

COVID 19 – Risk Assessment

The objective of this risk assessment is to identify the general and specific risks posed to staff members of Derby Express Couriers on site during the COVID 19 outbreak, and mitigating measures taken to prevent the spread of the virus within the company, and to the general public.

1. Risks identified

- a) Small risk of transmission from handling items/parcels that have been shipped through the APC nationwide network.
- b) Transmission of the virus when delivering a parcel/pallet to a consignee in the Derbyshire area.
- c) The virus being brought into the depot externally by a staff member who has liaised with their own household overnight.
- d) External visitors coming onto site with no knowledge of their previous whereabouts.

2. Mitigating methods put in place by employer/requiring clarity before action

- a) No clear, unilateral scientific evidence published as yet to prove the virus lives on external materials, such as a box, for a long period of time. Therefore we have advocated strongly the use of gloves (available on site) and masks when handling items, along with frequent washing/disinfecting of hands using on site facilities.
- b) Since March, both TPN and APC (our networks) have implemented 'non-contact' delivery procedures, therefore our drivers are not interacting with, or coming within 2 metres of any consignee they are delivering to. Signatures are captured either on camera or the name of the consignee is simply entered onto the ePOD device, therefore there is no risk of external contamination to our staff.
- c) Insofar as is possible, we have enabled staff to work from home on a full time basis whilst maintaining full functionality and protecting business continuity. The staff currently working from home will continue to do so for the foreseeable future, until we can ensure the safety of every staff member by welcoming the entire workforce back onto site.
- d) Where staff have had to remain on site due to the manual nature of their job, we have implemented the following measures:
 - to distance remaining office staff, by separating into their own offices and spacing out desks;
 - the offices have been locked to prevent our own driving/warehouse staff entering, therein limiting the occupants in the communal office. Drivers and external staff are advised to wait by the operations window for assistance;

- to split shifts wherever possible (whilst maintaining business continuity) to minimise contact between staff;

- to inform remaining driving/warehouse staff to not congregate, and to remain spaced from their colleagues at all times, wherever possible;

- we have provided surgical gloves and facemasks for all staff to wear when potentially interacting with other members of staff;

- sanitary and hygiene products are readily and freely available on site, with the mandate to wash/disinfect hands at all possible opportunities, and always before touching your face.

e) All government literature and company literature regarding mitigating the spread of the virus, and personal hygiene, has been put up on site to keep staff informed of their duties at this time.

f) Since March, we have also prevented consignees entering site to collect their items from the depot. If a consignee arrives on site, we have advised them we will place their item out for redelivery to prevent external contamination. As of 17 May, we will allow customers of the company, along with pre-arranged engineer consignees, to collect from and drop off into site provided they follow the on site procedures for safety.

g) Only essential and frontline external people have been and continue to be allowed on site, such as cleaners and service people (for alarms, shutter doors etc.). These people will ensure they wear a mask and follow the safety procedures set out by the company to ensure the risk of contamination is mitigated. The site is deep cleaned 3 times per week and disinfected daily with the products we have on site.

f) Notwithstanding all of the above, social distancing measures and government advice is advocated and followed wherever possible, both on site and at home. We strongly advise our staff to remain diligent in their home life, and limit the contact they have with the outside world to mitigate the risk of contamination.

3. Communication lines for concerns

If an employee has any concerns regarding the implementation of the measures, or the lengths to which they are deemed sufficient, they can address their concerns to either Tom Sharp or Lorraine Sharp (Directors) who will address and action as appropriate.

4. Review periods

This RA, and the company's procedures/policies associated therewith, will be constantly reviewed to ensure the company is up-to-date on employee/public safety during the COVID 19 situation. The reviews will take into account government announcements as and when they happen, and new suggested measures to further ensure the safety of our employees and the general public we serve.