

Risk Assessment for: COVID 19 Pandemic

Setting the Scene: Walford Timber Ltd are timber merchants that supply a broad range of essential materials primarily to the fencing and timber industry as well as direct to consumers through their branches located in Herefordshire, Gloucestershire and Buckinghamshire.

Operations include: Sourcing, processing, milling, manufacturing, treatment, sales, vehicle loading/unloading, customer deliveries, collected sales by customers from branches, buying, accounts, marketing and transport.

This document aims to identify risks arising from the current COVID 19 pandemic and identify those at risk, controls in place and any further required actions. This assessment will also be supported with further branch specific documents where appropriate. With all 3 sites now fully open this risk assessment will be updated as necessary in line with further government updates and regulations.

Company name: Walford Timber Ltd
Assessment carried out by: George Smith
Branch: All Branches and operations

Date of initial assessment: 9th April 2020
Last reviewed: 1/12/2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action do you need to take?	Risk Rating	Who needs to carry out the action?	When is the action needed by?	Done
Exposure to COVID 19 Virus. Potential transmission of virus adding to current pandemic.	All Walford Timber Ltd staff whether office, manufacturing, processing, sales, yard or delivery based.	<ul style="list-style-type: none"> Social distancing measures have been put in place for both staff and customers. Contact free delivery service introduced. 	<ul style="list-style-type: none"> Monitor government guidance and act in accordance with any changes to recommended control measures. 	Low	Senior Managers / Managing Director	Ongoing	
	All visitors to branches, delivery drivers, customers, maintenance and cleaning contractors.	<ul style="list-style-type: none"> Number of people in each area including sales shop limited to allow for social distancing. Ensure a distance of 2m between people wherever possible. 	<ul style="list-style-type: none"> Continue to re-enforce that distancing is being observed effectively. 	Low	Supervisors / Managers	Ongoing	
	Customers receiving deliveries to site or private addresses.	<ul style="list-style-type: none"> Strict cleaning, hygiene and hand washing procedures introduced 	<ul style="list-style-type: none"> Ensure hygiene and hand washing procedures are being followed. 	Low	Supervisors / Line managers	Ongoing	
	All of the above may contract the virus through airborne bacterial spread or by touching a contaminated surface. The severity of the virus is variable and may result in	<ul style="list-style-type: none"> Staff that cannot work from home are operating in line with social distancing guidance. 	<ul style="list-style-type: none"> Re-organise office / workspace layout to ensure social distance can be maintained. 	Low	Managing Director / Branch Manager	October 31st	

	minor flu-like symptoms but in some cases may be serious and fatal. Those with pre-existing health issues are at higher risk of developing serious outcomes and are considered within the following controls.						
		<ul style="list-style-type: none"> Operational staff are operating wherever possible in line with social distancing guidance (Min 2m separation) 		Low to Medium	Senior / line managers / supervisors	Ongoing	

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As page 2	As page 2 + Cleaning contractors – Contact with contaminated surfaces during cleaning tasks.	Branch Cleaning <ul style="list-style-type: none"> Cleaning contractors have provided their own risk assessment and have added sanitising procedures to their weekly cleans. They also provide their own PPE and clean out of hours so no contact with our own staff. 	<ul style="list-style-type: none"> Monitor that additional cleaning regime remains effective. 	Low	Cleaning contractors	Ongoing	
		Branch Signage <ul style="list-style-type: none"> Branches have had signage installed throughout advising of the minimum 2m distancing requirement, use of hand sanitizer, and facemask rules. 		Low	Senior Managers	Ongoing	

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As Page 2	As Page 2	Branch Hygiene <ul style="list-style-type: none"> Anti-bacterial hand soap and paper towels are provided in toilets & kitchen areas. Spray sanitiser dispensed to all office and production staff 	<ul style="list-style-type: none"> Ensure regular checks are made to ensure stocks remain adequate. 	Low	Operations Assistant	Ongoing	
		<ul style="list-style-type: none"> "No-touch" hand sanitizer dispensers installed at key building entrance points 	<ul style="list-style-type: none"> Monitor compliance. 	Medium	Line managers	Ongoing	
		<ul style="list-style-type: none"> Staff have been made aware of the importance of regular hand cleaning and personal hygiene controls. 	<ul style="list-style-type: none"> Monitor compliance. 	Low to Medium	Line managers	Ongoing	
		<ul style="list-style-type: none"> Increased touchpoint cleaning schedule. 	<ul style="list-style-type: none"> Monitor compliance. 	Low	Supervisors		
		<ul style="list-style-type: none"> Minimum 2m social distancing in place wherever practical. 	<ul style="list-style-type: none"> Monitor compliance. 	Low	Senior managers		

		<ul style="list-style-type: none"> Staff are opting for breaks outside or in own vehicles where possible and when weather allows. 	<ul style="list-style-type: none"> Monitor compliance. 	Low	Senior managers		
		<ul style="list-style-type: none"> At all other times, staff must maintain the 2m rule in all shared welfare areas. If there are too many people within these spaces, you must wait until sufficient numbers have vacated the area before entering. 	<ul style="list-style-type: none"> Monitor compliance. 	Low	Senior managers		
		<ul style="list-style-type: none"> Doors & are to be kept open where possible to reduce common touch points. 	<ul style="list-style-type: none"> Do not block fire doors. 	Low	Senior managers		

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As page 2	As page 2	Goods Inwards <ul style="list-style-type: none"> Visiting drivers are advised of distancing requirements and remain in their cab, alighting only to undo curtains, strapping and replace prior to departure. 	<ul style="list-style-type: none"> Ensure hands are regularly washed. Use contactless method of delivery. Monitor driver compliance with branch requests to remain in vehicle. Where visiting drivers require access to welfare facilities ensure that they are aware of site distancing, hygiene rules and directed on routes away from operating FLT's. 	Low	Operations / Branch Manager / Supervisors	Ongoing	

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As page 2	As page 2	Goods outwards <ul style="list-style-type: none"> Walford Timber Ltd delivery vehicles are issued with single use and re-usable gloves. Each vehicle contains a vehicle cleaning kit including wipes, cloths, cleaning spray. Vehicles are cleaned before and after use and guidance has been issued to staff. 	<ul style="list-style-type: none"> Monitor hygiene and cleaning stocks in vehicles 	Low	Drivers	Ongoing	
		<ul style="list-style-type: none"> Each driver has been issued personally with hand sanitiser. 	<ul style="list-style-type: none"> Replenished hygiene and cleaning stocks as necessary. 	Medium	Branch Transport Manager	Ongoing	
		<ul style="list-style-type: none"> Deliveries to clients are contactless and guidance has been issued to delivery crews on how to achieve this. 	<ul style="list-style-type: none"> Monitor pre-departure and return cleaning schedules are completed as per issued guidance. 	Medium	Branch/Transport Manager	Ongoing	
			<ul style="list-style-type: none"> Monitor deliveries are completed in line with issued guidance. 	Medium	Drivers	Ongoing	
			<ul style="list-style-type: none"> Monitor compliance with issued guidance. 	Medium	Branch/Transport Manager	Ongoing	

			<ul style="list-style-type: none"> Ensure delivery teams remain as fixed crews where possible. 	Medium	Branch/Transport Manager	Ongoing	
	As page 2		<ul style="list-style-type: none"> Monitor staff declarations. 	Medium	Branch/Transport Manager	Ongoing	

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As page 2	As page 2	Call-in and Pre-booked Customer Collections <ul style="list-style-type: none"> Customers are advised on the website and via email of distancing rules at the branch location. 	<ul style="list-style-type: none"> Monitor compliance with call-in and collect procedures. Confirm how many collect customers may be served at any one time within the branch. 	Low to medium	Operations Manager / Senior managers / supervisors	Ongoing	
	Sales desk staff / customers.	<ul style="list-style-type: none"> Visitors will be signed in by Walford Timber Group staff member. They will not be asked to touch our pens, this will be carried out by us with each staff member using their own pen. 	<ul style="list-style-type: none"> Ensure there is suitable space to load and manoeuvre vehicles safely maintaining distancing. 	Low to medium	Operations Manager / Senior and branch managers	Ongoing	
		<ul style="list-style-type: none"> Walford Timber Group staff member will sign customers collection note on their behalf to reduce touch point. 	<ul style="list-style-type: none"> 	Low	Operations Manager / Transport Manager	Ongoing	

	Sales desk staff / customers.	General <ul style="list-style-type: none"> Contractor service visits to branches continue to maintain safety or equipment service standards. All such visits are by appointment and contractors are pre-advised of branch requirements. 	<ul style="list-style-type: none"> Ensure contractors provide suitable guidance as to how their work will be safely undertaken with regard to sanitising machinery or equipment following servicing. 	Low	Sales / branch manager	Ongoing	
		<ul style="list-style-type: none"> Trade account staff are now separated from customers by a Perspex screen. 	<ul style="list-style-type: none"> From 30/11/21 Wearing of facemasks required for all trade counter staff and customers while in the shop (excluding those with exemptions). Make regular use of sanitizer and antibac procedures (wiping down.) 	Low	Sales / branch manager	Ongoing	

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As page 2	As page 2	Office / indoor working / meeting	<ul style="list-style-type: none"> Limit face to face meetings and/or holding meetings where 2 metre distancing is possible. (I.E: outside, in smaller groups, or on Zoom) 	Low to medium	Senior Managers	Ongoing	
		Indoor meetings	<ul style="list-style-type: none"> If meetings are between “mixed cohorts” ensure min of 2m between people and sufficient ventilation (open windows etc.) 	Low to medium	Branch managers	Ongoing	
			<ul style="list-style-type: none"> Restrict numbers in meetings to ensure 2m rule is observed. 	Low to medium	Managing Director	Ongoing	
			<ul style="list-style-type: none"> Prepare full a comprehensive briefing for all staff returning / new starters 	Low to medium	Managing Director	Ongoing	

			<ul style="list-style-type: none"> With regard to first aid at work: Ensure first aiders have all necessary PPE and know their procedures for protecting themselves and when / when not to intervene. 	Low to medium	Senior managers	Ongoing	
			<ul style="list-style-type: none"> Ensure access to guidance on cleaning requirements to be adopted following any confirmed COVID 19 contact in the workplace. 	Low to medium	Senior managers	Ongoing	

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As page 2	As page 2		<ul style="list-style-type: none"> Consider staff use of shared equipment / tools, etc. Pre-use sanitising should be in place or individual issue. Disposable items should not be reused, and masks must not be shared. 	Low to medium	Operations Manager / Supervisors	Ongoing	
	Staff		<ul style="list-style-type: none"> Regular touchpoint cleaning of common use surfaces on machinery. E.g., stop/start, isolators, pull handles, push sticks, guards etc and vending machines. Also, office items such as credit card machines / phones / keyboards. 	Low to medium	Line managers / supervisors	Ongoing	