites	ALL Staff	12 Major / Possible	Staff are advised not to travel to other sites unless absolutely necessary. Staff should not visit external parties unless business critical.	4 Major / Very Unlikely	
General Travel - foreign travel (non-quarantine countries)	ALL Staff	12 Major / Possible	Line managers should ensure that they are aware of staff travel locations and remind staff of the travel regulations. And staff should be reminded to follow local social distancing and hygiene regulations whilst travelling.	4 Major / Very Unlikely	Bulletin 20007 Published 10/09/2020
General Travel - foreign travel (quarantine countries)	ALL Staff	12 Major / Possible	In line with government guidelines, staff are advised that if they visit a country which is on (or during their travel put on) the UK quarantine list of countries, then staff should self-isolate for 14 days upon their return to the UK. Line managers should ensure that they are aware of staff travel locations and remind staff of the travel regulations.	4 Major / Very Unlikely	Bulletin 20007 Published 10/09/2020
Visitors / Contractors to Site	Visitors / Contractors	12 Major / Possible	Visitors and contractors to site should be limited to where absolutely necessary. All visitors and contractors should adhere to the same personal hygiene and PPE measures that staff are maintaining, reminded to them on signing in to site. Forehead temperature checks are taken of ALL staff and visitors on site every day, and logged in the temperature logs. Reviewed weekly by FM & Safety Mgr. for anomalies.	4 Major / Very Unlikely	

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Staff - Travelling to/from Work together - Car Sharing	ALL Staff	16 Major / Likely	Car Sharing Policy updated in Line with Government Guidance - Staff are advised not to travel with persons outside of their household or support bubble wherever possible. If staff members from different households travel together - All vehicle occupants MUST wear face mask throughout journey. Guidance for vehicle owner for cleaning of car interior / touch points each day used for car sharing contained in Bulletin	8 Major / Unlikely	Bulletin 20040 published 05/10/2020
Access / Egress / Working & Moving around workplace					
Work Environment - Offices	ALL Staff / Visitors / Contractors	16 Major / Likely	Staff have been provided with remote working facility where possible, and instructed to work from home. Where staff do need to work in the building, workstations have been re-arranged and separated to allow 2m gap between staff working at their desks during the day. Medical grade 3-ply (Type II) face masks are provided as Mandatory PPE for staff to wear at all times that they are not sat in their socially distanced workstations.(Provided at entrance to site & at points across the building for all staff / visitors / contractors etc.)	4 Major / Very Unlikely	Bulletin 20033 Published 30/09/2020 Mandatory Face Mask Use
Work Environment - Warehouse	ALL Staff / Visitors / Contractors	16 Major / Likely	All duties that cannot maintain 2m social distancing are limited to a very short window of passing contact. Medical grade 3-ply (Type II) face masks are provided as Mandatory PPE for staff to wear at all times in the work environment. (Provided at entrance to site & at points across the building for all staff / visitors / contractors etc.) Team Leaders / Line Managers to remind staff of wearing masks appropriately e.g. not below nose, when witnessed. Regular site patrols by Security Team and FM & Safety Mgr. for policing of adherence to requirement	4 Major / Very Unlikely	Bulletin 20033 Published 30/09/2020 Mandatory Face Mask Use
Work Environment - Hub Pharmacy	ALL Staff / Visitors / Contractors	16 Major / Likely	All staff within the VBM environment (around each robot) have to work within close proximity for the whole day, staff are working side by side, but not working face to face. Medical grade 3-ply (Type II) face masks are provided as Mandatory PPE for staff to wear at all times in the work environment; (Provided at entrance to site & at points across the building for all staff / visitors / contractors etc.) with additional optional face shields provided if requested.	4 Major / Very Unlikely	Bulletin 20033 Published 30/09/2020 Mandatory Face Mask Use
Reception & Office Corridors	ALL Staff / Visitors / Contractors	16 Major / Likely	One way system introduced around reception, security and throughout the offices - marked with yellow and black hazard tape and signage in place advising all staff to follow correct routes around the building.	4 Major / Very Unlikely	

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Access / Egress Routes	ALL Staff / Visitors / Contractors	16 Major / Likely	Main thoroughfare to Warehouse identified as a congestion point, with warehouse packing staff standing at workstations that along the thoroughfare. Alternative workbenches installed off the thoroughfare, with Perspex screens erected between to reduce possible transmission	4 Major / Very Unlikely	
Clocking In Machines	ALL Warehouse Staff	16 Major / Likely	Staggered shift times are in effect throughout the business, which limits number of staff standing at clock in/out at any one time. Staff to be reminded to maintain social distancing when waiting in these areas.	4 Major / Very Unlikely	
Security Checkpoint	ALL Staff / Visitors / Contractors	16 Major / Likely	Random security checks in place for ALL persons exiting warehouse environment as normal practice. If person selected for check, Security team ask them to stand away from exit route to reduce congestion and maintain social distancing. Whilst checks conducted both security and selected individual MUST remain wearing Mandatory face masks	4 Major / Very Unlikely	
Washroom / Toilet Areas	ALL Staff / Visitors / Contractors	16 Major / Likely	Signage in place in all washroom / toilet areas advising of good handwashing guidance and for persons using facilities to maintain social distancing. Signage in place reminding staff of Mandatory face masks whilst at all times whilst not at desk, inclusive of washrooms. Daily Contract Cleaning provision in place and operating - 1730-2030hrs Additional cleaning regime in place and operating for all Contact points and communal areas and facilities throughout operation 0800 - 2200hrs	4 Major / Very Unlikely	
Canteens / Welfare	ALL Staff / Visitors / Contractors	16 Major / Likely	Canteen rooms re-arranged to provide eating areas with each sitting position providing adequate 2m distance between users. Dining tables marked with hazard tape showing proper sitting positions and excess chairs removed. Additional canteen room provided in place to ensure sufficient spaces for all staff who may be dining at one time. Signage in place reminding users NOT to move furniture from its marked positions. Daily Contract Cleaning provision in place and operating - 1730-2030hrs Additional cleaning regime in place and operating for all Contact points and communal areas and facilities throughout operation 0800 - 2200hrs	4 Major / Very Unlikely	

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Meeting Rooms	ALL Staff / Visitors / Contractors	16 Major / Likely	Signage in place advising Max number of persons allowed at one time, to enable social distancing to be practised; further signs in place advising face masks to be worn where social distancing not possible. Excess furniture removed from meeting rooms. Signage in place reminding users NOT to move furniture from rooms	4 Major / Very Unlikely	
Prayer Rooms	ALL Users	16 Major / Likely	Additional prayer room provided in place to ensure sufficient spaces for all staff who may be praying at one time to maintain social distancing	4 Major / Very Unlikely	
Locker Rooms	ALL Users	16 Major / Likely	Lockers relocated out of locker rooms and spread across the 3 canteen areas and corridors where possible to reduce congestion and contact between staff accessing at start / end of shift	4 Major / Very Unlikely	
Smoke Shelter (External Area)	ALL Users / Visitors / Contractors	16 Major / Likely	Signage in place to remind users of smoking shelter to maintain social distancing and wearing of Mandatory face masks as necessary	4 Major / Very Unlikely	
Environment - Heating / Cooling / Temperature Control					
Heating, Ventilation & Air Conditioning	ALL Staff / Visitors / Contractors	12 Major / Possible	All Areas of Head Office provided with Heating and Ventilation to maintain a steady environment. Systems are regularly maintained and serviced, with reactive contractor response in place if breakdown or faults arise. Certain internal doors have been removed or are held open where possible to allow good ventilation, airflow and to enable social distancing, or one way routing of movement within premises. Temperature sensitive areas have HVAC systems in place and operating, serviced, maintained and reactively supported as above.	4 Major / Very Unlikely	