

Activity	Coronavirus transmission	Reference No	CRNADCTRNWIDD240220R3	<b>GAME Retail Ltd. Risk Assessment</b>
Location	DC and welfare areas	Assessor (Print)	S. Widdowson	
Date	01 June 2021	Assessor (Sign)		

Risk Assessment Scoring	Severity of hazard (S)		Likelihood of Occurrence (L)		RPN (Risk Priority Number)			
	<b>RPN = S x L</b>	1	<b>Low:</b> First aid injury/property damage only (inconsequential damage to property)	1	<b>Low:</b> Highly Unlikely (Freak accident)	4	8	12
	2	<b>Moderate:</b> Minor consequence (Lost time/light duties injury up to 7 days / Minor damage)	2	<b>Medium:</b> Unlikely (Possible not expected next 12 months)	3	6	9	12
	3	<b>High:</b> Major consequence (Over 7 day injury / Damage that stops operations / HSE enforcement)	3	<b>High:</b> Likely (Hazard constant, daily weekly opportunity)	2	4	6	8
	4	<b>Significant:</b> Critical consequence (Long term injury/ fatality / HSE Prohibition)	4	<b>Very high:</b> Almost certain (Hazard constant, realised if any control absent)	1	2	3	4
<b>1 to 3: Trivial/Low</b> Ensure controls maintained		<b>4 or 7: Moderate</b> Take action to reduce the risk within 3 - 6 months		<b>8 to 11: Substantial</b> Take action to reduce the risk within 1 months		<b>12 to 16: Intolerable</b> Stop activity immediately		

<b>Step 1</b>	Identify the hazards (Anything with the potential to cause harm)	<b>Step 2</b>	Decide who might be harmed & how	<b>Step 3A</b>	Evaluate & then score the risk with the existing controls
<b>Step 3B</b>	Decide on additional controls needed to reduce risk and then evaluate & score the Risk again. Detail who will action the control measure and when	<b>Step 4</b>	Decide the best method to communicate your findings with those affected & then do so <i>Note additional/removed controls from generic stores risk assessments that staff need to be aware of on the "Amended control measures record" &amp; communicate these with the store team</i>	<b>Step 5</b>	Set initial review date and print

Step 1 Summary of hazard	Step 2 Who and how?	Step 3A			Step 3B					
		Existing Control Measures	Risk			Additional controls needed (Where appropriate)	By when and by whom?	Revised Risk		
			S	L	RPN			S	L	RPN

<p>Direct transmission of virus due to close proximity to each other</p>	<p>Employees, Visitors, Drivers and Contractors in the DC including offices, welfare areas and Bistro</p> <p>People may spread the virus between them due to their close proximity to each other</p> <p>Over-crowding particularly in welfare areas may cause people to unintentionally become in close proximity to each other</p>	<p>Employees regularly instructed to keep at least 2m apart at all times and to allow each other to pass through doors, rooms, corridors, walkways or other confined spaces before entering themselves. Specifically during briefings</p> <p>Posters displayed around the DC, Bistro, lockers and welfare areas to remind employees of the social distancing measures in place</p> <p>WAM's trained to monitor their areas and all other areas at all times and enforce control measures</p> <p>Tape placed on floor every 2m both sides of security gates and turnstile (DC and office), in between the turnstile and security gate, in front of security lodge window, at the Kronos points and in the queue in the bistro to demark where people should stand</p> <p>Equipment re-positioned where possible to ensure employees are not required to work next to each other</p> <p>All drivers advised of social distancing protocols in arrival and via posters in relevant areas</p> <p>Drivers not permitted in building apart from driver toilet</p> <p>All employees from the DC office to be WFH wherever possible</p> <p>All home workers to complete company DSE eLearning course and self-assessment</p> <p>Breaks arranged in shifts to reduce overcrowding in welfare areas</p> <p>Shift start and end staggered to prevent overcrowding during shift start/end</p> <p>Meetings to only be held where essential</p> <p>Meetings to be kept to the minimum number possible, to be held in as large an area as possible and a minimum distance of 2m between each other to be maintained at all times</p> <p>Desks in DC office positioned 2m+ apart</p>	3	2	6	<p>Disciplinary measures should be considered in order to enforce measures should they not be followed routinely</p> <p>Renew tape 2m floor markings where queue will form (Security gates, turnstile, KRONOS point)</p> <p>Meeting rooms to have excess chairs removed, tables marked where seating is not allowed and a poster on the doors showing capacity</p> <p>Driver toilet to have posters added to indicate maximum capacity and where drivers are to wait</p> <p>Where a 2 way system is in place employees are trained to keep to the right and not stop in walkways to talk</p> <p>One way system in place where possible with instruction to move up levels via the PODS and down via internal open staircases with contraflow allowed only where route is clear. Posters in place to provide reminders</p> <p>Lockers rooms to have maximum capacity posters displayed on doors and 2m floor markings to aid social distancing</p> <p>Review of reminder posters in place and more added if required</p> <p>Security team advised to wear a mask in the security lodge if there is more than one person in there</p> <p>Security advised a maximum of two people in the security lodge at any one time</p> <p>Security wand adapted to allow social distancing to be maintained during searches</p>	3	1	3
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<p>Cross contamination transmission from a contact surface</p>	<p>Employees, Visitors, Drivers and Contractors in the DC including offices, welfare areas and Bistro</p> <p>Transmission of the virus between people during every day operational activities</p> <p>Transmission of virus on reusable gloves</p> <p>Transmission of the virus on disposable gloves</p>	<p>Employees regularly instructed to following strict personal hygiene regimes including washing/sanitising their hands frequently during stock/equipment contact and before touching their face, taking breaks etc.</p> <p>Employees reminded of the above during weekly briefings.</p> <p>Cleaning regime in place to clean all high contact surfaces regularly with individual time frames based on frequency of contact</p> <p>Deep clean risk assessment and safe system of work available for use when and if required</p> <p>Weekly fogging of DC offices, welfare areas completed each week and upon identification of a confirmed case</p> <p>Posters displayed around the DC, Bistro, lockers and welfare areas to remind employees of the importance of hygiene and regular hand washing/sanitising</p> <p>Posters displayed around the DC, Bistro, lockers and welfare areas reminding employees displayed to remind staff no handshaking (Multiple language)</p> <p>Supplies in welfare facilities checked daily by cleaners</p> <p>Hand sanitiser placed around the DC with focus on high risk areas (Returns, web returns, truck/combi parking areas, KRONOS points etc.)</p> <p>RF guns and WMS/ JDA terminal to be cleaned at start of each day</p> <p>Wherever possible terminals, RF GUNS and other work equipment is to be nominated for use by specific individuals and cleaned before use</p> <p>Trucks, combis and other work equipment wiped down daily and hand sanitiser used after each use</p> <p>Gloves of any kind are not to be used in the DC during the pandemic unless specifically instructed by the DC management team for specific tasks. Where used they must be disposable and hands must be washed/sanitised after removal.</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>Cleaning schedule to have a sign off tick sheet for each cleaning interval and completion records retained for future reference. (As per the office)</p> <p>Posters to be placed near all shared equipment along with hand sanitiser, reminding employees to sanitise their hands before and after use (Kronos points, trucks, combis, printers, computer workstations etc)</p> <p>Review of reminder posters in place and more added if required</p>				<p>0</p>
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Step 1 Summary of hazard	Step 2 Who and how?	Step 3A			Step 3B						
		Existing Control Measures	Risk			Additional controls needed (Where appropriate)	By when and by whom?	Revised Risk			
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Web returns transmitting virus to employees in the DC	<p>Employees processing web returns in the DC</p> <p>Transmission of any virus still present on products returned from stores to employees in the DC</p>	<p>Employees regularly instructed to following strict personal hygiene regimes including washing/sanitising their hands frequently particularly when processing web returns and before touching their face, taking breaks etc.</p> <p>Where possible web returns to be left for at least 48 hours from posting/collection before processing</p>	3	1	3						0
Reverse logistics transmitting virus to employees in the DC	<p>Employees processing recalled stock in the DC</p> <p>Transmission of any virus still present on products returned from stores to employees in the DC</p>	<p>Employees regularly instructed to following strict personal hygiene regimes including washing/sanitising their hands frequently particularly when processing recalls and before touching their face, taking breaks etc.</p> <p>Posters displayed in recall area to remind employees of the importance of hygiene and regular hand washing/sanitising</p> <p>Where possible recalls to be left for at least 48 hours from collection before processing</p>	3	1	3				3	1	3
Direct transmission of virus due to working in close proximity to each other	<p>Employees completing specific tasks</p> <p>The virus may be transmitted between employees where they are working within 2m of each other due to the configuration of the work environment and equipment required</p>	<p>DC has been audited to assess where employees cannot work more than 2m from each other; Stock moves desk flipped 270 degrees; Upstairs matching area desk moved back 2m; Scanning station upstairs relocated; Goods in area upstairs marked out to show 2m distance around table; Downstairs matching area extended into walkway by put pick; Only one per two scanning stations in returns staffed or Perspex screens in place; Distance between returns scanning stations and matching desk increased; Only one person inside a trailer at a time when trailer tipping, Entrance/exit process changed on start/ end day / break; Physical distancing monitored by security on entrance/exit</p> <p>Areas and equipment have been reconfigured to allow employees to work 2m apart</p> <p>Packing benches, WAM desk in online and goods in benches have acrylic screens in place where within 2m</p>	3	2	6	Perspex screens added between sorter inducts			3	1	3

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A confirmed case of COVID-19 being present in the workplace in the last 48 hours transmitting the virus to others	<p>Employees, Visitors, Drivers and Contractors in the DC including offices, welfare areas and Bistro</p> <p>Virus left by infected/potentially infected person may still be present on high contact surfaces and transmitted to other employees</p>	<p>Employees regularly instructed to following strict personal hygiene regimes including washing/sanitising their hands frequently during stock/equipment contact and before touching their face, taking breaks etc.</p> <p>Employees reminded of the above during weekly briefings.</p> <p>Posters displayed around the DC, Bistro, lockers and welfare areas to remind employees of the importance of hygiene and regular hand washing/sanitising</p> <p>H&amp;S team available to be contacted for advice where required</p> <p>Clean of relevant areas conducted where someone with symptoms has been in the workplace AND they/a household member has been confirmed with COVID-19 in the last 48 hours</p> <p>Reassurance fogging completed if a confirmed case has been in the setting within 5 days of first symptom or test sample date</p>	3	1	3						0
Contractors/visitors in store may transmit the virus to employees and vice versa	<p>Employees, Visitors, Drivers and Contractors in the DC including offices, welfare areas and Bistro</p> <p>People may transmit the virus between them while visitors and contractors attend stores</p>	<p>No visitors/contractors allowed on site unless H&amp;S or business critical with monitoring by engineering manager</p> <p>Where contractors and visitors are permitted on site they are briefed as to any control measures that they need to be aware of and to confirm they have no symptoms</p> <p>Temperature checks to be taken for all visitors and non-site based contractors upon arrival at the security lodge or reception to ensure under temperature in government guidelines</p>	3	1	3						0

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Transmission of virus when making, obtaining and consuming refreshments	<p>Employees in the DC including offices, welfare areas and Bistro</p> <p>Virus may be transmitted between staff while making and drinking refreshments and taking breaks</p>	<p>Cleaning regime in place to ensure increased frequency cleaning of high contact surfaces in all welfare areas</p> <p>Vending machine controls and retrieval slot to be cleaned down regularly in line with the above.</p> <p>Self-serve condiments and food contact items in the Bistro removed and administered by Bistro team individually (i.e. Food service tongs/spoons, condiments, cutlery and cutlery caddies, trays, sweetener and sugar holders, coffee stirrers etc.)</p> <p>Re-usable bistro items to be cleaned thoroughly between uses (trays etc.)</p> <p>Employees informed not to handle each other's cups, bottles and food containers</p> <p>Employees informed not to share food from the same food container such as tubs of sweets</p> <p>Tables in welfare areas and Bistro restricted to one person per table with signage in place</p>	3	1	3						0
Transmission of virus where someone has symptoms in the workplace	<p>Employees, contactors, visitors and customers</p> <p>An employee displaying symptoms of the virus may be infectious to others</p>	<p>Employee informed to follow all group/government advice relating to self-isolation</p> <p>People team available to support and advise in conjunction with H&amp;S team where required</p> <p>Cleaning regime in place to clean all high contact surfaces regularly with individual timeframes based in frequency of contact</p>	3	2	6						0

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Transmission of virus to vulnerable employees from high risk groups	<p>Employees in the DC including offices, welfare areas and Bistro</p> <p>Vulnerable workers in high risk groups may develop more severe symptoms if they contract the virus</p> <p>Employees WFH may face hazards from incorrect DSE use</p>	<p>Follow the current group/government guidelines in terms of advising staff to work from home and protecting vulnerable workers.</p> <p>Any staff over 60 or that have existing health conditions which may increase their risk of developing severe symptoms to contact people team for further advice or to follow current government guidance.</p> <p>All home workers to complete company eLearning course and self-assessment</p>	4	1	4						0
Transmission of virus through particles in the ai	<p>Employees, Visitors and Contractors in HO, tea points/kitchen areas, welfare areas and Bistro</p> <p>A lack of natural or mechanical ventilation may increase the risk of people transmitting the virus to each other</p>	<p>Facilities ensuring issues with ventilation system are reported addressed as a priority</p> <p>Smaller rooms limited based on size with employees aware and posters and markings in place</p>	3	1	3	<p>Ensure ventilation is all active and set to maximum throughput</p> <p>Good in doors to be left open where safe to do so</p>					0
Transmission of virus while providing first aid	<p>First Aiders, Employees, Visitors and Contractors</p> <p>Transmission of virus due to close contact with the casualty while providing treatment</p> <p>Transmission of virus while providing CPR to the casualty</p> <p>Transmission of virus due to contamination by bodily fluids</p>	<p>First aid only to be provided by trained first aiders</p> <p>First aiders provided with additional PPE including visors, disposable aprons, personal hand sanitising gel, disposable gloves and face masks</p> <p>First aiders kept up to date with advice on how to minimise risk while treating casualties</p> <p>First aiders kept up to date with advice on how to provide CPR safely such as if to provide rescue breaths</p> <p>First aiders reminded of the importance of maintaining good hand and respiratory hygiene and disposing of potentially contaminated materials safely</p>	3	2	6						0



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Impacted fire safety measures due to COVID control measures	<p>Fire wardens, Employees, Visitors and Contractors</p> <p>Evacuations may take longer as employees follow COVID secure control measures</p> <p>Employees may group together at fire meeting points following an evacuation</p> <p>Employees may fail to use reception as a fire evacuation point as it is closed</p> <p>Employees may fail to adhere to social distancing when re-entering the building</p> <p>Employees may transmit the virus to each other while operating doors during an evacuation</p>	<p>Employees instructed that until further notice when reoccupying the building following an evacuation, this can be done via any fire exit and that all people should not try to re-enter via the main doors</p> <p>Employees instructed that in the event of a fire they must ignore 1 way systems while maintaining social distancing wherever possible</p> <p>Employees instructed to maintain social distancing when at fire meeting points and during reoccupation</p> <p>Fire marshals instructed to enforce social distancing at fire meeting points and during reoccupation</p> <p>Employees informed that reception remains a fire exit point and the first person to arrive at the barriers should push them open</p>	3	1	3	<p>Hand sanitiser to be made available at fire meeting point during planned evacuations to minimise risk from people touching doors and handles</p> <p>Fire marshals informed for planned evacuations social distancing should be reinforced during evacuation stage where possible</p>		3	1	3
										0
										0
										0
										0

#### Risk assessment review

- If there are additional controls to be implemented, the latest date for completion should be the review date. Once completed a new review date of +12 months should be added (unless the risk assessment dictates otherwise)
- If there are no additional controls to be implemented then a review date of +12 months should be added (unless the risk assessment dictates otherwise)
- If there is a significant change in the workplace including people affected, or a related incident occurs the risk assessment must be reviewed
- Every 3 years a new risk assessment must be completed

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Step 5 Review date	Review completed date	Additional controls completed? Y/N/NA	Reviewed by (Print)	Reviewed by (Sign)	I have read and understand the findings of this risk assessment and agree to comply with the control measures as stated										
					Manager (print & sign)		Manager (print & sign)		Manager (print & sign)		Manager (print & sign)				
11/09/21															