



Books2Africa

Health, Safety & Hygiene Risk Assessment

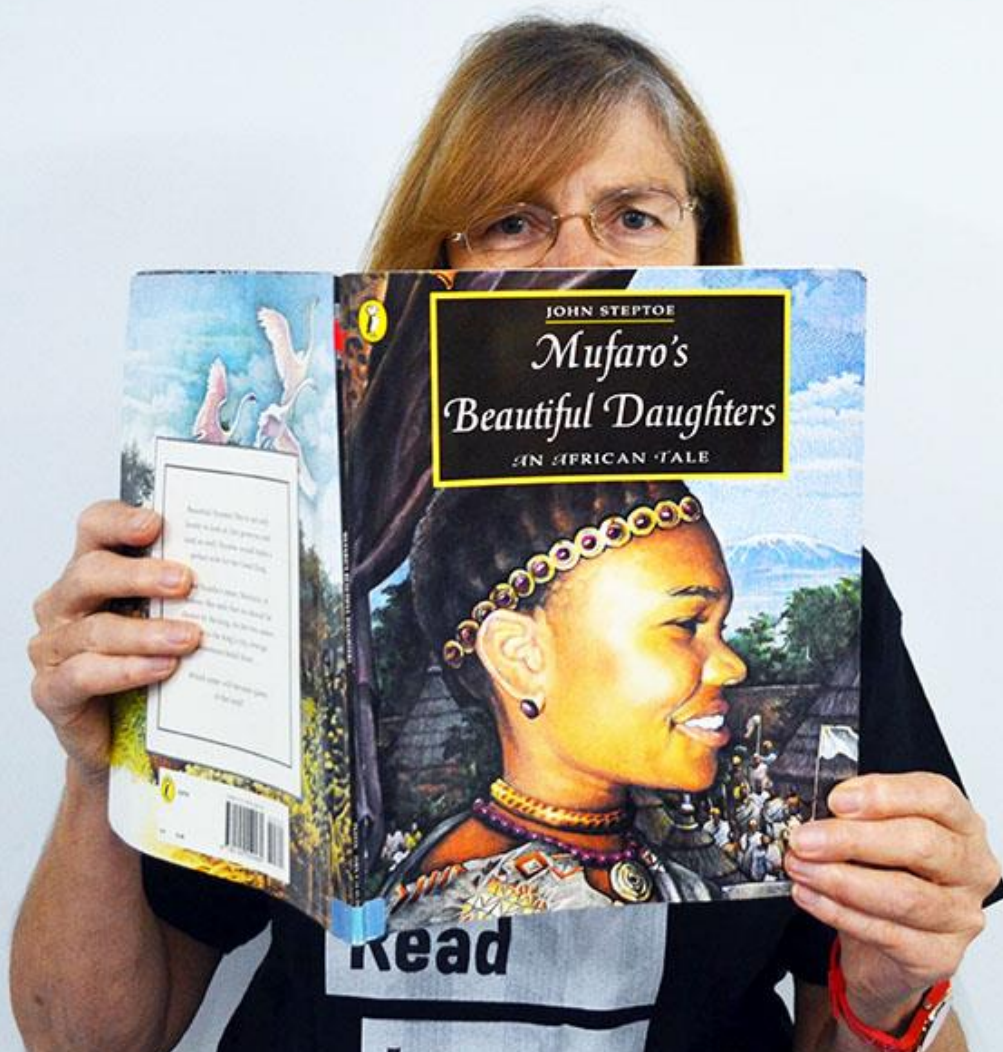


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Last Updated 21 May 2020 to include government advise on COVID-19

Produced in consultation with staff and in accordance to published Government Guidance on gov.uk

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Who Should Come in to Work?

The Government's Advice:

Everyone should work from home, unless they cannot work from home.

Risks Identified	Steps Taken
Too many staff on site.	Maximum number of staff on site limited to 10. Minimum of 1.
Too many staff within rooms.	Maximum number of staff within each room limited to 8. Minimum of 1.
Commuting to work.	Bicycles made available to borrow if needed to avoid public transport. Trips via taxi will also be reimbursed for volunteers, capped at £10 per day.
Staff with symptoms.	Staff with symptoms must stay at home and follow government advice on self-isolation. Email and Posters created.
Mental health of staff working from home.	Staff working from home will remain connected by signing in remotely using the Sign-In Companion App and have weekly check-ins with their manager.
Staff considered as "higher risk".	Clinically vulnerable individuals (see government definition) have been advised to work from home.

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Physical Distancing at Work

The Government's Advice:

Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.

Risks Identified	Steps Taken
Congested site entry and exit points.	Floor markings created to facilitate queuing and enforce 2m distancing.
Congested room entry and exit points, and pathways.	One-way flow introduced within site, with separate entry and exit pathways into working rooms. Clear floor markings created throughout pathways to indicate 2m distance.
Workstations too close to each other.	Layout of working rooms updated to ensure workstations are side-by-side. Where workstations are not up to 2m apart, transparent curtain dividers have been introduced.
Congested locker area, kitchen area, toilets and break room.	Markings and signage introduced to ensure staff use locker area, kitchen and toilets one at a time. 2m distance markings and signage introduced in break room.
Signing in and out of work.	One person is assigned the task of signing in and signing out staff daily via the Sign-In Device to avoid crowding and cross contamination. IDs with QR codes have also been introduced for contactless sign in/out.

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Hygiene at Work

The Government's Advice:

Keep the workplace clean and prevent transmission by touching contaminated surfaces.

Risks Identified	Steps Taken
Contaminated hands.	Gloves, Masks and Hygiene stations introduced around premises with hand gels and sanitizers located at strategic points. Signage introduced to remind staff to wash hands frequently. Hand towels replaced with disposable paper towels.
Contaminated door handles and entry/exit points.	Curtain dividers at entry and exit points have been removed to avoid touching curtains. Once open, doors are kept open using door stoppers to avoid touching handles. Doors are closed at end of shift and sanitized.
Contaminated tools and equipment.	Manual handling equipment (trolleys) have been labelled and designated to each workstation to avoid using interchangeably. Pallet trucks and forklifts are sanitized at beginning and end of shift and can only be used by authorised staff who must sanitize hands immediately after use.
Contaminated workstations.	Dettol disinfectant spray and paper towels provided in work rooms and signage introduced to remind staff to wipe workstations (tables, computers, keyboard, trolleys etc) before and after use.

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Accidents and Emergencies

The Government's Advice:
Prioritise safety during incidents.

Risks Identified	Steps Taken
Inadequate response to and documentation of accidents.	First Aid Boxes are provided in the Kitchen area and names of trained First Aider(s) are displayed on the Notice Board in the Reception Area. All accidents must be recorded by the supervisor on duty and responded to in line with our Health and Safety policy.
Accidents resulting from manual handling or use of equipment.	All staff must undergo a manual handling training before commencing work, covering all aspects of safe manual handling. Training guide and signage provided and installed within premises. Only trained staff are permitted to use pallet trucks & forklifts. Signage introduced warn pedestrians and keep loading areas clear.
Accidents resulting from trip hazards.	Trip hazards such as empty boxes, trolleys and shrink wrap must be contained within the marked areas of each workstation and disposed securely, all pathways always clear.
Accidents resulting from fires.	Emergency exit signs have been clearly marked and illuminated and staff reminded of designated evacuation points during induction and signing in. 12 fire extinguishers have been tested and located across the premises.

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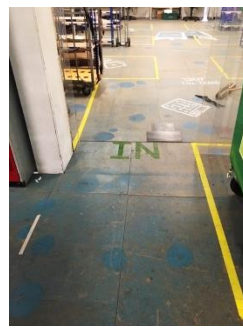
Visitors at Work

The Government's Advice:

Minimise the number of unnecessary visits to warehouses.

Risks Identified	Steps Taken
Risk of contamination by book donors	Book donors are no longer allowed to access the main premises. Donors making deliveries will only be attended to by the supervisor on duty outside the premises. Signage has been introduced that advises them to drop-off their donated items in the contactless drop-off point. If assistance is required to offload, PPE (gloves and masks) must be worn and offloaded by supervisor alone.
Risk of contamination by delivery drivers	Drivers making deliveries will only be attended to by the supervisor on duty outside the premises. Drivers are to offload deliveries themselves into the contactless drop-off point or pallet and obtain verbal consent in place of signatures. If assistance is required to offload, PPE (gloves and masks) must be worn.
Risk of contamination by tours facility	Tours of our facility for members of the public are suspended. Instead, a virtual tour of the facility has been introduced online.

Appendix



Signed

Director of Operations

Date

27 May 2020