



## QSHE 191 Risk Assessment form

All UK & Ireland Facilities / Staying COVID Secure RA / 18May 2020

Complete

Score		Actions	5
75%			
Site		All UK & Ireland Facilities	
Activity Assessed		Staying COVID Secure RA	
Location		All UK & Ireland Facilities	
Assessment Date		18th May 2020	
Review Date		18th August 2020	
Assessor (name)		Tiffany Argent	
Assisted by (names)		Alan Saunderson	
Reviewed and updated by QSHE Committee 22 <sup>nd</sup> May 2020			

*This risk assessment supersedes Operations during COVID19 situation completed 3<sup>rd</sup> April 2020*

Hazard Summary	,5 actions
1. Exposure to pathogen/ biological – COVID19	Major
2. Working with display screen equipment – Work stations at home (WFH)	Minor
3. Lone Working - working alone due to reduced workforce on site	Minor
4. Contact moving vehicles/ driving at work – MHE and Lorries	Minor
5. Business operations - Site shut down preparedness	Minor
6. Emergency Preparedness – provision of First Aid and Fire wardens	Minor
7. Mental Health & wellbeing	Minor
8. Emergency Preparedness Emergency situations	Minor

# Hazard 1

2 actions, 75%

Select your Hazard

Exposure to pathogen/ biological [C]

Source of Hazard

COVID19

Who is exposed

- Employee
- Colleague
- ThirdPartyemployee(orcontractor)
- Young person
- New or expectant mother

This risk assessment is supported by the Staying COVID Secure Policy which is available online together with the Staying COVID Secure statement that will be displayed in all buildings. These documents, together with this risk assessment are available to download from the [www.dbschenker.com](http://www.dbschenker.com) website. The majority of colleagues who have been working from home will remain to do so for the foreseeable future. Any colleague who can not continue to work from home can come back to the workplace. All colleagues within the business will be subjected to Post COVID19 Operations training that cover social distancing, cleaning requirements and personal hygiene. A new section within the QSHE induction also includes social distancing requirements. All visitors including the occasional engineers are permitted onsite for essential reasons. Visitors can only enter site with prior approval. All visitors must complete a disclaimer. Drivers entering the warehouse and yard must also complete a disclaimer. Touchless access to visitor sign in will be applied where reasonably practicable. Social distancing rules are being applied across all facilities and signage is being applied across the workplace to remind colleagues and visitors of the requirements. Personal hygiene measures are in place including fully stocked sanitation stations within each facility. Cleaning regimes have been increased to regularly dispose of antibacterial wipes and depleted PPE. Increased cleaning of touch points around the facilities has also been introduced. Cleaning materials, sanitation station stock, cleaning regimes and social distancing compliance will be checked by the QSHE Representative/ Social distancing champion using template QSHE 194k



Photo 1

To do | Assignee Alan Saunderson | Priority Low | Due 25th May, 2020 3:27 PM BST | Created by Tiffany Argent

Update contractor induction to include social distancing requirements.

**COMPLETE** | Assignee Tiffany Argent | Priority Low | Due 25th May, 2020 3:14 PM BST | Created by Tiffany Argent

Update visitors disclaimers to reflect change in symptoms

Existing Controls See not above. Disclaimers are retained here on DB Planet: <https://db-planet.deutschebahn.com/pages/qshe-uk-ireland/apps/wiki/covid-19-documentation/list/view/9c50880a-24dd-4305-9dda-c380d2acd240?currentLanguage=EN>.

How much is the likelihood of occurrence of hazard

Remote

due to the current statistics, suspected cases of COVID 19 have reduced significantly across the cluster and absence due to the illness is deemed low. The likelihood level is therefore dropped to remote from possible.

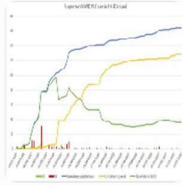


Photo 2

What could be the severity of Injury/ Disease

Reporting Injury, critical loss of process/damage

If any COVID19 symptoms experienced by employees or families (new persistent cough, fever or anosmia - the loss of or a change in your normal sense of smell and/ or taste), they are required to inform line managers and HR who will monitor effect on the business. If a colleague develops symptoms whilst in the workplace, an isolation room is available that is adequately stocked with hand sanitizer, tissues, antibacterial wipes and paper towels. Each room will also contain a process on who to contact as this will be specific to the site. Stock will be checked by the QSHE Representative/ Social distancing champion using template QSHE 194k. Illnesses as a result of COVID19 are not required to be reported under RIDDOR (UK) or Health and Welfare at Work (General Application) Regulations 2016 (IRE) or deemed as a LTI in DB Schenker reporting requirements. Unless it is proven that the case was transmitted on a DB Schenker facility.

What is the risk rating for this hazard?

Major

## Hazard 2

66.67%

Select your Hazard

Working with display screen equipment [D]

Source of Hazard

Work stations in homes (WFH)

Who is exposed

Employee



Photo 3

**Existing Controls** All colleagues required to WFH are required to complete a DSE assessment (QSHE 188) on iAuditor. Practical advice is also provided via a leaflet and within the assessment. Any issues raised during the assessments are investigated on a 1:1 basis by the QSHE Team. Any additional equipment required is approved by the line manager.

How much is the likelihood of occurrence of hazard

Possible

What could be the severity of Injury/ Disease

Lost time injury, loss of process, limited damage

What is the risk rating for this hazard?

Minor

## Hazard 3

66.67%

Select your Hazard

Lone working

Source of Hazard

working alone due to reduced workforce onsite

Who is exposed

Employee



QSHE SOP 044

**Existing Controls** QSHE SOP 044 details lone working process. Solo Protect equipment available in HAY, BAL, BOH and DON. Additional mobile app support is available via QSHE upon request specific to facility requirements. Only low risk tasks permitted during lone working situations. Buddy system can also be used - see process.

How much is the likelihood of occurrence of hazard

Remote

What could be the severity of Injury/ Disease

Lost time injury, loss of process, limited damage

What is the risk rating for this hazard?

Minor

## Hazard 4

, 66.67%

Select your Hazard

Contact moving vehicles/ driving at work



QSHS SOP 015

Source of Hazard

Manual handling equipment, e.g FLTs

Who is exposed

Employee  
Third Party employee (or contractor)

Existing Controls Usual MHE control measures are continuing regarding safe operation. However, Updated QSHS SOP 015 due to training availability. No new MHE operators are permitted for the foreseeable future. Refresher training has been extended by 6 months dependent on previous driver history - see SOP for full details.

How much is the likelihood of occurrence of hazard

Remote

What could be the severity of Injury/ Disease

Lost time injury, loss of process, limited damage

What is the risk rating for this hazard?

Minor

## Hazard 5 -

1 action 80%

Source of Hazard

Business operations - Site shut down preparedness

Who is exposed

Employee Colleague  
Third Party employee (or contractor)  
New or expectant mother  
Young person



QSHS SOP 015

Existing Controls New process QSHS SOP 015 for Pandemic planning. All facilities have completed site shut down plan QSHS 215 in order to prepare for a confirmed COVID19 case on site.

How much is the likelihood of occurrence of hazard

Possible

What could be the severity of Injury/ Disease

Lost time injury, loss of process, limited damage

What is the risk rating for this hazard?

Minor

## Hazard 6

Other Hazard      Emergency Preparedness - First Aid and Fire wardens

Source of Hazard      lack of provisions on site during reduction of staff

Who is exposed	Employee Colleague ThirdPartyemployee(orcontractor) Young person New or expectant mother
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Existing Controls      Free online First aid refresher training is available via the Red Cross [website here](http://firstaidonlinelearning.redcross.org.uk/)

To do | Assignee Tiffany Argent/ Elena Price | Priority Low | Due 29<sup>th</sup> May, 2020 12:17 PM BST | Created by Tiffany Argent

Complete devising an online Fire Awareness course on Articulate

How much is the likelihood of occurrence of hazard	Possible
What could be the severity of Injury/ Disease	First Aid Injury, minor loss of process, slight damage
What is the risk rating for this hazard?	Minor

## Hazard 7

66.67%

Source of Hazard      Mental health/Wellbeing

Who is exposed	Employee Colleague Member of Public Young person New or expectant mother
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Photo 7

Existing Controls Regular voice contact with colleagues/customers as preference to emails. Where possible, meetings to via cameras to see colleagues and meetings to include non-work related items to increase social interaction. Maintenance of positive mental health poster communicated to workforce. Online Yoga session available and promotion of colleague benefit portal with additional support and advice. Laya Healthcare (IRE), Vitality (UK), Westfield (UK) have employee programs to promote positive mental health and support for those who require it. Managers have attended training courses on how to manage a remote

How-much-is-the-likelihood-of-occurrence-of-hazard?	Possible
What-could-be-the-severity-of-Injury/·Disease?	Lost-time-injury, loss-of-process, limited-damage
What-is-the-risk-rating-for-this-hazard?	Minor

## Hazard 8

1 action, 66.67%

Other Hazard

Emergency Preparedness

Source of Hazard

Emergency situations

Who is exposed

Employee

Colleague

Third Party employee (or contractor)

Visitor



Photo 8

To do | Assignee Gavin Stapleton | Priority Low | Due 25th May, 2020 4:10 PM BST | Created by Tiffany Argent

Provide guidance regarding social distancing during a DG spill situation

Existing Controls Posters and signage applied around the building and advice provided to trained colleagues

How much is the likelihood of occurrence of hazard

Remote

What could be the severity of Injury/ Disease

Lost time injury, loss of process, limited damage

What is the risk rating for this hazard?

Minor

# Control Measures and Personal Protective Equipment Required

1 action, 100%

Machinery protection devices (guards, interlocks)

No

Specific system of work (e.g. SSW, Work at Height Permit)

Yes



Photo 9

Specify Type/ Grade Project to enhance the workplace enabling doubling the workspace in a touchless workplace. Screens to be installed around desks and reception areas. A touchless aid that will assist in opening doors together with touchless door mechanisms. Guidance for working safety and reducing transmission of infections available on DBPlanet. Together with facility deep cleaning process

Task / Hazard Controlled

transmission of infections

Hearing Protection

No

Eye Protection

No

Respiratory Protection

Yes



Photo 10

Specify Type/ Grade

EN136 - face/dust mask

Task / Hazard Controlled

reducing transmission of infections

Hand Protection

Yes

Specify Type/ Grade

EN388 Abrasion resistant

Task / Hazard Controlled Not mandatory but available to reduce the risk of transition of the infection reducing transmission of infections. Task based risk assessments will determine the specific grade of hand PPE where necessary.



Protective coveralls/ clothing	Yes
Specify Type/ Grade	Overalls
<b>COMPLETE</b>   Assignee Tiffany Argent   Priority Low   Due 25th May, 2020 4:42 PM BST   Created by Tiffany Argent	
add paper coveralls to first aid risk assessments	
Task / Hazard Controlled	contamination of firstaider clothing from potential COVID19 injured person.
Footwear	Yes
Specify Type/ Grade	EN20345 Safety boots
Task / Hazard Controlled	standard for working in the warehouse
Other	No

## Sign Off

Manager's Name & Signature



Tiffany Argent  
18th May, 2020 4:43 PM BST

# Appendix - Media Roll

**Staying COVID-19 Secure in 2020**

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

- ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- ✓ We have cleaning, handwashing and hygiene procedures in line with guidance
- ✓ We have taken all reasonable steps to help people work from home
- ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to manage transmission risk

Employer DB Schenker Date 15<sup>th</sup> May 2020

Tiffany Argent OSHE Cluster Lead Manager UK & Ireland  
 Who to contact (0208 8314527)  
 (or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Photo 1

**DB SCHENKER**  
 Delivering solutions.

**Working From Home**  
 Best practice guidance

In the current climate, more DB Schenker UK & IE colleagues are working from home. Follow the advice below. Any issues please contact : [OSHE.uk@dbshenker.com](mailto:OSHE.uk@dbshenker.com) or your line manager.

**ALL HOME WORKERS MUST COMPLETE A RISK ASSESSMENT**—OSHE 100 DSE assessment  
 Go to [safeyculture.com](http://safeyculture.com) and log-in using [oshe.uk@dbshenker.com](http://oshe.uk@dbshenker.com) password: [dse2020](http://dse2020)

**Sitting Position**  
 Use a desk or table where possible. Ensure an adequate position is maintained so that posture is always considered.

**Environment**  
 Ensure lighting is adequate and reducing glare on the screen, e.g face a window rather than your back to a window.

**Communication**  
 Home working can be solitary—keep in regular touch with your colleagues via Teams chat or calls. Use headphones/ speaker rather than your handset.

**Breaks**  
 Take regular microbreaks from your work station, include stretches and movement and do take your main breaks.

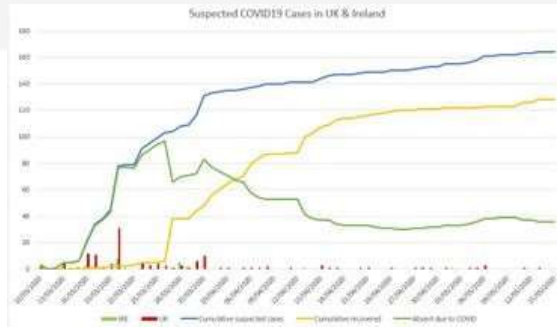


Photo 2

**Lone Working Process**  
 (QSHE SOP 044)

Inputs: A lone worker is someone who is working without direct supervision or contact. Lone working is identified via risk assessment (OSHE SOP 001). Lone working monitoring device/system inputs.

Process: High risk - High risk - On-Call in the warehouse. Risking in isolated area in the warehouse. Responding to out of hours alarms. Remote working. Office working after standard office hours (before 9am and after 5:30pm).

Outputs: Risk assessments are retained on branch documents on Microsoft Teams. Lone working device - Sensor outputs to the lone working monitoring station and possible intervention protocols.

Risks: A person lone to repair with no instructions for a second office. Damaged items left unattended with obvious approval. Access to hazardous to the building. A major incident happens regarding lone working in a warehouse.

Control: No high risk work is permitted for lone workers. Use of the 'Quality System' - checking on lone workers every 30 minutes via telephone face to face. Lone working monitor user instruction guides. IND023 - HSE guidance for lone workers.

Opportunities: Review work processes when possible to engineer out lone working. If identified, all sites to have lone working devices/subscriptions.

Photo 4

**Pandemic Planning Process**  
**Coronavirus (COVID-19)**  
 (QSHE SOP 011)

Inputs: Coronavirus (COVID-19) is a new disease that can affect your lungs and airways. First identified in China December 2019.

Process - Reactionary Measures: Immediate Response: Contact medical professionals - contact family members. Management Responsibilities: Review COVID-19 risk with your client. Review COVID-19 risk with your client.

Outputs: Risk Assessment: Review COVID-19 risk with your client. Review COVID-19 risk with your client. Review COVID-19 risk with your client.

Risks: Lack of employees. Negative media attention. Escalated operations - increased operational costs, lost capacity. Unreliable information - lack of up to date and consistent high level evidence regarding the nature of the virus.

Control - Preventative Measures: Manage Responsibilities: Social distancing. Individual Responsibilities: Avoid public places before eating, drinking, using the transport, being main alone etc. Cover all face and avoid eye contact with respiratory droplets.

Further Information: Advice regularly updated on [www.gov.uk](http://www.gov.uk). No vaccine is currently available.

Photo 6

**Social Distancing in an Emergency**

There is a requirement to exit the building in case of an emergency. As part of the new normal, it is important that we maintain social distancing.

• Exit the building in single file

• If using stairs, leave two steps between you and the person in front

• Maintain 2 meter social distancing at the muster point.

• Follow instructions from the Principle Fire Warden

• Report any issues to your manager

**KEEP YOUR 2M DISTANCE**

**OSHE**  
 STAY SAFE & ACT RESPONSIBLY  
 2020

Photo 8

Photo 3

Manual Handling Equipment Process (QSHE SOP 015)		Issue #: Date: 5702/2020	DB SCHENKER
<b>Inputs</b>	<b>Process</b>	<b>Outputs</b>	
<p><b>On Site Equipment</b></p> <ul style="list-style-type: none"> <li>Full UK Ticks (L1) for all Counter</li> <li>Procedural (SOP) books (PPTD)</li> <li>Manual LHM</li> <li>Mobile Elevated Work Platforms (MEWP)</li> </ul> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>Site for equipment (SOP 100, Personnel, Non-warehouse staff, handling other vehicles and objects)</li> </ul> <p><b>Facility Design Features</b></p> <ul style="list-style-type: none"> <li>Falls, LCA, HCT's and other quality control metrics</li> </ul>	<ul style="list-style-type: none"> <li>Stock requirements (In/Out) using Manual Handling Equipment (MHE)</li> <li>Procedures relating to the normalised state to collect personnel/equipment loading for contractual events</li> <li>Loaders and contractors working in the warehouse and dock environments</li> </ul>	<p>Clear loading and unloading with minimal stopping &amp; starting and full pallet</p> <p>Equipment used in a different configuration as per equipment - meet to complete for use as required within the time and safety constraints</p> <p>Available stock (warehouse) reports on the ground control system (GCS) and the equipment is available</p> <p>As of the 23rd March 2020 and since that date the above has not been updated &amp; any access to the provided content, is subject to any and all other applicable laws, regulations, standards, and other requirements that may apply to the use of the information contained herein. The document is to be reviewed in 12 months.</p>	
<b>Risks</b>	<b>Control</b>	<b>Opportunities</b>	
<ul style="list-style-type: none"> <li>Plans to operate/overhaul, being used or damaged due to inappropriate assessment</li> <li>Damage to equipment and supply's property</li> <li>Damage to health or other individuals</li> </ul>	<p>1. The equipment is used in accordance with the manufacturer's instructions.</p> <p>2. The equipment is used in accordance with the manufacturer's instructions.</p> <p>3. The equipment is used in accordance with the manufacturer's instructions.</p> <p>4. The equipment is used in accordance with the manufacturer's instructions.</p> <p>5. The equipment is used in accordance with the manufacturer's instructions.</p> <p>6. The equipment is used in accordance with the manufacturer's instructions.</p> <p>7. The equipment is used in accordance with the manufacturer's instructions.</p> <p>8. The equipment is used in accordance with the manufacturer's instructions.</p> <p>9. The equipment is used in accordance with the manufacturer's instructions.</p> <p>10. The equipment is used in accordance with the manufacturer's instructions.</p>	<p>As of the 23rd March 2020 and since that date the above has not been updated &amp; any access to the provided content, is subject to any and all other applicable laws, regulations, standards, and other requirements that may apply to the use of the information contained herein. The document is to be reviewed in 12 months.</p>	

Photo 5

## Maintaining positive mental health

- Stick to the Facts**  
Find a reliable source of information such as the UK or govt sites. Try and limit your time on social media and don't have the news on a loop.
- Stay on top of difficult feelings**  
Some people may experience mental anxiety that can affect their daily life. Try to focus on the things you can control. Spend time with people and consider where and how often you get information.
- Stay Healthy**  
Our physical health has a big impact on how we feel. Try to eat healthy, well-balanced meals, drink enough water and exercise regularly.
- Support and help others**  
Helping someone else can benefit you as well as them, so try to be a little more understanding of other people's concerns, worries or behaviours at this time.
- Do things you enjoy**  
Focus on your favourite hobby or learn something new. Taking time to relax with others will help with anxiety, thoughts and feelings.
- Connect with people**  
Even when social distancing it's important to remain connected with colleagues and family. Aim to call someone everyday and use Teams to stay in touch with workmates.
- Focus on the present**  
Focusing on the present, rather than worrying about the future, can help with difficult emotions and improve our wellbeing. Try relaxation techniques, such as colouring or meditation - try the Headspace mobile application.
- Make a plan**  
Having structure and routine in our lives will help you feel more prepared and less concerned. Talk to your manager regularly so they can help and involve you in decisions. Don't forget to include you time and time with family.
- Talk about your worries**  
It's normal to feel worried or stressed out if it's important to share these worries with those you trust. You can also use the EHS helpline (0345 221 2222) or Mind in the UK (0300 123 3393).
- Look after your sleep**  
Good quality sleep makes a big difference to how we feel mentally and physically, so it's important to get enough. Try to keep a regular sleeping pattern and follow good sleep guidelines.

#INITTOGETHER

Photo 7

## Personal Protective Equipment Face Masks

Paper face masks can be used to prevent the spread of COVID19 infection via coughs and sneezes.

### HOW TO WEAR A MASK?

- It should COVER YOUR MOUTH, NOSE AND CHIN, with the coloured side facing outwards.
- PINCH THE METAL EDGE OF THE MASK so that it presses gently on your nose bridge.
- Remove a used mask by HOLDING ONLY THE EAR LOOPS.

Replace after eating, smoking and if they become wet.

Dispose of used masks in designated waste bins.

Don't forget regularly wash your hands at least for 20 seconds

STAY SAFE & ACT RESPONSIBLY

2020  
Second Step: Distance  
Zero Excuses

Photo 10

**Guidance for Cleaning Warehouses and Offices**

Common symptoms of coronavirus (COVID-19)

new and continuous cough or high temperature

If you have symptoms of coronavirus, you need to **self-isolate for 7 days**.

If you live with someone who has symptoms, you need to **self-isolate for 14 days** from the day their symptoms started.

Only use NHS 111 if your symptoms get worse or are no better after home isolation.

**Regularly wash your hands at least for 20 seconds**

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Before and after handling documents
- Eat or handle food

Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away.

If a person becomes ill at work they must be sent home to self isolate for 7 days.

Colleagues working in their vicinity should be relocated until the area is cleaned.

The Line Manager is to determine where they have spent the majority of their working time over the last 48 hours. They must then contact their SMT member and their HR business partner.

Contact Diane James to organize the cleaning company +44 208 8314545

Wherever possible, wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.

The amount of virus living on surfaces will reduce significantly after cleaning

**72 hours**

**BE RESPONSIBLE**

If an area can be kept closed and secure, wait until this time has passed before cleaning.

#initogether

Photo 9