

RISK ASSESSMENT – COVID -19

CAVENDISH SHIPS STORES LTD - FAREHAM

| Risk assessment - topic/area covered | |
|--------------------------------------|--|
| Location(s): | Cavendish Ships Stores Ltd, Unit 2 Kites Croft Business Park, Fareham, Hampshire PO14 4LW. |
| Department/staff: | Warehouse, Offices and Delivery Service |
| Tasks/activities: | Working during the coronavirus pandemic |
| Other information: | |

| REF/AREA | HAZARD(S) | PERSONS AT RISK | SAFETY CONTROL MEASURE(S) | FURTHER ACTIONS REQUIRED |
|--|--|---|--|--|
| CV1 Working Environment & Common Areas – Whole Site | Spread of Corona Virus via customers | All staff & customers may become infected via infected customers. | <ul style="list-style-type: none"> • Information notices advising of distancing, limiting factors displayed. • Customers are not permitted into any part of the building. • Click and Collect customers are asked to wait outside the warehouse in their vehicle whilst their order is taken out to them. • Staff are trained in the procedures. | Staff briefing to be issued. Distancing signage to be put up. |
| CV2 Working Environment & Common Areas – Whole Site | Spread of Corona Virus via visitors. | All staff & customers may become infected via infected customers. | <ul style="list-style-type: none"> • Visitors are not permitted to enter any part of the building. | Staff briefing to be issued. |
| CV3 Working Environment & Common Areas – Whole Site | Spread of Corona Virus via contractors | All staff & customers may become infected via infected customers. | <ul style="list-style-type: none"> • Essential contractors only permitted, such as DCi, Wessex Pest Control, Jim Beckworth and Royal Mail • Information notices advising of distancing, limiting factors displayed. • Contractors should sign the visitors book using their own pen. • Alcohol gel sanitisers are available at entry and exit points. • If a contractor has to use the toilet then the area used should be cleaned and sanitised before any employees use the areas • Staff are trained in the procedures. | Staff briefing to be issued. |

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|--|--|---|--|------------------------------|
| CV4 Working Environment & Common Areas – Whole Site | Spread of Corona Virus via other staff members | Staff and other customers may become infected via infected employees. | <ul style="list-style-type: none"> • All staff will be required to read the staff briefing clearly stating that they should not attend work if they or a household member suffers any symptoms. • Staff briefing explains the importance of hand washing and good hygiene standards regarding coughing and sneezing. • Staff work in small teams with the same people all the time as they have to work together in the same area. • Staff are to maintain a 1-2m distance whenever possible. • Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins per instance. • Staff trained to work back to back or side by side if working in the same area. • All touch points are regularly sanitised. | Staff briefing to be issued. |
| CV5 Working Environment & Common Areas – Office Staff | Spread of Corona Virus via other staff members | Staff and other customers may become infected via infected employees. | <ul style="list-style-type: none"> • CV4 plus; • Additional cleaning of desks, keyboards, mice and phones. • Desks should not be used by more than one person. If this occurs then these shall be identified and signage posted on them stating that they must be cleaned prior to use. • Staff desks are such that 2m social distancing can be maintained. • Only 1 person per time in the kitchen. | Staff briefing to be issued. |
| CV6 Working Environment & Common Areas – Warehouse Welfare Facilities | Spread of Corona Virus via other staff members | Staff and other customers may become infected via infected employees | <ul style="list-style-type: none"> • CV4 plus; • Ensure that 2m social distancing is maintained in the toilets, kitchen and tearoom. Tearoom is large enough and has been set out to maintain social distancing, so all warehouse employees can have their tea break at the same time. • Only 1 person per time in the kitchen | |
| CV7 Working Environment & Common Areas - Drivers | Spread of Corona Virus via other staff members and customer sites | Staff and other customers may become infected via infected employees | <ul style="list-style-type: none"> • CV4 plus; • Alcohol hand gel issued to all drivers. • Cleaning wipes to use in their cabs • Only enter customer's premises if the 2m social distancing can be maintained. • Clean hands before you enter and after you leave a customer's premises | Staff briefing to be issued. |

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|--|--|--|--|------------------------------|
| CV8 Working Environment & Common Areas – Delivery and collection Drivers | Spread of Corona Virus via delivery and collection drivers. | Staff and other customers may become infected via infected delivery drivers. | <ul style="list-style-type: none"> • Drivers are not permitted to enter the building. • If a driver has to enter to use the welfare facilities then the area used should be cleaned and sanitised before any employees use the areas. • A driver should remain in their cab if possible, during loading/unloading. • If staying in their cab is not possible the amount of time working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins per instance. | Staff briefing to be issued. |
| CV9 Working Environment & Common Areas | Vulnerable staff members | Individual staff members may be more vulnerable to the effects of the virus. | <ul style="list-style-type: none"> • Staff have been identified and actions have been taken. | Actions recorded. |

Risk assessment sign off

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|------------------|--|-------|------------|
| Prepared by: | Linda Gower | Date: | 28/05/2020 |
| Reviewed by: | Gavin Treagus | Date: | 28/05/2020 |
| Date for review: | This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. | | |

RISK ASSESSMENT – COVID - 19

CAVENDISH SHIPS STORES LTD – FIVE OAK GREEN

| Risk assessment - topic/area covered | |
|--------------------------------------|---|
| Location(s): | Cavendish Ships Stores Ltd, Moat Farm Oast, Whetsted Road, Five Oak Green, Tonbridge, Kent, TN12 6RR. |
| Department/staff: | Office |
| Tasks/activities: | Working during the coronavirus pandemic |
| Other information: | |

| REF/AREA | HAZARD(S) | PERSONS AT RISK | SAFETY CONTROL MEASURE(S) | FURTHER ACTIONS REQUIRED |
|--|--|---|---|------------------------------|
| CV1 Working Environment & Common Areas | Spread of Corona Virus via visitors or delivery drivers | All staff & customers may become infected via infected customers. | <ul style="list-style-type: none"> • Information notices advising of distancing, limiting factors displayed. • Visitors should not come to the office. Meetings/contact with suppliers and customers should be done over the phone or by video call. • Staff are trained in the procedures. • Alcohol gel hand sanitisers are available in the office. • Drivers should not enter the office, deliveries should be left on the doorstep • Should a driver enter the office, all touch points should be sanitised immediately they have left. | Staff briefing to be issued. |
| CV2 Working Environment & Common Areas | Spread of Corona Virus via other staff members | Staff and other customers may become infected via infected employees. | <ul style="list-style-type: none"> • All staff will be required to read the staff briefing clearly stating that they should not attend work if they or a household member suffers any symptoms. • Staff briefing explains the importance of hand washing and good hygiene standards regarding coughing and sneezing. • Staff work in small teams with the same people all the time as they have to work together in the same area. • Staff are to maintain a 1-2m distance whenever possible. • Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins per instance. • Masks and gloves are available for staff if required. | Staff briefing to be issued. |

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|--|---------------------------------|--|--|--------------------------|
| | | | <ul style="list-style-type: none"> • Staff briefing explains the correct method for putting masks on and taking off. • Staff trained to work back to back or side by side if working in the same area. • All touch points are regularly sanitised. • Additional cleaning of desks, keyboards, mice and phones. • No hot desking permitted | |
| CV3 Working Environment & Common Areas | Vulnerable staff members | Individual staff members may be more vulnerable to the effects of the virus. | <ul style="list-style-type: none"> • Staff have been identified and actions have been taken. | Actions recorded. |

| Risk assessment sign off | | | |
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| Prepared by: | Linda Gower | Date: | 21/05/2020 |
| Reviewed by: | Stuart Burden | Date: | 21/05/2020 |
| Date for review: | This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. | | |