

Covid 19 Risk Assessment

Hazard

Spread of the Covid 19 virus

Persons at risk

Anyone on site, especially staff but including customers, delivery drivers, contractors. The highest risk are vulnerable groups, which include elderly and those with underlying health conditions.

Notes

Please ask if you have any questions or want anything explained in more detail. Please also raise any concerns you may have or suggestions to improve the practices in place.

This document will change as we develop and learn the best ways to minimise the risk and as the government advice is updated (updated 20/10/20).

Controls to Minimise Risk	How control is being carried out	How it minimises risk
Hand washing/hand sanitiser	<ul style="list-style-type: none"> • Hand sanitiser at entrances to showroom, main warehouse and toilet • Hand sanitiser on all desks • Hand washing facilities in toilet with hand towel dispenser to dry hands, sign to remind to wash for 20 seconds • Hand washing facilities in staffroom (unfortunately no hot water) • Signs to encourage use of hand sanitiser by entrances to building • Always use after handling cash 	Kills germs so they are not passed onto different surfaces throughout premises
Cleaning	<ul style="list-style-type: none"> • Anti-viral spray and anti bac wipes readily available to staff to clean desks, keyboards, computer mice, telephones • Door handles, stair handrail wiped daily 	Kills germs so they are not passed onto different surfaces throughout premises
Social distancing	<ul style="list-style-type: none"> • Signage to encourage social distancing on the floor and by entrances • Staff desks at least 1m apart • Staff lunches staggered • Use forklift when loading heavy items when possible, if not possible masks must be worn and face apart when lifting. Where possible staff need to lift with same colleague each time • Customer distribution policy, only 2 sets of customers per showroom or 3 sets in the office (one set per desk/workstation) any one time, we are recommending than no more than 2 people per set of customer if possible • If for any reason anyone has to get within 2m, you must face apart or the same direction at all times 	Stops germs spreading from person to person
PPE	<ul style="list-style-type: none"> • Masks and gloves available for use • Masks must be worn by all customers when inside the premises (unless exempt), as per government guidelines 	Stops germs spreading from person to person if you have to get within 2m of

	<ul style="list-style-type: none"> • We would prefer customers not to touch anything in the showroom, however there will be gloves available if they wish to open and get a feel of a product • Staff to wear masks when in the showrooms and with customers, when behind sneeze screens by their desks and phones masks are not compulsory 	someone else or if multiple people have to touch the same product
Signage	<ul style="list-style-type: none"> • Floor signs to remind social distancing • Signs by entrances to encourage protect yourself and others by social distancing, remind not to enter if symptoms and to use hand sanitiser • HSE sign to say how we are complying with regulations • Sign in toilet to remind people to wash their hands for at least 20 seconds • Sign explaining customer distribution policy in showroom and office • Catch it, bin it, kill it sign by tissues and hand sanitiser • Signs to explain what each entrance is used for • Signs around showroom reminding customers not to touch stoves without gloves • Signs around showroom telling customers that face masks must be worn • Signs on slope to office and double doors to office to request customers to wait there if already three sets of customers in office area 	Encourages people on site to remember safe practices
Sneeze Screens	<ul style="list-style-type: none"> • Sneeze screens in front of any desks that customers may stand in front of 	Stops germs spreading to people either side of the screen
Visible symptoms	<ul style="list-style-type: none"> • Signage to ensure no entry if temperature, lack of taste or smell or if you have a consistent cough 	Reminds people not to enter premises if they have symptoms, thus stopping the spread of germs
Staff use same desk	<ul style="list-style-type: none"> • No hotdesking, telephone calls transferred no sharing phones, if phone is shared must be wiped with anti bac wipe after 	Not spreading germs from one highly touched area to another

Tissues available	<ul style="list-style-type: none"> Tissues on desk with signage to encourage catching germs into tissue 	Stops germs spreading if sneeze/cough into tissue instead of air
Customer spacing in showroom	<ul style="list-style-type: none"> Policy of only 2 sets of customers in each showroom, and 3 sets in the office (one set per desk/workstation) any one time, we are recommending than no more than 2 people per set of customers if possible, staff know this and will explain to customers as well as sign on premises entrance 	Encourages social distancing when showroom busy
Waiting point outside if premises full	<ul style="list-style-type: none"> Outdoor undercover display as customer waiting point if showroom capacity full, communicated to staff to tell customers 	Encourages social distancing when showroom busy
Use of two entrances	<ul style="list-style-type: none"> Separate entrance for showroom and for office for sales, spares and accessories, communicated by staff and signage, avoids interaction of different customers and bottleneck in showroom 	Encourages social distancing when showroom busy