

COVID 19 Health & Safety Risk Assessment – URBN Rushden Distribution Centre

RA title		COVID -19 Risk Assessment: URBN Rushden Distribution Centre						Risk factor				
Project title		COVID-19 Risk Assessment		Risk assessment no.		COVID001		Risk quantity	No risk to individual health	Minor health impact, low risk of contracting virus	Significant risk of contracting virus	Severe health impact
Location		URBN Rushden Distribution Centre										
Person(s) conducting assessment		Ilan Clarke (H&S Advisor) Freddie Swift (Operations Manager) Vicky Kidd (HR Manager)		Assessment Date		14/07/2020						
				Reviewed by date		14/07/2021						
Persons exposed (tick box)												
✓	Employees	✓	Other workers	✓	Public/visitors		Young persons	Almost no probability	A	A	A	U
✓	New/expectant mothers			✓	Vulnerable persons		Others	A small probability	A	A	U	U
Estimated total number of persons at risk				1-200				A high probability	A	U	U	U
S = Safety related hazard. H = Health related hazard.												
Hazards (What might cause harm?)		S	H	Hazards (What might cause harm?)		S	H	Almost certain	A	U	U	U
1. Travel routes / shift patterns		✓	✓	17.					Acceptable		Unacceptable	
2. Pedestrian traffic routes / Social Distancing		✓	✓	18.					Risk level	Action		
3. Fire/Emergency Evacuation		✓	✓	19.								
4. Travelling to work		✓	✓	20.					Insignificant	No action required and no documentary records need to be kept.		
5. Hazardous substance		✓	✓	21.					Acceptable	No further preventative actions. Monitoring required to ensure that controls in place are properly maintained.		
6. Cross-contamination		✓	✓	22.					Unacceptable	Work to cease immediately pending implementation of improved control measures in line with latest government guidelines.		
7. Virus spread through coughs, sneezes and breath		✓	✓	23.								
8. Lack of washing/sanitising facilities		✓	✓	24.								
9. Lack of PPE		✓	✓	25.								
10. Lack of communication		✓	✓	26.								
11. Deliveries		✓	✓	31.								
12.				32.								
Comments - Everyone must work together to protect the safety of each other in accordance with Health and Safety at Work Act 1974 part 1; schedules 2 and 7. - Controls within the report have been sourced from the Government Guidance Documents and from other guidance documents publicly available. - This risk assessment document sits alongside the general RAMS for the work being undertaken. - This document will be reviewed in light of any government guidance changes and by the review-by date highlighted above.												

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Hazard number (from previous page)	Nature of risk (What might go wrong?)	Risk before controls U/A/ insignificant	Control measures (How do you stop it going wrong?)	Control measures implemented by (name)	Risk after controls U/A/ insignificant
1-10	TRAVEL ROUTES / SHIFT PATTERNS – Lack of ability to social distance during travel to place of work and arrival at work	Unacceptable	In accordance with Government advice, the use of a private cars (travelling alone), bicycle or walking is preferred & has been communicated to employees. To support social distancing across shifts there are two staggered shifts. One working 06:00 to 14:00 and 14:30 to 22:30. Those starting work at 14:30 have been briefed not to arrive on site until 14:15 to support the changeover of shifts. If anyone is working overtime between shifts, they will remain working in their area during the changeover period to reduce congestion in the entry/egress areas. Those working overtime which cross the 2 shifts will be restricted & controlled by management, as not to impact social distancing or hygiene measures during the shift changeover period.	All Employees	Acceptable
	SYMPTOMATIC – Risk of transfer due to persons who may be infected attending the property.	Unacceptable	Employees will not attend site if they are symptomatic, i.e. increased temperature, shortness of breath, continuous cough, loss of smell/taste or verified as contagious. If displaying symptoms during the working day that member of staff will leave immediately after advising management and self-isolate at home. Temperature monitoring is in place, with all employees & visitors being required to pass through the screening process prior to entering the buildings. Any individual recording a temperature above the set limit will not be permitted to enter site & will self-isolate at home. Guidance and information has been provided to employees reminding them of their duty to follow government guidance.	All Employees	Acceptable
	ACCESS / EGRESS – Employees entering the property.	Unacceptable	To support social distancing across shifts, there are two staggered shifts. One working 06:00 to 14:00 and 14:30 to 22:30. Those starting work at 14:30 have been briefed not to arrive on site until 14:15 to support the changeover of shifts (see Shift Patterns Risk above for information on overtime). A Social Distancing Map has been documented which details the access/egress requirements to enable social distancing which include: - 2 metre markers placed on exterior wall of building. - 2 metre markers placed on floor to show queue for clock in machines - Secondary temperature check area chairs set out across reception to allow for 3 people to sit 2 metres apart whilst waiting - Search Area – 2 metre markers on the floor to show distance from person conducting searches - additional end of day exits introduced to support the end of shift exit In the event of emergency normal procedures should be followed, in	All Employees	Acceptable

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			accordance with social distancing protocols.		
	SOCIAL DISTANCING - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	A Social Distancing Map has been documented which details the requirements to enable social distancing (i.e. assessment of the operation undertaken to ensure that 2m distancing can be maintained); this map is available to all employees to view on site. Tape has been deployed across the DC to help visually display 2m distancing. To reduce density of employees and help with social distancing, the AM/PM shift helps spread the number of employees on site at any one time. Communal spaces have been modified to take social distancing in to account, which includes a reduced the number of table/chairs that are available in canteen/reception areas, additional space provided in office areas for break-out areas, relaxed rules regarding smoking to temporarily enable individuals to smoke in the car park (not just the designated smoking area) and changes within the toilet & locker facilities to ensure social distancing. Break-out space is closed at start of shift to ensure employees go straight to their place of work at start of shift and don't congregate in communal areas, the layout of locker rooms adjusted & the number of people that can be in at any time reduced, additional end of day exits introduced to support the end of shift flow of employees. An open-door policy has been introduced to minimise the number of touches required whilst ensuring fire safety compliance.	All Employees	Acceptable
	HOT DESKING/SHARED WORKSTATIONS - Risk of transfer due to persons sharing workstations.	Unacceptable	Office based employees who have been identified as 'location independent' are currently working from home. Hot desking has stopped within the office spaces. Disinfectant 'fogging' is being completed on a biweekly basis across the site. This last for up 7-14 days and reactivates itself. Any stations which are required to be shared due to the nature of the DC are sanitised at the end of shifts and start of shifts; sanitiser is also available in all areas across site.	All Employees	Acceptable
	COMMUNICATIONS – Employees consulted and kept informed of the management of COVID-19 exposure	Unacceptable	Management and employees will work together to ensure anxiety around COVID-19 is minimised. Communications will be maintained throughout the duration of the pandemic. Regular business communications are being sent out to all employees providing an update on the latest government guidance and URBN's social distancing and hygiene measures implemented across site. In each communication feedback/suggestions are sought, and employees are encouraged to raise any concerns that they have. Several of the ideas that have been implemented across site have been as a direct result of employee feedback.	All Employees	Acceptable

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	DELIVERIES - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	When goods are delivered or collected, a safe way of working has been adopted so goods can be off-loaded safely without employees coming within 2 metres of delivery drivers. Only single workers will load/unload vehicle (i.e. when entering the back of vehicles) to maintain the 2-metre distance Drivers (loading/unloading) are encouraged to stay in their own vehicles where this does not compromise their safety and existing safe working practices (e.g. preventing drive-aways).	All Employees	Acceptable
	VISITORS/CONTRACTORS – Visitors and contractors needing to be managed if on site.	Unacceptable	No visitors/contractors are currently permitted unless business critical. They are provided with any site safety instructions for them to follow. Any contractors to evidence to full set of COVID-19 specific RAMS prior to attending site.	All Employees, Contractors and Visitors	Acceptable
	SIGNAGE – Employee need to be informed of the safety procedures that need to be followed.	Unacceptable	Additional signage has been displayed reminding staff about social distancing, personal hygiene and any site-specific requirements to maintain these control measures.	All Employees	Acceptable
	PERSONAL HYGIENE - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	Hand washing is the most important method of controlling the spread of the virus. Employees are regularly advised to wash their hands for 20 seconds using soap and water, or hand sterilization, when they arrive at work, before breaks, after breaks and before they leave to go home. Hand Sanitiser dispensers have been installed in high footfall area and the entry/exit doors to the building. These are checked on a daily basis and refilled as required. There are regular staff communications urging good hygiene practice at all times.	All Employees	Acceptable
	CLEANING - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	There has been an increase in the size of the on-site cleaning team to ensure the communal areas in the DC's are being regularly cleaned. The period between shift/breaks allow for communal areas to be cleaned down prior to the next group using them. Disinfectant 'fogging' takes place on a biweekly basis; It covers all touch points and remains on surfaces for 7-14 days. Hygiene supplies are readily provided to clean all contact surfaces and enhanced cleaning schedules have been implemented for all communal areas. An open-door policy has been introduced to minimise the number of touches required whilst ensuring fire safety compliance.	All Employees	Acceptable

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	PPE - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Acceptable	Where PPE is being used to protect against Non-COVID 19 risks then will continue. Additional PPE and face coverings beyond what is usually worn has been currently deemed as not beneficial by the government guidance for this type of work. The government states that the risk needs to be managed through social distancing, hygiene, and fixed teams/partnering, not through the use of PPE. Should a task or operation require additional PPE then then will be assessed separately. If Employees chose to wear a face covering, they have been informed of the following: • It is important to use face coverings properly and wash your hands before putting them on and taking them off. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you have touched it. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.	All Employees	Acceptable
	FIRST AID PROVISION - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	All trained first aiders have been provided with briefings on providing first-aid treatment during the pandemic; this includes changes to the way CPR is delivered.	All Employees and First Aiders	Acceptable
	FIRE EVACUATION – Fire alarm activation and evacuation	Acceptable	In the event of a fire alarm activation the usual fire evacuation procedure will be followed with staff taking consideration to social distancing when evacuating and whilst at the assembly point. If, however there is a perceived risk to life then evacuating immediately to a place of safety takes precedence over social distancing measures for that period (i.e. only during the evacuation process until the arrival at the assembly point).	All Employees	Acceptable

I confirm the information contained within this risk assessment is accurate and will be reviewed in light of any changes in Government guidance,



Iain Bartholomew – Logistics Director, EU & International