***S*** *= Severity of potential harm;* ***L*** *= Likelihood of harm occurring;* ***RR*** *= Risk Rating;* ***S x L*** *=* ***RR***

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| **Information:** This risk assessment is intended to reduce the risks of infections from coronavirus. The main symptoms of a coronavirus infection include a high temperature, new persistent cough, loss of sense of taste or smell [*https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/*](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) . This assessment applies to all operations and office staff, visitors and includes off-site visits and meetings, emergency evacuations and the administration of first aid treatment. This assessment will be reviewed on a regular basis and updated whenever changes there are changes that may affect the validity of this assessment.  |
| ***Related documents:****Warehouse Social Distancing Guidelines* [*https://view.pagetiger.com/dpcmsim*](https://view.pagetiger.com/dpcmsim)*Transport Social Distancing Guidelines* [*https://view.pagetiger.com/cqunwau/1*](https://view.pagetiger.com/cqunwau/1)*Refcom Technical Bulletin* [*TB/048/4 Covid19*](http://intranet/sites/bands/hse/Health%20and%20Safety/COVID-19%20info/Refcom-TB48-4-covid19-ac-systems.pdf) *and air conditioning systems*  |  *Offices Social Distancing Guidelines* [*https://view.pagetiger.com/dgwtqqh*](https://view.pagetiger.com/dgwtqqh)*(This document contains information on vulnerable persons, safeguarding, self- isolating and YPO Cleaning and Catering standards).*  |
| **Ref** | Hazard | Person(s) at risk | Uncontrolled | What precautions have we already taken | Controlled | Are further actions required |
| **S** | **L** | **RR** | **S** | **L** | **RR** |
| 1 | Spread of COVID-19 Coronavirus – Person to person transmission and contact with contaminated surfaces | YPO staff and family membersContractors / service personsVulnerable personsMembers of the public | 4 | 3 | 12 | Staff instructed not to report to work if they develop symptoms or feel unwell.YPO staff classed as key workers so testing available on request. Contact details for booking free tests sent out to all staff (link below) <https://view.pagetiger.com/bdfmpaf/1>To reduce staff density, employees to work from home where practicable.Social distancing introduced to ensure 2-metre separation of staff. | 4 | 2 | 8 | Yes  |
| **Ref** | Hazard | Person(s) at risk | Uncontrolled | What precautions have we already taken | Controlled | Are further actions required |
| **S** | **L** | **RR** | **S** | **L** | **RR** |
| 1 | Spread of COVID-19 Coronavirus – Person to person transmission and contact with contaminated surfaces | YPO staff and family membersContractors / service personsVulnerable personsMembers of the public | 4 | 3 | 12 | Tape and markings displayed in warehouses and offices indicate 2-metre separation rule.Staggered shifts to reduce interface between staff during shift changeovers.Social distancing guidelines prepared and briefed to all staff prior to restarting work.Handwashing facilities, hand sanitiser and cleaning wipes provided.Deep cleaning of offices and increased internal cleaning regimes.All offices IT equipment sanitised during deep clean.Social distancing / personal hygiene information displayed on signage throughout premises.One-way systems introduced where practicable in warehouse aisles and offices.  | 4 | 2 | 8 |  |

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| **Ref** | Hazard | Person(s) at risk | Uncontrolled | What precautions have we already taken | Controlled | Are further actions required |
| **S** | **L** | **RR** | **S** | **L** | **RR** |
| 1 | Spread of COVID-19 Coronavirus – Person to person transmission and contact with contaminated surfaces. | YPO staff and family membersContractors / service personsVulnerable personsMembers of the public | 4 | 3 | 12 | Staggered break times to reduce numbers of staff using the canteen facilities, toilets, vending machines and smoking shelters.Canteen tables, microwaves and all vending machines around site relocated to maintain at least 2-metre spacing. Facilities for making hot drinks have been removed from the canteen. Vending machines to be used until further notice.Only one cook plus one catering assistant to work in kitchen at Site 41 for preparing hot/cold sandwiches and snacks.Site 40 kitchen opened on 1st June, only one person working in kitchen. Contactless payment has been installed to pay for food in both canteens.Disposable wooden cutlery packs individually wrapped in cling-film provided in Site 41 canteen.  | 4 | 2 | 8 |  |

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| **Ref** | Hazard | Person(s) at risk | Uncontrolled | What precautions have we already taken | Controlled | Are further actions required |
| **S** | **L** | **RR** | **S** | **L** | **RR** |
| 1 | Spread of COVID-19 Coronavirus – Person to person transmission and contact with contaminated surfaces. | YPO staff and family membersContractors / service personsVulnerable personsMembers of the public | 4 | 3 | 12 | Sanitising gel dispensers, cleansing wipes issued to peripatetic staff (drivers, pickers, sales reps FLT drivers).Staff to be instructed to wipe down any equipment they have been using before starting and finishing work. Vulnerable members of staff to be allowed to work from home or remain furloughed.Face coverings and face shields mandatory for staff when away from designated workstations *(it is noted that the role of PPE in providing any additional protection against coronavirus is extremely limited).*Packing benches moved or taken out of use to maintain at least 2 metres distancing between warehouse operatives.Drivers to be unaccompanied and maintain social distancing during deliveries. Orders to be dropped off outside customer premises to reduce risk of passing infection to customers. Transport social distancing guidelines briefed out to drivers. | 4 | 2 | 8 |  |
| **Ref** | Hazard | Person(s) at risk | Uncontrolled | What precautions have we already taken | Controlled | Are further actions required |
| **S** | **L** | **RR** | **S** | **L** | **RR** |
| 1 | Spread of COVID-19 Coronavirus – Person to person transmission and contact with contaminated surfaces | YPO staff and family membersContractors / service personsVulnerable personsMembers of the public | 4 | 3 | 12 | Designated car parks and separate entrances/exits for warehouse and office staff.Signing-in/out book and sanitising stations placed at entrances for operations and office staff. Fire doors held open by door guards to reduce touch points. Additional door guards fitted at Site 40 to replace previously wedged open doors.Smaller meeting rooms taped off to minimise risk of breaching social distancing guidelines and reduce the number of touch points. Additional cleaners have been made available as catering staff have been redeployed to cleaning duties.Separation of office staff managed by staff rotation and maintaining sufficient spacing between active workstations. Non-working desks are indicated by tape on desks and signage / covers on chairs. Windows and doors opened where practicable to provide increase ventilation. Both warehouses have adequate levels of general ventilation.  | 4 | 2 | 8 |  |
| **Ref** | Hazard | Person(s) at risk | Uncontrolled | What precautions have we already taken | Controlled | Are further actions required |
| **S** | **L** | **RR** | **S** | **L** | **RR** |
| 1 | Spread of COVID-19 Coronavirus – Person to person transmission and contact with contaminated surfaces | YPO staff and family membersContractors / service personsVulnerable personsMembers of the public | 4 | 3 | 12 | Motion sensor door release fitted to exit doors to minimise risks of infection from touching.Offices reviewed and desk plan prepared to limit numbers and maintain 2 metre social distancing.Non-working workstations have clearly marked with tape and signage to prevent them from being used.Maximum numbers of occupants per room including toilets determined and indicated by signage on doors. Signs displayed on passenger lift restricting occupancy to only one person. Signage displayed on smoking shelters at both sites to indicate maximum occupancy and remind users to maintain 2-metres social distancing.Touch points on mechanical handling equipment such as pallet trucks picking trolleys, manriders and FLT’s to be sanitised by the user before and after use.  | 4 | 2 | 8 |  |

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| **Ref** | Hazard | Person(s) at risk | Uncontrolled | What precautions have we already taken | Controlled | Are further actions required |
| **S** | **L** | **RR** | **S** | **L** | **RR** |
| 2 | Spread of COVID-19 Coronavirus – Transmission of coronavirus to other areas through air conditioning systems | YPO staff and family membersContractors / service personsVulnerable personsMembers of the public | 4 | 2 | 8 | AC systems supply main offices and large meeting rooms with fresh air drawn from outside. Fan speed on the main office systems has been reduced to the minimum setting.Reduced number of staff in offices. Regular servicing and maintenance of AC systems.Smaller meeting rooms have been closed off as they each have separate air recirculation units installed.  | 4 | 1 | 4 | No  |

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| **Ref** | Hazard | Person(s) at risk | Uncontrolled | What precautions have we already taken | Controlled | Are further actions required |
| **S** | **L** | **RR** | **S** | **L** | **RR** |
| 3 | Spread of COVID-19 Coronavirus from site visits – Person to person transmission and contact with contaminated surfaces during visits to schools and customer premises | YPO Area Sales Managers / StaffOther persons working in premisesMembers of the publicChildren | 4 | 3 | 12 | Try to avoid in-person site visits whenever possible. Arrange virtual meetings where this is practicable.If a site visit is unavoidable request site risk assessments, copies of site rules for CV-19 and adhere to any instructions. Use your own pen to sign in/out of the premises If you experience symptoms of coronavirus inform your manager and do not attend any meetings. If already on site, leave immediately.Travel to sites in your own vehicle. If you need to share a care keep passengers to a minimum. Sit as far apart as possible facing away from each other. Ensure good ventilation in vehicle by opening windows.Wash hands regularly for at least 20 seconds using soap and warm water. Use the hand gels / wipes provided to supplement hand washing.Avoid touching your face, eyes of nose use any PPE provided as required by the local site rules. | 4 | 2 | 8 | No |

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| **Ref** | Hazard | Person(s) at risk | Uncontrolled | What precautions have we already taken | Controlled | Are further actions required |
| **S** | **L** | **RR** | **S** | **L** | **RR** |
| 4 | Spread of COVID-19 Coronavirus – Holding meetings at YPO: Conference Room Person to person transmission and contact with contaminated surfaces | YPO staff and family membersVulnerable personsMembers of the public  | 4 | 3 | 12 | All tables spaced out so that at least 2 metre social distancing is maintained between persons.Regular cleaning of touch points and hard surfaces.Persons to wear face coverings when entering/leaving the room and where correct social distancing may be compromised.Maximum number of room occupants determined and displayed on conference room and toilet doors.Sanitising stations provided in meeting room and throughout premises.  | 4 | 2 | 8 | Yes |

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| **Ref** | Hazard | Person(s) at risk | Uncontrolled | What precautions have we already taken | Controlled | Are further actions required |
| **S** | **L** | **RR** | **S** | **L** | **RR** |
| 5 | Spread of COVID-19 From emergency situations – Person to person transmission during fire evacuations and when administering first aid to injured persons. | YPO staff and family membersVulnerable personsVisitors | 4 | 3 | 12 | Reduced numbers of persons on site means that social distancing can be achieved.Three assembly points at Site 41 reduces overall concentration of people.Small number of staff at Site 40 means social distance can be achieved at the assembly point. Face coverings to be worn when evacuating the building. Masks / face coverings and disposable gloves to be worn by first aiders when treating injured persons.If CPR is required, phone for an ambulance immediately. Do not put your face near the victim’s face. Cover the victim’s face with a towel or piece of cloth and commence chest compressions do not attempt mouth-to-mouth. Use a defibrillator if necessary. | 4 | 2 | 8 | No |

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| **Ref** | **Proposed further actions taken to control risks?** | **Person responsible** | **Target date for completion**  | **Actual completion date** | **New RR** |
| 1.1 | If required, the ground floor kitchen at Site 41 will be reopened to prepare cold sandwiches and snacks. Only one person to work in the kitchen. | AA | Not assigned |  |  |
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 **Guidance for scoring S x L matrix**

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

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| **No** | **Severity (S)** | **No** | **Likelihood of occurrence (L)** |
| 1. | Injury that requires first aid - no time lost | 1. | Very unlikely  |
| 2. | Injury that leads to time off work - less than 7-days | 2. | Unlikely  |
| 3. | RIDDOR reportable injury | 3. | Possible  |
| 4. | Single or multiple disabling injury or occupational illness | 4. | Probable  |
| 5. | Fatality or catastrophic event | 5. | Certain  |
| **Severity x Likelihood = Risk Rating (RR)** |

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|  **Risk Rating** | **Actions and Timescale** |
| **LOW** | No additional controls. Existing control measures to be monitored and records retained |
| **MEDIUM** | Actions shall be taken to reduce the risk level within one month if benefits outweigh costs.  |
| **HIGH !** | Immediate actions shall be taken to reduce the level of risk to a tolerable level. |