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|---------------------------|---|------------------|----------------------------|---------------------|
| Fulfilment Centre: | Covid-19 Specific working at Algeos Fulfilment Centre RAMS | | | |
| Document No.: | Version 3 | Revision: | Sept 2021 | Date: 2/9/21 |
| Prepared by: | Neil Smith | Position: | Operations Manager | |
| Approved by: | Max Sheridan | Position: | Commercial Director | |

1.0 SCOPE

*This site-specific risk assessment outlines the measures which have been or are to be taken at **Algeos** under the de-restrictions placed by the updated Covid-19 health crisis in the UK and Ireland to allow employees to return to new Government Guidelines.*

*It is imperative that any worker who feels they cannot work safely on site at any time immediately informs their Team Leader or a **Algeos** Manager who will address their concerns at the first opportunity.*

*Any daily duties carried out on site must be in accordance with these overall guidelines here at **Algeos**, and the RAMS have been set in line with Health & Safety “Tool Box Talks”.*

*Furthermore, **Algeos** have issued guidance “Self-Testing” on (in line with HSE and NHS guidelines), and how to access these kits for all employees. We have asked employees to test twice a week to protect themselves and their colleagues from Covid 19. These tests once completed should be shared with Management to ensure we are keeping in line with “Best Practise” and a “Duty of Care” for fellow employees whilst working.*

Additionally, a log is being maintained of all employees’ vaccinations where they wish to share this information and this assists in reducing the risk of spreading the virus as more employees are vaccinated.

1.1 HEALTH & SAFETY MANAGEMENT SYSTEM

The Health and Safety Risk Assessments, and prevention and reducing measures are attached to this Method Statement.

2.0 SITE SPECIFIC REQUIREMENTS – To be completed by the Algeos Operations Manager in advance of Guidelines and working hours on site:

- **Access to site:**

How are operatives to access the site?

There are 2 main access doors to the Algeos building. One to the front for Office staff, and the other at the rear for the Fulfilment team. There is no requirement to wear masks as this is now optional and down to the individual, but a 1m socially distance rule is still applying in designated areas.

Has any access been temporarily disabled?

No access has been disabled on site since the start of the pandemic last year. Dependant on weather, the large roller shutter door at the rear of the site is kept open to allow a constant stream of fresh air through the building.

Will social distancing be managed at the clocking machine in/out?

With the introduction of Bright HR, employees no longer have to queue to clock in and out as this can be done via their mobile phone device. We will still socially distance if queuing does ever happen whilst enter/exiting.

Employees and visitors are able to use the hand sanitisers provided when entering and exiting the premises.

Parking on/near site – what is available?

All vehicles are parked outside of the site, with adequate parking space for employees and visitors.

- **Hygiene:**

Is hot water and soap readily available on site?

Yes adequate facilities for water, soap and hand sanitising gels are readily available. Employees are encouraged to regularly sanitise. Signage is in place promoting to frequently wash hands with soap and water for 20 seconds.

Are employees given the chance to clean their hands on arrival to site and regularly throughout the day?

Yes: Signage is in place and there are adequate facilities for water, soap and hand gel that are readily available for employees to use throughout the day. Sanitising stations are placed in the entry/exit areas along with optional disposable masks.

Is social distancing possible at all times in washing facilities?

Yes: Signage relating to safe social distance are in place throughout the site facilities. Where applicable in smaller confinements we have also placed a restriction on the number of employees allowed within these areas at any one time as a safe working practise.

- **Welfare facilities:**

Are there adequate facilities on site to allow for social distancing at all times?

Office desks have fixed clear Perspex acting as partitions to maintain a safe working environment for employees whilst on site.

In Despatch the shipping desk has been fitted with a Perspex divider also.

Packers working on alternate stations are facing others backs.

Signage in place to remind employees to follow the physical distancing and personal hygiene guidance of washing hands

Are breaks still being staggered?

YES: The continuation of staggered breaks will ensure that all employees can be properly safely socially distanced at those times. Break times will be set throughout the course of their working day with adequate breaktimes between employees in small allocated groups. This in turn allows the regular cleaning and sanitising of the facilities being used.

How many employees can now be safely placed in canteens at any one time to allow for social distancing?

YES: We have signage displayed allowing the kitchen facilities to a maximum of 3 employees at any one time. Rules applied mean a 1m rule applying for safe social distancing. Also, signage in the breakout/restroom being more space in this area is now set at 8 employees. All entering will adhering to the guideline set at 1m for safe social distancing. Regular cleaning and sanitising of the facilities being used will still be in place throughout the day.

Is there an isolation room available if an employee were to show symptoms of Covid 19?
Could they be safely removed to this room if necessary?

YES: We have a well-ventilated training room we can isolate off at any time from the workplace. This room creates a safe egress from others and allows easy access when exiting the building at any point of the day.

Is deep cleaning of all welfare facilities available throughout the day? How often will this happen?

Cleaning throughout the day will still cover off shared areas such as but not limited to;

Kitchen areas

Communal eating areas

Meeting rooms

Office areas

Barrier areas

Site Meetings:

How are instructions to be given to allow for coordination of works and continued safe working?

With social distancing still in place, the business allows meetings to take place on site but generally for visitors these are limited. During these meetings, the air decontamination unit is used, and a 1m distance rule is maintained. The meeting rooms available will adhere to the maximum rule applied for these areas in line with social distancing. Where daily communication briefs are required in operations, these are communicated in areas well ventilated with employees 1m apart for social distancing purposes.

- **Hand Sanitiser:**

Is there an adequate supply for all staff?

Yes there is a significant surplus of hand sanitiser, and it is fully accessible at stations situated throughout the site. Sanitising stations are also situated in the entry/exit areas.

- **First Aid:**

Have all First Aiders been notified in change of guidance in light of Covid-19 restrictions?

(Note: The NHS suggests that if required to perform CPR you should complete a dynamic risk assessment "and adopt appropriate precautions for infection control. Where possible, it is recommended that you do not perform rescue breaths or mouth to mouth ventilation; perform chest compressions only.)

Yes

Yes. All First Aiders are aware of the situation relating to the Covid 19 and what is expected of them.

3.0 RISK ASSESSMENTS

Completed risks assessments and corresponding method statements are attached to this document.

RISK ASSESSMENT

| SEVERITY | | LIKELIHOOD |
|------------------|---|-----------------|
| No Injury | 1 | Highly Unlikely |
| Minor Injury | 2 | Unlikely |
| Lost Time Injury | 3 | Possible |
| Major Injury | 4 | Probable |
| Death | 5 | Almost Certain |

| | 1 | 2 | 3 | 4 | 5 |
|---|---|----|----|----|----|
| 1 | 1 | 2 | 3 | 4 | 5 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 5 | 5 | 10 | 15 | 20 | 25 |

| | | Control Measures |
|-------------|---------|---|
| Low | 1 - 5 | Acceptable with standard control measures |
| Medium | 6 - 10 | Adequate control measures and supervision must be instituted |
| High | 12 - 16 | Significant control measures including direct supervision must be instituted to mitigate the risk |
| Intolerable | 20 - 25 | Work must not take place |

| | Tasked Operatives | Other Site Personnel | Members of the Public | Young Persons | Others |
|------------------|-------------------|----------------------|-----------------------|---------------|--------|
| Persons At Risk: | | | | | |

| List Equipment to be used: |
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| The Hierarchy of Control | |
|--------------------------|--|
| 1 | <i>Eliminate the hazard.</i> |
| 2 | <i>Substitute with less hazardous processes, operations, materials or equipment.</i> |
| 3 | <i>Use engineering controls and reorganisation of work.</i> |
| 4 | <i>Use administrative controls, including training.</i> |
| 5 | <i>Use adequate personal protective equipment.</i> |

| No. | Hazard | Risk | Existing Level of Risk | Control Measures | Post Control | | |
|-----|-------------------------------|----------------------------------|------------------------|---|--------------|---|---|
| | | | | | S | L | R |
| 1 | Infection by infected persons | Infected people coming into work | H | <p>All employees will be advised not to travel to site if they are displaying any of the below symptoms, however mild:</p> <ul style="list-style-type: none"> A cough A high temperature Shortness of breath <p>If an employee is displaying any of the above symptoms, they are to remain at home and test/ self-isolate in line with Government Guidelines. This will also apply if anyone in the household in which the operative lives are displaying any of the above symptoms.</p> | 5 | 1 | 5 |

RISK ASSESSMENT

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|-----|--------|-------------------------------------|------------------------|---|--------------|---|----|
| | | | | | S | L | R |
| | | Close contact with people | H | Only on very rare and essential activities that would require two operative's duties to be carried out. For all other activities, operatives will work alone with a clear 1metre space from any other persons. Employees that would work in predetermined pairs and wherever possible these pairs are to be formed from operatives who already reside at the same address. The pairs are not to be within 1m of other operatives unless it is not possible to do so because of restricted space in an area for example within corridor or toilet. Site meetings will be held among participants and attendees should be 1metre apart from each other throughout. Where possible, meetings will be held in open areas and if indoors, rooms should be well ventilated with doors and windows left open to allow for fresh air circulation. | 5 | 2 | 10 |
| | | Coughing and sneezing around others | H | If an employee needs to cough or sneeze then it should be into the crook of their elbow at all times. If cough persists operative should remove themselves from site and start following government guidelines. | 5 | 2 | 10 |
| 2 | | Poor Hygiene | H | Employees are to clean hands with warm water and soap at the beginning/end of each shift and any given opportunity in between, such as before mealtimes, | 5 | 1 | 5 |

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|-----|--------|--|------------------------|---|--------------|---|---|
| | | | | | S | L | R |
| | | | | using the bathroom, etc. Employees who are found to be displaying poor hygiene such as spitting will be removed from site and asked not to return. Coughing or sneezing to be done into inner elbow. If coughing persists the operative is to leave site. Employees to use own pen when signing documents on site. Regular cleaning procedures will still carry on throughout the site, particularly in communal areas and regular contact points such as: <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Handrails on staircases and corridors • Food preparation and eating surfaces | | | |
| | | Potential contamination from tools and plant | H | Employees are to clean tools with suitable disinfectant product prior to and after use. Employees are not to share tools and should keep them separated from others. Following any potential cross contamination of kit then handwashing is required, and tools wiped down prior to next use. Employees must only use access equipment provided for their team, which will be identified on the shadow boards of the equipment in question. Prior to switching to the use of another team the equipment must be cleaned with a suitable disinfectant product. | 5 | 1 | 5 |

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|-----|--------|--------------------------------------|------------------------|---|--------------|---|---|
| | | | | | S | L | R |
| | | Use of welfare facilities | H | Based on the size of the facility, a determination has been made as to the maximum numbers permitted within it at each time. A rota will be drawn up with each operative given staggered break times. Canteen and break rota will be adhered to in line with maximum capacity and checks made to ensure this is the case. Site management will be spaced at least 1metres apart when working within the site office. When using welfare facilities hands should be washed upon entry and exit. Use of welfare will be monitored by the Algeos Management Team to ensure social distancing is being adhered to. All parts of welfare facilities will be cleaned and disinfected after each break. All common contact areas in office, access control and delivery areas will be cleaned regularly. Use of toilets will be restricted on a specific basis, due to the size of the toilet area. | 5 | 1 | 5 |
| | | Disposal of food waste and packaging | H | All food waste is to be disposed of via bins provided with surfaces cleaned after use. | 5 | 1 | 5 |



METHOD STATEMENT

3.0 SIGN OFF

I, the undersigned, hereby certify that I have been briefed on all information relating to the attached method statement and accompanying risk assessments, that I understand the contents thereof, and that I will comply with, and use the control measures as stated. I will raise any issues relating to the assessment with my Team Leader / Manager.

| Print Full Name | Signature | Date | Briefing given by |
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