



## Distribution Centre Coronavirus (COVID-19) Risk Assessment and Control Plan

This Risk Assessment details the way in which Distribution Centres (DCs) within BSS are managing the risks associated with operating in light of the Coronavirus (also called COVID-19) outbreak, via person to person proximity, and/ or surface contamination throughout operations.

The model that individual branches will operate is based on local constraints and individual assessment. Our DCs will continue to service these branches and follow their locally implemented social distancing controls. This assessment deals with the sites themselves. Some of our delivery fleets are run by 3rd party hauliers who will have their own risk assessments. Generally speaking DCs are large sites with good ventilation so social distanced working is less challenging than our trading outlets during normal operations. However, this does not mean the sites present no risks, there are times when the colleagues can come into closer contact such as entering and exiting the sites, operations involving consolidation of loads and shift briefings.

This assessment covers the following groups of people:

- Colleagues;
- External visitors
- Suppliers drivers.

BSS are following the UK's Government advice whilst also implementing the Devolved Government's legislative variations in relation to safe working during the Coronavirus outbreak and regularly reviews its position in light of any changes or advances in thinking. The business is supported by a team of competent Health and Safety professionals who are an integral part of our business and decision making process in relation to operational changes and the impact on safe working generally as well as in respect to Coronavirus. This team also supports the 'COVID Secure' status of each location by the deployment of COVID-19 assurance reviews across all regions, in line with our PDCA model.

Any easing of government restrictions will be carefully considered and cautiously applied, while maintaining a COVID Secure environment for our customers, colleagues and suppliers. All our DCs are located in England and so the framework from the UK Government that applies to England is in place in our sites. [Group Safety and Wellbeing Guidance - Working safely with the ongoing risk of COVID](#) is provided in the 'COVID-19 UPDATES' section of the TP Group website 'My Space'.

Should anyone be concerned that our sites are not following the controls detailed in this Risk Assessment, they should in first instance raise it with the local Manager who will record it on our Incident Reporting System and investigate the matter accordingly putting in place corrective action where necessary.

Angela Rushforth  
**Managing Director**



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Hazards / Potential Point of Transmission	Existing Company Controls
<p>Risk of contracting COVID-19 whilst travelling to and from work</p>	<p>Colleagues are encouraged to use their own private transport to get to work where possible. Consideration will be made locally on how colleagues will get to and from work. Sites will, where possible, provide facilities to enable colleagues to walk, run or cycle to work.</p> <p>Car sharing is avoided although it may be preferable to using Public Transport. In such cases keep windows open to allow natural ventilation and try to keep car sharing with the same people as much as possible. Colleagues are advised to follow any rules on local transport infrastructures</p>
<p>Risk of contracting COVID-19 from close proximity or physical contact with other colleagues whilst arriving on site. Many DCs will have a turnstile or 'airlock' for security purposes.</p>	<p>Install hand sanitiser dispensers in high traffic areas or routes where there are doors/ turnstiles that receive heavy use.</p> <p>Regularly clean turnstiles, main entrance / exit doors particularly during peak flow times as well as reception desks.</p> <p>If necessary provide supervision at entry points to ensure Social Distancing is maintained.</p>
<p>Risk of contracting COVID-19 from close proximity or physical contact with other colleagues starting/ finishing shifts.</p>	<p>Stagger shift start and finish times.</p> <p>Start of shift briefings should be done in smaller cohorts and ideally maintaining 2m (3 steps) social distancing.</p> <p>Install hand sanitiser dispensers near to the clocking in / out machine and make sure they have an adequate supply of sanitiser.</p> <p>If necessary provide supervision at the clocking in / out machine to ensure Social Distancing is maintained.</p>
<p>Risk of contracting COVID-19 from persons not displaying the symptoms</p>	<p>MHE controls, grab handles and handheld devices are cleaned before and after shift. Antibacterial wipes such as 'Big Wipes' can be used for this</p> <p>Sanitising stations are strategically located around the DCs</p> <p>Regular hand washing for 20 seconds is in place and colleagues are made aware of the need to have good hand hygiene.</p> <p>Colleagues are reminded not to touch their eyes, mouths or hands unnecessarily.</p> <p>Disposal gloves for colleague use.</p> <p>Any colleagues returning to work should be given a full induction which includes our social distancing principles and any business unit safe ways of working guidance on our new operating models</p>



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	<p>Guidance on the current use of face coverings is in place and is in line with government guidance</p> <p>Social distancing measures in place throughout all working areas. One workstation/ telephone/ desk policy in place. Systems are in place locally to ensure workstations are socially distanced. This is a blend of options including 2m distance, desks facing different directions or screens depending on the locals constraints. Desks cleaned before and after use.</p> <p>Offices to be in line with the COVID - Secure Office Set Up Handout (see GSDP from 26/01/2021) all the available space will be used to maximise social distancing and windows kept open during trading hours to achieve best possible ventilation with fresh air.</p> <p>Stop all non-essential visitors / contractors attending the site. Any essential visitors or contractors should have an induction which includes our social distancing principles and safe ways of working</p> <p>Team briefings or meetings are held outdoors, in well ventilated rooms with adequate space, or provided as written notes.</p>
<p>Risk of contracting COVID-19 from shared welfare facilities</p>	<p>Break times staggered and shared seating areas, toilets and smoking arrangements rearranged where possible</p> <p>Increased hygiene in shared areas. Tables and worktops wiped down with antibacterial spray after every use. Frequently touched shared equipment i.e. kettles, refrigerators, microwaves etc to be frequently cleaned using standard cleaning products.</p> <p>Colleagues encouraged to bring their own food and drinks</p> <p>Tables and contact surfaces such as door handles cleaned regularly</p> <p>Crockery and shared utensils removed from use and replaced with disposable items as necessary</p> <p>Where catering is provided on site, it should be pre-prepared and wrapped food only. Payment should be taken by contactless card wherever possible.</p> <p>Cleaning regimes have been heightened in all areas of the DC but in particular, shared facilities will be cleaned on a frequent basis</p>
<p>Risk of contracting COVID-19 during movement of equipment requiring a 2 person, close proximity lift</p>	<p>Utilise MHE wherever possible to minimise two person lifts. Where a 2 person lift is essential (between colleagues only the laid down process will be used (See <a href="#">Working safely with the ongoing risk of COVID</a> Links on last page)</p>
<p>Risk of contracting COVID-19 when it is necessary to have two people in a vehicle</p>	<p>Occasions where two persons are required in a vehicle cab must be kept to a minimum. In these situations the following controls apply:-</p>



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<p>cab. (Driver training/coaching or two person delivery situations).</p>	<ul style="list-style-type: none"> <li>• Duration of the activity is kept as short as possible.</li> <li>• Face coverings worn by both people for the duration of the activity.</li> <li>• Cab windows are kept open.</li> <li>• Hands are regularly sanitised.</li> <li>• Cab controls/handles etc. are cleaned down at the completion of the activit (not the end of the day)</li> <li>• Used wipes and face coverings are then carefully disposed of in the branch waste bins.</li> </ul> <p>When necessary to have two people in the cab close contact COVID rules apply (see <a href="#">Working Safely with the ongoing risk of COVID</a>) links on the last page for more detail.</p>
<p>Risk of Covid-19 transmission from ineffective or poorly planned social distance systems</p> <p><i>Note 'Transmission' includes both to and from others, these arrangements are to protect all parties from exposure.</i></p>	<p>In locations where the site is shared between other parts of the Group or with other businesses, there are locally agreed social distancing principles with other tenants or occupants. These are regularly checked to ensure that they are being maintained. Poor practice is reported and escalated</p> <p>'COVID Secure' status is maintained by <b>all</b> colleagues vigilance (Call It Out), Managers also focus on the COVID-19 arrangements when conducting HSPR (Health and Safety Performance Reviews) on their sites.</p> <p>COVID Safe Working Arrangements Reviews are undertaken monthly (from Feb 2021), see GSDP for access to review form.</p>
<p>Cleaning and disinfection</p>	<p>Full company guidance which is conversant with current government and World Health Organisation guidance in place and communicated to all colleagues. This includes increased cleaning and disinfection of work areas, work and hireable equipment, vehicles and shared facilities.</p>
<p>Heating and Ventilation during the pandemic.</p>	<p>Good ventilation is essential and can be achieved by using doors and windows as the weather/security allows. Thermal comfort must be maintained and air may be circulated using fans and heaters but must be from a well ventilated source. HVAC systems must be set to minimum recirculation. See <a href="#">Group Safety and Wellbeing Guidance - Working safely with the ongoing risk of COVID</a></p>
<p>Transmission of virus from persons displaying the symptoms of COVID-19, or having tested positive for the virus.</p> <p><i>Note 'Transmission' includes both to and from others, these arrangements are to protect all parties from exposure.</i></p>	<p>Colleagues who are displaying symptoms (namely high temperature, a new, continuous cough or loss of taste and smell) do not attend work</p> <p>If a colleague starts to display the symptoms at work, they must leave the workplace as soon as is possible and the site must take the appropriate cleaning steps as outlined in the 'cleaning and disinfection post COVID-19 case' protocol</p> <p>Colleagues may have contracted the virus but without showing symptoms (asymptomatic). Colleagues that have tested positive for the virus, either by home (Lateral Flow) and/or NHS PCR testing contact their manager and self isolate at home following the guidance given by the testing authorities. Management will take actions defined in the <a href="#">Working safely with the ongoing risk of COVID</a> to control any potential outbreak in the workplace.</p>



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	<p>Colleagues returning to work following a period of self isolation due to displaying COVID-19 symptoms or being in contact with someone who has, are assessed prior to returning and monitored to ensure full recovery, are fit to resume normal activities and risk of passing infection to others is avoided.</p>
<p>Colleagues who are vulnerable or have underlying health issues becoming seriously ill due to contact with COVID-19 in work</p>	<p>Colleagues who are classed as “Clinically extremely vulnerable” or those living with someone who is “clinically extremely vulnerable” individuals should not be asked to return to the workplace. Where possible they should continue to work from home, or if this is not possible, they should be furloughed.</p>
<p>Risk of contracting the virus from contractors or suppliers attending site</p>	<p>For PPM our suppliers have produced specific systems of work</p> <p>Range of measures introduced for our suppliers to adhere to ahead of deliveries:</p> <ul style="list-style-type: none"> <li>● Supplier calls ahead</li> <li>● Suppliers prepare load for unloading and retreat to 2 metre distance</li> <li>● Signing of paperwork has ceased, names of colleagues responsible for the unloading is given instead</li> <li>● If supplier self-unloads, they do so in a segregated area</li> </ul> <p>Our sites are keen to support suppliers in their COVID-19 mitigation controls and so our toilet facilities and handwashing facilities are available to them.</p> <p>Statutory inspection engineers required to attend customer sites briefed on COVID- 19 specific controls that must be adhered to at all times.</p> <p>Where possible vehicle guides and or reminders on social distancing have been installed</p> <p>Reusable delivery boxes used by suppliers or central distribution are regularly cleaned.</p>
<p>Risk of transmission due to unavoidable contact between two people in a first aid emergency or fire/ emergency evacuation</p> <p><i>Note ‘Transmission’ includes both to and from others, these arrangements are to protect all parties from exposure.</i></p>	<p>Note* Whilst our first aiders will never refuse to provide treatment, where possible, the first aider should provide a means of treatment (such as a plaster) to the injured person for them to self-administer. First aiders should, if possible limit their interactions with ill or injured colleagues to those who have serious conditions only.</p> <p>In an emergency, e.g fire or an accident. People do not have to stay 2m apart if it would be unsafe.</p>



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<p>Increase in existing 'non COVID-19' risks</p>	<p>Sites have evaluated their existing risk assessments including traffic management in line with the expectations of social distancing principles to ensure there have been no additional risks created.</p> <p>As lockdown restrictions are eased we are likely to experience increases in traffic volumes, with an elevated risk of poor driving due to the lower frequency of recent vehicle use (familiarity &amp; confidence), poorly maintained vehicles (brakes in particular) and the likelihood of other road users experiencing mental health issues or the effects of alcohol as restrictions in hospitality venues are lifted. These are general conditions that will be impossible to spot and our drivers are reminded to be particularly vigilant and cautious of other road users at these times.</p>
<p>Risk of transmission of COVID-19 in vehicles used by our 'Primary Fleet' (vehicles operated by TPPLC rather than third party logistics providers)</p> <p><i>Note 'Transmission' includes both to and from others, these arrangements are to protect all parties from exposure.</i></p>	<p>Where possible, keep the same driver alloted to the same vehicle.</p> <p>Driver briefings should be completed maintaining a distance of 2m (3 steps) from each other.</p> <p>Using antibacterial wipes (Big Wipes can be used) clean down the vehicle cab before and after each shift, paying particular attention to the steering wheel, gear stick, handbrake and other controls as well as the grab handles used for getting into and out of the cab and the door handle. Binning the wipes straight away.</p>
<p>Transmission of COVID-19 during security arrangements</p> <p><i>Note 'Transmission' includes both to and from others, these arrangements are to protect all parties from exposure.</i></p>	<p>Fingerprint or push button type access / egress controls should be deactivated and replaced with non-touch arrangements.</p> <p>Use 'self wandng' under supervision whilst maintaining 2m(3 steps) social distancing.</p> <p>Where 'random selection buttons' are used, make sure they are wiped down with antibacterial wipes (Big Wipes can be used) or spray after every use. Remember to bin the wipes immediately after use</p>