

## Using SLH supply depots and arranging material supplies from others

- As we come out of the lockdown and return to the workplace we need to look again at H&S. Our work lives are going to be different to normal, we will have a 'new normal'. As with anything new there will be new things to learn and new ways to do them. And there are new risks, SLH must protect you from those risks and train you to avoid them. In the new normal we need to reduce our contact (closer than 2m) with our colleagues. We need to understand and follow new behaviors
- To prevent the spread of the Covid 19 virus we will need to;
  - Always maintain social distance from colleagues/suppliers, at least 2m.
  - Be stringent with hand and forearm washing, if you touch something you didn't clean or bring from home then wash or sanitize your hands. Clean your hands before and at the end of every visit to a SLH depot.
  - No more than two people to meet or interact (socially distant) and for as short a time as possible.
- Making visits to SLH depots will look and work differently,
- **Ordering Materials.**
  - All materials **MUST** be ordered by phone or email prior to collection.
  - When ordering please remember to include address, appointment date and job number.
  - Items will then be pre-picked and ready for collection at the warehouse door.
- **Collection of Materials**
  - Time slots will be allocated for collection of materials to reduce number of operatives on site at the same time.
  - All materials must be collected from the warehouse door.
  - There must be no more than one operative at the trade counter, please stand away from the counter (Do not lean on glass screen).
  - Operatives waiting outside must ensure they are 2m apart (follow guidelines marked on floor) or wait in vehicle.
  - There will be no delivery of materials until further notice.
- **Delivered Materials**
  - Do not assume these are clear of the virus, clean hands between unpackaging and using, wipe down the articles if needed.
  - Products delivered over 72hrs before use should be safer to handle.
- **Facilities**
  - There will be a designated toilet for use by operatives.
  - Access will be via the front door (which will be locked).
  - Before entering building please ensure hands are sanitised and you are wearing a surgical mask.
  - Hand wash facilities will be available outside front door (Sink to be installed ASAP).
  - Knock and wait for a member of staff.
  - Access to toilet will be via corridor, designated toilet will be marked SLH staff only.
  - Canteen area and Wolseley toilet will be out of use to SLH operatives.
  - Only one operative at a time in the building.
- **Please ensure you adhere to all signage on display.**
- **Please note no operative should enter the warehouse area, anybody doing so will be in breach of Health and Safety and may face disciplinary action.**

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
L/ /S	1	2	3	4	5

# SLH Covid 19-Risk Assessment-use of depots and material supply



ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Carrying out arranged visits to SLH Depot	All Staff that work for SLH remotely, All Wolseley staff	Catching Covid 19 and developing a reaction to the virus that leads to a significant illness resulting in hospitalisation and potential end of life	3	5	15	<ul style="list-style-type: none"> <li>Be Alert, the depot arrangements have been set out to reduce the spread of virus either to you and your family or to the Wolseley staff and their families.</li> <li>Be Aware, SLH is managing the number of staff that congregate at the depot, do not use it as an opportunity to socialise with colleagues.</li> <li>Be Prepared, you are attending the depot to collect materials that you have already ordered or to use the welfare.</li> <li>Be Distant, maintain social distance(+2m) at all times, from all other people</li> <li>Be Considerate, do not cause an unmeant contamination in others, you may have the virus without showing symptoms.</li> </ul>	1	5	5
Meeting staff from other organisations during work activities.	All Staff that work for SLH remotely, All Wolseley staff, All third-party suppliers	Catching Covid 19 and developing a reaction to the virus that leads to a significant illness resulting in hospitalisation and potential end of life	3	5	15	<ul style="list-style-type: none"> <li>Be Alert, the Kendal depot has to manage SLH staff collecting materials and suppliers delivering materials whilst maintaining their own Covid secure status no. of people present. Do not over congregate in restricted areas. Use vans as a secure social distant space.</li> <li>Be Distant, maintain social distance(+2m) at all times, from all other people</li> <li>Be Considerate, do not cause an unmeant contamination in others, you may have the virus without showing symptoms</li> </ul>	1	5	5
Leaving a secure place, home. Contracting Covid 19 from a person not of your own household	All staff that change from working from home or Furlough	Developing a reaction to the Covid 19 virus that leads to a significant illness resulting in hospitalisation and potential end of life	3	5	15	<ul style="list-style-type: none"> <li>Be Alert, consider each part of the time spent away from home and each potential interaction with other people.</li> <li>Maintain strict social distance (+2m) from others at all times.</li> <li>Wash hands and forearms thoroughly for at least 20 seconds as soon and as often as you are able</li> <li>Consider others and the risk you may pose to them without knowing</li> </ul>	1	5	5

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			L	S	DR		L	S	DR
Leaving a secure place, home. Contracting Covid 19 from contact with surfaces and articles handled by others e.g. door furniture	All staff that change from working from home or Furlough	Developing a reaction to the Covid 19 virus that leads to a significant illness resulting in hospitalisation and potential end of life	3	5	15	<ul style="list-style-type: none"> <li>Be Prepared, have PPE, have the ability to sanitise with soap or detergent based products. Consider; detergent based anti-bacterial wipes, a flask of warm soapy water and a personal towel, several pairs of disposable gloves, a scarf, buff or snood or several disposable masks,</li> <li>Do not share vehicles or use a vehicle that is not normally only used by you or your household until it is sanitised. Once in a vehicle that is known to be clean consider it a safe place and reserve PPE use for higher risk activity.</li> <li>Consider PPE for actions like fuelling vehicles, entering other buildings, collecting materials.</li> <li>Wash your hands and forearms for at least 20 seconds before leaving home or any other clean safe place and wash them again when you arrive at a clean safe place,</li> <li>Wash your hands after any welfare activity such as preparing refreshments or using the toilet, and after moving through a building.</li> </ul>	1	5	5

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)  
 SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1) Degree of Risk (DR) = LIKELIHOOD x SEVERITY  
 \* Numbers used are for illustrative purposes only. \*\* Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

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