

## Risk assessment

Company name: A C Shropshire Ltd (Yard Staff) Assessment carried out by: David Mackley/Alan Forrest

Date of next review: January 2021

Date assessment was carried out: May 2020

Date Reviewed: 14<sup>th</sup> June 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Coming to and from work	Yard Staff/all employees	Yard staff are provided with separate parking areas across the site.  Access to office/garage/AD Plant office are restricted.  All yard staff returning from self-	None – control risks in place	All employees	Immediate/continuous	Completed

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		isolation or holiday must complete a questionnaire prior to them arriving at work. Questionnaire is done over the phone to reduce contact with isolated member of staff and person conducting questionnaire				
<b>Moving/working around Greens Lodge Farm (base)</b>	Yard staff/ Drivers/3 <sup>rd</sup> party drivers/visitors/ employees	Access to office/garage restricted.  Weighbridge terminal operated (when possible not 24/7) by office individual and cleaned down after use	None – control risks in place	Drivers/3 <sup>rd</sup> party drivers/employees/ visitors	Immediate/continuous	Completed

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		<p>Perspex screen added to driver service window to protect driver and person looking after ACS driver or 3<sup>rd</sup> party driver</p> <p>If queue is created drivers are encouraged to remain in the cab till the first driver has been processed. If drivers are out of cabs they are encouraged to keep their distance from others.</p>				

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		<p>Visitors are restricted and by appointment or vital operational needs only. All visiting drivers are encouraged to stay in cabs (where and when possible)</p> <p>Any plant/trucks used by yard staff should be cleaned down before and after use. Employee to concentrate on cleaning driver handle, steering wheel, gearstick and handbrake</p> <p>All fuel, ad blue, lubricants, etc. are</p>				

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		<p>available to Yard staff at ACS. Gloves must be used while using.</p> <p>Yard staff to wear provided gloves when possible</p> <p>Hand washing facilities available on site. Frequent hand washing is encouraged</p> <p>All yard staff are encouraged to make drinks for themselves</p> <p>Canteen space is limited and all yard staff should observe current social</p>				

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		<p>distancing guidelines. Any table used should be cleaned down before use.</p>				
<p><b>Handwashing</b></p>	<p>Yard staff/All employees</p>	<p>All towels have been removed from rest rooms and replaced with disposable tissues Bars of soap or squirty soap is available to all</p> <p>Bins are emptied daily and contents disposed of in general waste container</p> <p>If member of the team using said rest</p>	<p>Monitoring of cleaning</p>	<p>Individual users – reporting any issues</p>	<p>Immediate/continuous</p>	<p>Completed</p>

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		room was diagnosed with COVID-19. Rest room would be deep cleaned in line with Governments special guidelines				
<b>Lateral Flow Test</b>	All employees	All office personnel undertake a lateral flow test on Monday each week.	No further action	All employees	Immediate/continuous	Completed but constantly reviewed

**Notes:**

Weekly senior management meetings undertaken to review the impact of the pandemic on the business with appropriate actions taken as required.

Regular update notices issued to all staff informing of changes made at work to help protect them and also precautions that they should be taking to keep them and other members of staff safe.