



**Priority Express (Couriers) Ltd
Bristol Depot**

Specific Risk Assessment-RA01

(For further information on completing this form see the separate instruction sheet)

Reference No

BS13

Assessment: [Subject being assessed e.g. Use of a machine, A work area, Cash handling, etc]
Coronavirus (Covid-19)

Location / Work Area Offices / Warehouse & Yard / In Vehicle

Hazards-Risks Identified (e.g. Hazard / Oil Spillage-Risk / Serious injury due to slips and falls).
 Use your general risk assessments supplied, to assist you with the identification of your hazards.
 Risk of contracting Coronavirus (COVID-19) due to contact with other people who are already infected.

Persons at Risk (enter a ✓ in the box of those affected)

Employees	X	Young Persons (Under 18 years /individual assessment)	X
Contractors/Visitors	X	Pregnant Worker (individual assessment required)	X
General Public	X	Others (e.g. Disabled Workers)	X

Existing Risk Controls (e.g. Protective clothing, Training, Preventative maintenance, Guarding, Signage)

- Implementation of strict social distancing for all employees and visitors
- Provision of antibacterial hand wash and or hand gel
- Strict cleaning regime for phones, computers, desks, door handles, toilets, kitchen area and floors
- Provision of gloves and hand sanitiser for all drivers and riders
- Visual 2m distance signs installed in warehouse
- Contact-free delivery processes implemented for all document and parcel deliveries and collections

TAKING INTO ACCOUNT THE EXISTING CONTROLS. Select from the table below the likelihood of harm and the severity of the harm. (Enter a ✓ in the relevant boxes)

Likelihood of Harm/Injury	Highly Likely	3	Possible	2	X	Remote	1
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Severity of Harm/Injury	Fatality	5	Critical	4	Serious	3	X	Marginal	2	Minimal	1
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LIKELIHOOD OF HARM / INJURY x SEVERITY OF HARM / INJURY = RISK RATING

$$2 \times 3 = 6$$

Risk Rating (enter a ✓ in the relevant box below)

Very High Risk 10+		Medium Risk 5-9	X	Low Risk 1-4	
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Now you have established the risk level consider how frequently is the risk is likely to arise (enter a ✓ in the relevant box below)

Continual	X	Frequent		Minimal	
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Now you have completed your initial assessment answer the question below

Do you consider the existing controls are adequate?	Yes	X	No	
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Reference to additional assessments (e.g. CoSHH and manual handling)			
Risk Assessment	Ref No	Risk Assessment	Ref No

Further ACTION required to reduce the risk
Continually monitor latest Government advice and implement any required changes or additional safeguards.

Action to be implemented by	Target Date	Completed Date

Initial Assessment completed by	Name	Signature	Date
	Neil Havill		11/05/2020

Assessment Review	Date of first review

Assessment Review Completed by	Name	Signature	Date
	Andy Yeates		26/05/2020
Reason for review	Annual Review	Changes	Accident / Incident
		X	

Comments
 Further review carried out to ensure we adhere to the guidelines for staying Covid-19 secure.
 Additional notification posters put up in the depot.
 We have issued further supplies of hand sanitiser, gloves and face masks/coverings for drivers