

PCE COVID RISK ASSESMENT

RISK TYPE: CORONAVIRUS

MAY-2020

RISK	LEVEL	IMPACT	CONTROLS	RESIDUAL LEVEL	INTERESTED PARTIES
Visitors to PCE	Medium	Daily Postal deliveries to the Office	Place a Basket at the Reception Area for the Post Man/Woman to drop the Letters etc. and avoid contact with PCE Staff. Disinfectant Mist Spray the delivered Items prior to contact/handling	Low	Postal Personnel. PCE Staff. PCE Family & Friends. PCE Head Office PCE Customers.
Deliveries to PCE or carryout local deliveries to Customers.	Medium	Daily Products & Materials deliveries to the Warehouse by Carriers/Drivers who are in contact with many people every day. Signing Paperwork or Electronic Devices Close contact with Customer at site Unloading and Paperwork Signing.	Interact with Delivery Drivers with a cautious approach and maintain the 2 meter social distance rules. Apply Hand Sanitizing Gel. Apply Face Mask if suspicious of the Delivery Driver coughing or appearance of poor health. Disinfectant Mist Spray Packages, Boxes, Cartons etc. when received from currently known and suspected affected Regions of the UK or Globally. Delivery Drivers should still maintain the 2 meter social distancing rules and complete the delivery notes themselves by asking for the customer's name. PCE Staff should not share vehicles or cabs, where suitable distancing cannot be achieved.	Low	Delivery Drivers. PCE Staff. PCE Family & Friends. PCE Head Office PCE Customers.
Lunch Time visits to Food outlets	Medium	Contact with General Public while buying Lunch at Supermarket or Local Food Vendor outlets and returning to the Office.	Hand Sanitizing Gel to be kept in their car and used prior to and on exit from the Shop or Vendor outlet. PCE Staff should not share vehicles or cabs, where suitable distancing cannot be achieved.	Low	Shop or Vendor outlet assistants. PCE Staff. PCE Family & Friends. PCE Head Office PCE Customers.

PCE Business Premises. Surface Contact with common items, Door Handles, Taps, Switches etc.	Medium	All Staff handling common fixtures / fittings if the Office & Warehouse.	Daily Disinfectant Wipe or Spraying of all commonly handled fixtures within the workplace. Daily Disinfectant Wipe or Spraying of personal work Items such as Desks, Phones, Computer Keyboards etc. Staff to have a regular application of Hand Sanitizing Gel throughout the working day.	Low	PCE Staff. PCE Family & Friends. PCE Head Office PCE Customers.
Staff Non- Working Personal time.		Regular Contact with General Public & Public Common fixtures / fittings etc.	Advise Staff to apply vigilance in public during this particular period and cautious personal hygiene measures for prevention of contracting this virus	Low	PCE Staff. PCE Family & Friends. PCE Head Office PCE Customers.

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