



Made in Ashford Covid-19 reopening Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

For Made in Ashford working members please see our new health and safety handbook and training video on our MIA working tenants group for safe working practices and cleaning routines.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Working tenants • Restocking tenants • Customers • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Park Mall security team 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place for staff. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at- 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p>	Melissa	Daily	x

	<ul style="list-style-type: none"> Park Mall cleaning team 	<p>removing-viruses-than-hand-dryers-17-04-2020/</p> <ul style="list-style-type: none"> Staff encouraged to protect the skin by applying emollient cream regularly. https://www.nhs.uk/condition/emollients/ Gel sanitisers in any area where washing facilities not readily available. At the till point for regular use. Gel sanitisers for use of any persons entering the store at point of entry. 	<p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters are available for display before entry and inside the shop to prompt staff and customers to clean their hands. Staff will be asked to prompt customers to sanitise their hands on entry too.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>We will have an updated handbook circulated via our online group with new working practises around covid 19 transmission risk reduction.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	Melissa	In hand book and daily checks	x
--	--	---	---	---------	-------------------------------	---

		<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, till point area, ipad, card machine, using appropriate cleaning products and methods.</p> <p>A deep clean will be performed between 2 – 3pm every day we are open. Including cleaning of kitchen area if it has been used that day. Hand rails for stairs. Door handles and frames. Till point screen. Hand san area. Till point seat. Till point curtain. Sweep and mop of floor including decals. Clean jewellery cabinet. Clean shop windows and door weekly. Plug switches and light switches.</p> <p>Staff toilet and sink area to be cleaned after every use and weekly in addition to this.</p> <p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap</p>	<p>We will have an updated handbook regarding this so all our team are aware. We will print out posters of the cleaning schedule where it is relevant in the shop and upstairs areas to prompt staff into following the procedure.</p> <p>Management checks to ensure this is adhered to.</p>	Melissa	Updated handbook and frequent spot checks	x
--	--	---	---	---------	---	---

		<p>recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>We are limiting when members can restock their spaces to times when we are shut to the public and they have to book these slots to com in in advance. Limited to 2 businesses at a time.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Limiting customers to a maximum of 3 at a time. We have implemented social distanced queuing system too.</p> <p>A one way system has been created in store to help aid social distancing.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Cross Handling with customers</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>We have provided an online booking system for this.</p> <p>Signage posters and floor decals inside and out.</p> <p>Floor decals and posters act as a prompt. Staff will also supervise this.</p>	Melissa	<p>Updated handbook and frequent spot checks. Decals all in.</p>	x
--	--	---	---	---------	--	---

		<p>Card payments only. Contactless preferred.</p> <p>Email or text receipt offered instead of paper.</p> <p>Carrier bags taken by the customer instead of the staff member packing products for the customer.</p> <p>Items held up by the customer to be inputted by the staff.</p> <p>Returns</p> <p>If any items are returned or exchanged they are quarantined for 72 hours before we put them back.</p> <p>New stock</p> <p>Members bring in new stock from their homes or studios on a daily basis we will make sure our customers and staff are aware of the potential risk associated with this. Our members are aware they have a duty to inform us if any family members or themselves contract covid 19 so we can take the</p>	<p>Signage to show all of this.</p> <p>If the staff has to touch something from a customer hand san is at the till point ready for them. Similarly, the customer can sanitise on the way out also.</p> <p>Signage to thank customers for helping us by adhering to this change in their shopping experience.</p> <p>Sneeze guard to protect our team at the till point.</p> <p>In addition to our standard return signage we will add this.</p> <p>Have signage to address this in store. Make sure all our members are aware of this compliance via email.</p>	Melissa	<p>Updated handbook and frequent spot checks. Signage all in.</p>	x
--	--	--	---	---------	---	---

		<p>steps necessary to quarantine their stock and inform our customers.</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the directors will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>		Melissa	Updated handbook and emailed all members.	x
--	--	---	--	---------	---	---

		<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>We provide an online community for all our members and a safe space to support each other. All our members are welcome to speak to any of the board of directors privately about any matter.</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>	<p>We will Check in with working members throughout their shift to make sure it is going ok for them and check if they need additional support. Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>Melissa</p>	<p>Updated handbook and emailed all members</p>	<p>x</p>
--	--	--	---	----------------	---	----------