



Saint-Gobain UK & Ireland EHS Framework COVID-19 Site Assessment Guide

Business: Saint Gobain PAM UK
 Site name: ALL SITES
 Date of Assessment: 18/05/2020
 Assessors: Andrew Harris, Sarah Richardson, Steve Hatton, Richard Hodson

Topic	Guidance	Guidance Understood?	Guidance Implemented	Comments / Action Required
Social Distancing	Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate and, if so, adopt the mitigating control measures recommended in this framework to reduce the risk of transmission	Yes	Yes	Social distancing 2m rules in place. One way systems where appropriate Hygiene measures e.g. cleaning / washing / sanitisers / PPE (gloves / masks/airflows) all available in operational areas
	The health, safety and environmental requirements of any Saint-Gobain activity must not be compromised at this time. If an activity cannot be undertaken safely, without protecting personal health or without adversely affecting the environment, then it should not take place.	Yes	Yes	
Returning to work post COVID-19	Returning to work should and will feel different for many, if not all our colleagues. The current crisis has challenged our ways of thinking and working like never before as well as how we socialize and interact with others. If we are to be successful in developing and sustaining our revised safe operating procedures in support of this framework, then each and every one of our colleagues needs to be open to adopting and thinking about new work routines to support new ways of working	Yes	Yes	Return to work discussions / reinduction / health checks/ briefs are in place as appropriate for each site. Employees will be required to confirm understanding and agreement to site rules.
How will I travel to and from work?	consider avoiding public transport and cycle to work if that's an option – walk maybe? – that's good for my health and wellbeing - maybe even car sharing needs more thought so I know I and my colleagues are safe. Wherever possible colleagues should travel to site alone using their own transport. If colleagues have no option but to share transport, then journeys should be shared with the same individuals and with the minimum number of people at any one time	Yes	Yes	Guidance on safe travel to and from work briefed out/available to all employees.
	Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission	Yes	Yes	
	The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces	Yes	Yes	
On arrival at work	consider washing my hands immediately before going to my place of work. Not something I would normally do but times are different	Yes	Yes	Guidance on hand washing issued to all employees
	remember that my Hands must be washed with soap and warm water for at least 20 seconds – not just a quick rinse	Yes	Yes	Facilities for hand washing, soap, hot water, sanitiser etc. provided in washrooms, kitchen/rest areas as appropriate
	remember to collect my PPE if I need it and ensure it is clean and fit for purpose; following all recommended advice	Yes	Yes	Hygiene stations increased / PPE availability increased (masks / gloves / screens)
Before starting work	attend the daily briefing before I start work with my line manager and colleagues – never used to but times are different	Yes	Yes	Return to work briefs and team briefings as usual. Any changes to advice or site rules will be communicated in a timely manner
	remember the 2m rule, hand-washing and PPE protocols that may have been agreed in response to latest advice	Yes	Yes	TRAP covid19 signed off by Operators to indicate understanding and agreement. Signage in place and guidance available to all
	remember my colleagues – I need to make an effort to leave all shared areas and equipment clean and tidy – consider the impact of rushing or cutting corners, and that safety must be at the forefront of my mind to keep me safe and healthy – and my colleagues too	Yes	Yes	Time allocated for clean down of work areas Cleaning materials made available Increased contactor cleaning of office, break areas, toilets etc. :
	remember to not keep touching my face all the time if I haven't washed my hands as this is what transmits the virus.	Yes	Yes	Guidance issued / available. Safestart behaviour : focus on habits
During breaks	remember to wipe down all desks, work surfaces and work equipment – particularly all "high traffic" areas and equipment that is regularly used encourage my colleagues to adhere to the guidance and use all the relevant advice to keep us all safe	Yes	Yes	Increased cleaning by contractors Cleaning materials available for employees throughout site
End of the Day	Remember to sanitise all touch points I have come into contact with, including door handles, desks, phones, keyboards, forklift & vehicle / machine controls & access handles and inside driver cabs.	Yes	Yes	Cleaning contractors covering office areas Hygiene stations / cleaning materials available for employees to use on all work areas including FLT Time allowed for cleaning
	Leave my work area and leave it tidy ready for work the next day – even storing my PPE away securely	Yes	Yes	Storage available for Operators Continued focus on housekeeping / 5S
	Remember to leave my workplace ready for myself or my shift colleague to get right back to work the following morning/shift	Yes	Yes	All control measures subject to audit by walkthroughs / SMATS
Before I leave for home	Remember to stay safe once I have left work too	Yes	Yes	Personnel to follow UK Gov guidelines outside work
	Remember to thank my colleagues for their efforts in making our working day a team effort	Yes	Yes	Use of SMAT discussions as a communication process. Regular communications
	Remember that if there is a problem, I should report it to my line manager so that any issues can be dealt with.	Yes	Yes	Hazard reporting system active : daily briefs also a means of query



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General Hygiene	Adequate ventilation should be provided to all workplaces –for example keep doors and windows open where possible as long as no noise or nuisance is caused.	Yes	Yes	All plant & stockground are open and well ventilated with low density occupation : Office areas to be reviewed - lots of windows to ventilate Fire doors should not be left open, Consideration also of temperatures / energy wastage impact
	Work areas should be regularly maintained and illuminated to reduce contact with machinery, scanners, switches, latches etc.	Yes	Yes	High use areas i.e. printers add wipes /sanitiser for ease of cleaning
	Avoid using and handling shared equipment to reduce cross contamination	Yes	Yes	Not possible in all situations e.g. FLT's, but managed by cleaning regimes, handwashing, use of PPE
	Implement strict clean down regime at the end of each shift	Yes	Yes	Cleaning requirements introduced. Cleaning materials made available throughout sites
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
Hands Hygiene	Make soap and water available to all persons in an appropriate area controlled for distancing and hygiene	Yes	Yes	Soap and water available in all toilet facilities and rest areas, kitchens etc.
	Follow and promote good handwashing practice - wash your hands with soap and water often for at least 20 seconds (include forearms if exposed during work)	Yes	Yes	Signage placed in washing areas. Guidance briefed out
	Dry hands thoroughly	Yes	Yes	
Provide sanitizing hand rub dispensers in prominent places around the workplace with appropriate signage,	Yes	Yes	Sanitiser dispensers in place	
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
Workplace Hygiene	Plan a deep clean of the workplace before start-up	Yes	Yes	Arrangements with cleaning contractors
	Recommended that cleaning equipment is either dedicated or disposable.	Yes	Yes	
	Dedicated cleaning equipment e.g. mops to be disinfected before next use.	Yes	Yes	
	Maintain a strict cleaning regime and focus on shared surfaces and equipment by regular wipe down and disinfectant regimes	Yes	Yes	
	Shared areas e.g. rest areas, control rooms to be disinfected regularly throughout the shift	Yes	Yes	
	Declutter workspaces to decrease the available surface for the virus to stick to	Yes	Part	
5S / housekeeping improvement approach required across all areas				
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
RESPIRATORY Hygiene	Make available a supply of disposable / single use paper tissues in the workplace. Keep a sufficient stock and check regularly and keep topped up.	Yes	Yes	Tissues available
	Promote the 'catch it, bin it, kill it' principle.	Yes	Yes	
	Paper tissues shall be disposed of in closed bins. Bins shall be lined and foot pedal operated. where possible	Yes	No	Appropriate bins provided
	Ensure face masks are available at the workplace for use when social distancing measures cannot be maintained .	Yes	Yes	Surgical masks / KN95 readily available : FFP3 + airflows for Plant tasks already specified



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Topic	Guidance	Guidance Understood?	Guidance Implemented	Comments / Action Required
Key Point Social Distancing	Saint-Gobain requires you to maintain a distance of 2-metres between individuals, wherever possible. In order to achieve this, Saint-Gobain recommends;	Yes	Yes	
Social Distancing	Minimising colleague numbers and increasing frequency of supervision	Yes	Yes	Staggered shift start and finish times Staggered breaks / canteen reorganisation Max occupancy numbers determined for all rooms
	Increased cleaning of work areas and equipment	Yes	Yes	Cleaning frequency increased Cleaning materials made available
	Same teams / staggered work patterns	Yes	Yes	Staggered shift start and finish times
	No sharing of equipment / plant	Yes		Not possible in all situations e.g. FLT's, but managed by cleaning regimes, handwashing, use of PPE
	Staggered breaks and occupancy restrictions in canteens / rest rooms	Yes	Yes	Implemented for operational staff where appropriate
	Ventilation of work places	Yes	Yes	Generally well ventilated, open work spaces
	Work from home if possible	Yes	Yes	All those who are able to work at home are encouraged to do so. Laptops and mobile phones are available. Increasing use of video and telephone conferencing. Currently all HQ staff are WAT
Minimising Job Rotation	Where possible reduce the number of colleagues required to operate an activity or process	Yes	Yes	Employees put on furlough to match capacity to load. Process organisation well spaced to allow distancing.
	Keep colleagues in the same teams but allow for staggered shift patterns or start up / shutdown to avoid larger numbers of colleagues congregating.	Yes	Yes	Staggered shift start and finish times
	Increase supervision for activities and operations in the workplace but wherever possible allow colleagues to work from home	Yes	Yes	Non operational employees working from home if possible. Increased SMAT, audit and review of control measures
Rest and Break times	Do not congregate at break or rest times.	Yes	Yes	
	If possible, restrict the rest rooms and canteens to no more than 3 colleagues at a time or less if 2m cannot be maintained.	Yes	Yes	Canteens reorganised. Max occupancy numbers determined for all canteens / break rooms. Staggered breaks where operations allow
	Introduce staggered break times and display signage to remind colleagues about social distancing. Food and drink should be brought in to work and not shared where possible.	Yes	Yes	
	Single use disposal items (cups, plates etc.) should be used where possible	Yes	Yes	
WORKSTATIONS AND EQUIPMENT	Ensure work areas and equipment is routinely cleaned and disinfected.	Yes	Yes	Time allocated for clean down of work areas Cleaning materials made available Increased contactor cleaning of office, break areas, toilets etc. :
	Where possible ensure workstations are designated for 1-colleague with safe working zones marked out.	Yes	Yes	Work zones marked out where necessary
	Key equipment such as FLT's should not be shared and where this is not possible should be cleaned and disinfected before use.	Yes	Yes	Cleaning /disinfecting regime in place
	Ventilate workspaces where possible and consider LEV ventilation if practicable	Yes	Yes	Workspaces generally well ventilated. LEV is available in some work areas
DYNAMIC ASSESSMENTS	Not all scenarios can be foreseen or taken into account, especially in unfamiliar environments. Stop, think & make dynamic assessment / On the job risk assessment of risks to ensure appropriate precautions are taken for each activity or situation	Yes	Yes	An On The Job Risk Assessment process is in place Control measures will be subject to audit and review to determine where improvements can be made
	DO NOT put yourself or others at risk to complete a job or transaction. The safety of yourselves & others to eliminate virus transfer is the only priority	Yes	Yes	Operators are empowered to stop the job if they feel unsafe



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Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
Signage Requirements	Signage is divided into various sections and areas. Signage designs are available on the EHS hub and EHS team can assist with obtaining designs and graphics.	Yes	Yes	
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
Area to consider	Social distancing	Yes	Yes	Signage is in place where appropriate
	Hygiene	Yes	Yes	
	EXIT & ENTRY POINTS	Yes	Yes	
	Customer Interfaces areas	Yes	Yes	Information is available for visitors, contractors, delivery drivers etc.
	Reporting	Yes	Yes	
	Wellbeing	Yes	Yes	
	PPE	Yes	Yes	
Note	It is difficult to set guidance on how often disposable PPE should be used before being discarded during the current COVI-19 situation – as it is heavily dependent on the environment it is being used in and the nature of use; as well as user care. We would recommend however that where ever possible for general use in non-complex situations where social distancing measures cannot be adopted that disposable PPE should be renewed up to 3 times during the working day if required. All disposable PPE should be discarded after a high risk, close proximity activity for extended periods and notwithstanding at the end of the working day.			RPE including air flow helmets and FFP3 masks in regular use at all sites. Disposable masks for COVID protection also available
	Floor Graphics			In place to indicate 2m distancing
	Audit of areas for signage will need to be completed by each department.			Effectiveness of signage will be subject to regular review



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Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
PPE	A risk assessment should be carried out to identify the correct PPE to be used– specific reference to Coronavirus should be made during the assessment in order to achieve this	Yes	Yes	Site traps available - COVID trap trained out : optional KN95 surgical masks available for COVID Protection
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
General	Only use PPE for its designed purpose	Yes	Yes	Guidance in place to cover correct use of PPE for COVID protection including, putting on, taking off and disposal.
	Reusable PPE should only be used by one person and never shared	Yes	Yes	
	Disposable PPE should be discarded and disposed of correctly to ensure it cannot be reused	Yes	Yes	
	Non-disposable PPE should be cared for by the user and cleaned and sanitised at regular interval during the day and at the end of every working day.	Yes	Yes	
	Always use the side arms when removing or fitting safety glasses if the need is identified	Yes	Yes	
	Prescription glasses do not provide protection, in this case use over glasses or goggles.	Yes	Yes	
	Disposable PPE can go into general waste bins whilst complying with good housekeeping and hygiene standards.	Yes	Yes	
	PPE used by proven or suspected cases, should be bagged and stored on site for 3 days before being bagged and disposed of.	Yes	Yes	
	Don't forget other PPE that is required to keep the user safe during normal work activities	Yes	Yes	Processes already in place to cover PPE requirements COVID related replenishments via Central purchasing
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
WHAT PPE?	In the context of Covid-19 we mean face masks and gloves. Eye protection is optional and subject to risk assessment to identify this added control measure for close proximity high risk situations.	Yes	Yes	Eye protection is part of standard PPE on all sites
	The PPE you need will depend upon where you work, how you interact with colleagues and the public, and your local risk assessment.	Yes	Yes	Use of KN95 masks is optional
	To reduce the risk of PPE becoming contaminated, it should be stored in a clean dry area until ready for use	Yes	Yes	Held in office / Stores
	PPE will need to be Risk Assessed and use guidance of NHS or HSE when making a decision on same	Yes	Yes	
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
FACE MASKS	There are various types of disposable and non-disposable face masks which also offer different levels of protection, when fitted correctly.	Yes	Yes	FFP3 masks are issued for none COVID existing determined tasks
	Saint-Gobain will provide them – do not bring from home.	Yes	Yes	Masks are available
	The recommended, mask types are KN95 or FFP2 –For complex situations FFP3 masks should also be considered as part of the risk assessment.	Yes	Yes	FFP3 masks are issued for none COVID existing determined tasks
	All masks should conform to BS EN 149:2001+A1:2009 or any equivalent standard	Yes	Yes	KN95 for COVID protection
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
FACE MASKS GE	All face masks should be well fitted, covering both nose and mouth not be allowed to dangle around the neck of the wearer after or between each use, not be touched once put on	Yes	Yes	Guidance on correct use of masks is available
	The durability of face masks is generally down to the environment that it is used in and the maintenance/storage practices adopted by the user.	Yes	Yes	

	Re-use a mask is allowed as long as the mask material/ respirator mechanism if fitted and securing attachments maintains its structural and functional integrity and the filter material is not physically damaged, soiled, or contaminated	Yes	Yes	
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
ASSESSING THE RISK	The risk assessment should follow the same steps as for any other normal risk assessment, with specific reference to coronavirus	Yes	Yes	RPE is required where 2m distancing can not be achieved
	You need to consider controls and measures identified in this framework for dealing with situations where social distancing measures cannot sufficiently protect the colleague.	Yes	Yes	
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
PUTTING ON & REMOVING	The order for putting on your PPE is, wash your hands, then fit your face mask, then your glasses and finally your gloves	Yes	Yes	Guidance on correct use of masks is available and covers putting on and taking off
	The order you take PPE off to prevent cross-contamination is, gloves, glasses if you used them, wash your hands, face mask, wash your hands again.	Yes	Yes	
	As well as wearing and following PPE guidelines, you should also clearly remind ALL our colleagues that other PPE must still be worn as required e.g. Safety Boots, Gloves, Hi Vis etc.	Yes	Yes	
	Colleagues should also ensure their PPE and uniforms are cleaned regularly.	Yes	Yes	
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
Eye protection	Eye protection is optional and to be used if identified as a critical need following risk assessment. They should be optically clear and resistant to 'fogging'	Yes	Yes	Eye protection is part of standard PPE on site
	They should be placed on and taken off using only the side arms and this should be after washing hands.	Yes	Yes	
	All should conform to BS EN 166:2002 or any equivalent standard or any equivalent standard	Yes	Yes	
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
Gloves	The way you should remove gloves to best protect yourself from infection is to grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove. Dispose of them correctly, wash your hands.	Yes	Yes	Guidance includes putting on taking off PPE
	If disposable gloves are used off site, they MUST be bagged and brought back to the branch or site and disposed of correctly	Yes	Yes	No-one currently working off site : - review external facing personnel procedures on return
	Re-usable gloves used at sites should be cleaned and sanitised regularly by the user	Yes	Yes	
	Nitrile gloves are recommended and should conform to EN ISO 374-:2016 or equivalent standard.	Yes	Yes	Gloves are available
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
Disposal of PPE	Disposable PPE can be disposed of in the normal waste containers, but please ensure it cannot be reused.	Yes	Yes	General waste bins available throughout site
	Normal housekeeping rules apply, everything should be within bins or skips and not on the floor surrounding.	Yes	Yes	Additional emphasis on housekeeping / 5S
	Please be responsible when disposing of PPE	Yes	Yes	General waste bins available throughout site
	If a confirmed or suspected case of COVID-19 is identified for a colleague at work, the used PPE should be bagged and stored for 3 days, then bagged and disposed of responsibly	Yes	Yes	Disposal will be arranged on confirmation of infection



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Topic	Guidance	Guidance Understood?	Guidance Implemented	Comments / Action Required
Receiving Goods In	When receiving goods-in, social distances must be continually maintained between all people, including supplier Drivers & handlers.	Yes	Yes	Distancing measures in place CSG: None contact sign in /screened arrival points / driver controls in place / ePod
	Floor line demarcations, Driver waiting areas & supporting signage may suffice but more formal processes and physical barriers may be necessary depending on risk assessment findings.	yes	yes	CSG : driver standing areas already extant (inc isolate in cabs) signage increased in arrival area & driver induction in place. Information provided to drivers on social distancing and hygiene expectations on sites
	All additional control measures require increased levels of supervision .	Yes	Yes	Any exceptions to normal operation require competent assessment to be carried out as necessary : for Plant /CSG ops specific TRAPs are signed off by all relevant employees - Operators Returning from furlough to be retrained on return
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
MAKING DELIVERIES	Delivery load planning is essential for minimising interpersonal contact & for scheduling time slots.	Yes	Yes	Timed booking in of export inbound via MS : XPO planning to agreed schedules , customer P/Notice process in place
	Drivers must ensure social distances & hand hygiene standards throughout.	Yes	Yes	All drivers trained in COVID related risk prevention activity : e.g. washing / use of masks , none contact sign off means (ePod) , vehicle cleanliness
	Drivers must remain empowered to provide clear but polite verbal guidance where necessary to ensure any receiving customers do not jeopardise their safety by not following general safety guidelines.	Yes	Yes	
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
Suppliers and Supply Chain	Suppliers should be notified in advance of general expectations for distancing & hygiene.	Yes	Yes	Regular suppliers have been notified of control measures on site and expectations of distancing and hygiene
	All visitors must wash hands thoroughly on arrival & wait in designated areas thereafter.	Yes	Yes	Sanitisers at entry points + sign in process control movements.
	Two-person lifts should only be used where safe distancing can be maintained. If not possible, strict control measures should be adhered to in line with this guidance	Yes	Yes	Additional controls are required where 2m distancing can not be maintained.
	Deliveries by courier should be made at safe distances.	Yes	Yes	2m distancing rules apply
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
DELIVERY DRIVER SAFETY	Drivers must wash hands before leaving & on return.	Yes	Yes	Under XPO control
	Use surface sanitising wipes for inside vehicle cabs before & after a shift or changing vehicles.	Yes	Yes	Implemented - Sanitising wipes are provided.
	Use hand sanitiser after each delivery & use surface sanitising wipes after each use of electronic and hand held devices.	Yes	Yes	Sanitiser issued to drivers
	Replace masks & replenish hand sanitisers frequently.	Yes	Yes	

	Drivers must be empowered to decide if the delivery is safe to complete or not. See additional Driver safety guidance.	Yes	Yes	
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
CUSTOMERS	Safe social distances must be observed for handling & moving goods without jeopardising manual handling safety. Where the social distancing measures (2 metres) cannot be applied:	Yes	Yes	Driver controls are in place Loaders trained against COVID TRAP
	Minimise the frequency and time workers are within 2 metres of each other	Yes	Yes	
	Minimise the number of workers involved in these tasks	Yes	Yes	1 SG Op : use of supervision where appropriate
	Workers should work side by side, or facing away from each other, rather than face to face	Yes	Yes	2 SG Op : use of PPE & supervision where appropriate
	Workers should wash their hands before and after using any equipment	Yes	Yes	All drivers trained in COVID related risk prevention activity : e.g. washing / use of masks , none contact sign off means (ePod) , vehicle cleanliness
	Use disposable surgical gloves for unpacking goods-in or products recently handled by others.	Yes	Yes	
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
DELIVERY TRANSACTIONAL SAFETY	Transactions should be card only (no cash) & be made in advance. Drivers should not be required to handle cash.	Yes	Yes	No face to face transaction of this sort.
	POD should not involve sharing or transferring of pens or the passing of delivery advice notes.	Yes	Yes	Implemented : delivery drivers sign on glass on our behalf
	Where POD cannot be done safely alternatives such as photographs should be used.	Yes	Yes	
	Payment transactions should not jeopardise safe distancing & hygiene measures.	Yes	Yes	No face to face transaction of this sort.
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
OTHER LOGISTIC EQUIPMENT	Gloves must be worn when using pallet trucks, sack barrows, or load securing mechanisms or they should be sanitised (wiped) before use.	Yes	Yes	Hygiene measures in place
	Users must avoid touching their face at all times when using equipment which is also used by others (even if sanitised).	Yes	Yes	
	Logistics zones should be equipped with hand sanitiser stations, wipes & clear signage for COVID- 19 safety practices.	Yes	Yes	All operators issued with personal sanitiser : fill up from main bottles
Topic	Guidance	Understanding Agreed	Action Required	In Place?
Dynamic risk assessments	Gloves must be worn when using pallet trucks, sack barrows, or load securing mechanisms or they should be sanitised (wiped) before use.	Yes	Yes	COVID TRAP + see local TRAPS for additional PPE requirements
	Users must avoid touching their face at all times when using equipment which is also used by others (even if sanitised).	Yes	Yes	SafeStart principles - Working on Habits
	Logistics zones should be equipped with hand sanitiser stations, wipes & clear signage for COVID- 19 safety practices.	Yes	Yes	all ops issued with personal sanitiser : fill up from main bottles
	Not all logistical scenarios can be foreseen or taken into account, especially in unfamiliar environments.	Yes	Yes	An On The Job Risk Assessment process is in place.
	Stop, think & make dynamic assessment of risks to ensure adequate precautions are taken for each logistics activity or situation.	Yes	Yes	Control measures will be subject to audit and review to determine where improvements can be made.

	Do not put yourself or others at risk to receive goods in or complete deliveries	Yes	Yes	Message will be reinforced through back to work brief and regular team briefings
	Eliminating virus transmission is the only priority.	Yes	Yes	
Topic	Guidance	Guidance Understood?	Guidance Implemented	Action Required
Logistics Key Points	Inform suppliers of safety rules in advance of resuming goods-in operations	Yes	Yes	All delivery drivers receive instructions re COVID Controls.
	Provide clear signage & instructions for customers, suppliers & visitors	Yes	Yes	Local signage in place
	All visitors to wash hands immediately on entering site	Yes	Yes	Hand washing facilities provided
	Take key information from customers to plan loads & deliveries so safe distances & hygiene can be maintained	Yes	Yes	CSD implemented checklist on order entry : XPO plan to delivery schedule :any additional customer constraints being passed through to XPO
	Maintain high hygiene standards (personal, vehicle cab & equipment)	Yes	Yes	Hygiene measures in place
	Empower Drivers to politely inform customers of safety rules	Yes	Yes	
	Always maintain 2m distances wherever possible unless additional protective measures have been adopted	Yes	Yes	Distancing measures in place
	Wear disposable gloves or sanitise hands after handling goods & products	Yes	Yes	Hygiene measures in place
	Observe transactional safety & hygiene standards at all times	Yes	Yes	NA
	Sanitise logistics equipment & vehicle cabs before use & wear gloves	Yes	Yes	Hygiene measures in place
	Transactions must not jeopardise safe distancing & hygiene standards	Yes	Yes	NA
	Provide hand sanitiser stations & signage in logistics locations	Yes	Yes	Hygiene measures in place