

## RISK ASSESSMENT

<b>Workplace activity</b>	This document covers procedures for opening & closing premises, warehouse staff entrance, warehouse units 1, 2, 3 & 4, mezzanine areas in units 2, 3 & 4. Goods in & goods collection. Staff canteen, rest room, toilets. Sample room. Tailoring Dept. <b>Collectively known as the warehouse.</b> There is a separate risk assessment covering the office operation which all staff must read.	<b>Date</b>	12/05/2020
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### Control Measures – Warehouse Staff Entrance

1. Warehouse staff will use the blue side entrance door, not the usual office entry to minimise flow through the office
2. Side entrance door to be kept open prior to arrival & leaving
3. Area outside leading to entry door to have hazard tape at 2 metre intervals
4. Fingerprint entry scanner is de-commissioned until further notice. Instead, staff should use the nameboard on the wall just inside the side entrance to sign in and out each day
5. In the event of a fire the Warehouse Manager / Assistant Warehouse Manager will take a photo of the nameboard for warehouse staff
6. If there are several staff arriving at once then please wait outside following the 2 metre markings
7. Warehouse entrance will have a pull up banner with simple bullet points to remind staff of what they need to do – Wash your hands – Use a tissue for coughs – Avoid touching your face. Keep the 2-metre rule. Avoid crossing by using the one-way flow markings where possible
8. Sanitiser & anti-bac wipes will be kept on the work table at the side of the entrance door
9. Staying COVID-19 Secure in 2020 compliance form will be signed and on the outside of the entrance door

## Control Measures – Warehouse Units 1 - 4 & Mezzanine Areas

1. Walkways to have floor markings to include hazard tape and floor signs establishing a one-way system and 2-metre social distance rule to be followed throughout the working day once staff have arrived for work
2. Staff awareness to be highlighted to use one-way system wherever possible and not to cross in alleyways
3. 2-metre floor social distancing hazard tape in all alleyways
4. Blue, one-way arrow floor stickers at the end of each, alternate alley
5. Warehouse staff to wear hi-vis vests to enable visibility in alleyways where stock on centre rails may reduce visibility
6. No crossing on stairways. Stand back 2 metres to allow your colleague room to pass safely at top/bottom of stairs. Signs at top/bottom of stairs to say no crossing
7. 1<sup>st</sup> keyholder to wedge open all doors throughout the working day and last keyholder to close all fire doors at close of business
8. 1<sup>st</sup>/Last keyholder **must** clean their hands before and after touching keys/padlocks/doors/roller shutters
9. Hand sanitiser and anti-bac wipes will be available on all workstations. Further supplies are readily available. Ask a Director
10. Pocket size sanitiser should be carried by all warehouse staff
11. Face masks are readily available. Ask a Director
12. A4 signage to be at all workstations with reminder to wash hands frequently
13. Staff to take ownership of their own stationery and not to share with others. Staff will create their own, named tray to keep their own stationery and equipment in. This includes kimble guns, box taping guns, scissors, stanley knives etc.
14. The general shared use of garment picking sticks is expressly forbidden. Each staff member should keep their own and mark with their name on it. Any spare picking sticks need to be collected for safe keeping (Action G.C.)
15. Staff using the following items should clean their hands before & after using - Sweeping brushes, pallet truck & hand pallet truck. Handles should be wiped with anti-bac wipes immediately after use
16. Shared equipment such as ticket & label printers, keyboards, pressing equipment should be wiped before and after use with anti-bac wipes. Signs to confirm at each machine.
17. Work stations where there is more than one individual working to have floor tape marking out clearly defined areas using 2-metre social distance rule
18. Where there is more than 1 member of staff working at work stations they should work side to side or back to back and minimise face to face contact
19. Office staff will leave despatch notes/picking lists/replenishment orders in the metal cabinet near the warehouse entrance to minimise contact

### Control Measures – Kitchen (Unit 2)

1. This area represents an **increased risk** due to the many touchpoints in use.
2. The kitchen remains open but we would encourage employees not to use it or minimise use
3. Kitchen is not to be used whilst the cleaner is in there
4. Use of the facilities are at the individual's discretion
5. Break times should be staggered to minimise any peaks/usage
6. Employees are actively encouraged to bring their own packed lunch / drinks / flasks etc
7. We are happy for staff to take lunch at their own work stations
8. Lunches can be taken using the picnic benches outside, between warehouse 1 & 3 keeping to 2-metre social distancing rules. Maximum 2 per bench. (1 each side at each end)
9. Entry door to kitchen to be kept open during office hours
10. A maximum of 1 person is allowed in the kitchen at any one time
11. Sanitiser, anti-bac wipes and soap will be available at all times
12. Hands should be washed / sanitised before entry and on exit
13. Use paper towels not cloth tea towels
14. Signage on fridge and cupboards re: Now wash your hands
15. Employees must use their own, personal mugs only and wash them after use
16. Employees must wash any utensils they use and put them away
17. If using cupboard handles, kettle, microwave, fridge door, tea / coffee jars – caddies then wipe down with anti-bac wipes provided

### Control Measures – Rest/Break Room

1. These area represent an **increased risk** due to the many touchpoints in use.
2. The rest rooms remains open but we would encourage employees not to use them or minimise use
3. Rest rooms not to be used whilst the cleaner is in there
4. Use of the facilities are at the individual's discretion
5. Entry doors to be kept open during office hours
6. A maximum number of people are allowed in the rest room at any one time using the 2-metre social distancing rule; see individual RR Guidance.
7. Sanitiser and anti-bac wipes will be available at all times
8. Hands should be washed / sanitised before entry and on exit
9. Staff should avoid using the leisure equipment.

### Control Measures – Sample Room – 2 Rooms (Unit 2)

1. A maximum of 2 persons allowed at any one time using the 2-metre social distancing rule
2. Sanitiser and anti-bac wipes will be available at all times
3. The doors will be kept open during office hours
4. Signage at entry to confirm maximum occupants allowed
5. Shared equipment – Mobile garment rails, Light-Box must be wiped with anti-bac wipes before & after use
6. Stationery is not to be shared

### **Control Measures – Tailoring Room**

1. Entry door to tailoring room to be kept open whilst occupied
2. 2 mobile rails to be left near entrance door - 1 rail for goods in (to be altered/tax tabbed etc) and 1 rail for goods out (completed work) for collection. Staff should knock on the door so that tailoring staff know there are goods to be worked on.
3. Maximum of 2 staff in the tailoring room at any time
4. Shared equipment should be wiped with anti-bac wipes before and after use
5. Staff should maintain their own equipment and keep in a separate, named tray
6. Anti-bac wipes and sanitiser to be available at all times
7. A4 signage outside door to confirm no entry and to leave goods on rails provided
8. A4 signage inside room to remind staff to wash hands frequently

### **Control Measures – Goods In - Handling Container Deliveries**

1. Maximum of 2 persons on the container at any one time
2. Staff are required to wear Face shields, face masks and disposable gloves
3. Driver to remain in cab while container is unloaded
4. Verbal signatures only to be given
5. When passing garments from the top rail staff should avoid face to face contact and work side to side
6. When working on lower rails, staff should rotate the picking process, working back to back

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### **Control Measures – Goods In - Handling Small Courier Deliveries**

1. Courier drivers must be told to maintain social distancing
2. Boxes should be dropped into the building at the closest point to the entry doors
3. If our staff are handling boxes off the van then the driver should maintain social distance
4. Verbal signatures only to be given
5. Wash hands after handling boxes

### **Control Measures – Goods Out - Handling Boxed Goods**

1. Boxes should be loaded onto mobile pallets for collection
2. Drivers should be requested not to enter the building
3. If our staff are loading the boxes onto the van for scanning the driver should maintain social distancing
4. Mobile pallet handles should be wiped with anti-bac wipes before and after use
5. Verbal signatures only should be given

### **Control Measures – Goods Out - Handling Hanging Goods**

1. Maximum of 2 persons on the truck at any one time
2. Should business return to pre Covid-19 levels there will be a requirement for 3 persons on the back of the truck. 2 staff will rotate around the sides to pass to a third person who will hang the sets on the bars
3. Staff on the truck are required to wear Face shields, face masks and disposable gloves
4. Staff delivering goods to the back of the truck should wear disposable gloves
5. Side entry door and fire door to remain open. Goods should be taken out the staff entrance door and laid on the back of the truck with staff returning through the fire door working in a circular fashion.
6. Staff should maintain 2-metre social distancing
7. Driver to remain in cab at all times
8. Verbal signatures only to be given
9. Staff member on the back of the truck who is passing goods to staff member on the ladder should avoid face to face contact, working side to side
10. When working on lower rails, staff on the truck should rotate the picking process, working back to back or side to side
11. All staff should throw away the disposable gloves and wash hands immediately afterwards