

## Risk assessment

Company name: Fred's Haberdashery Ltd Assessment carried out by: Steve Lord

Date of next review: Reviewed on 1<sup>st</sup> of month

Date assessment was carried out: 12/6/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19	<ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> </ul>	<p><b><u>HAND WASHING/CLEANING</u></b></p> <p>Hand washing facilities with soap and water in place.</p>		Staff	Ongoing	Yes
	<ul style="list-style-type: none"> <li>Delivery staff / post</li> </ul>	<p>Hand sanitiser gel station in place for use on entering the shop.</p>	On entry to the shop, all to use the hand sanitiser.	All	Ongoing	Yes
	<ul style="list-style-type: none"> <li>Utility service staff</li> </ul>	<p>Stringent hand washing taking place, see guidance <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>		Staff	Ongoing	

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	<ul style="list-style-type: none"> <li>Any other visitors to the shop</li> </ul>	<p>Drying of hands with disposable paper towels  <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p><b>SOCIAL DISTANCING</b>            Limit the number of customers to 4 in the shop at any time to comply with the 2 metre rule.</p>	<p>Posters or signage to be displayed – kitchen and toilet areas.</p> <p>Staff to wash hands before and after use of shared facilities, ie toilets, kitchen area.</p> <p>Emptying of bins, remove hand towels, sanitiser area.</p> <p>Posters and signage at the door to make customers aware of limited numbers.</p>	<p>Owner</p> <p>Staff</p> <p>Staff</p> <p>Owner</p>	<p>Ongoing</p> <p>Ongoing</p> <p>End of day</p> <p>Before opening on 15/6/20.</p>	<p>Yes</p> <p>Yes</p>

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			<p>Markings on the floor to space out 2m areas.</p> <p>Arrows to indicate a one way system and reduce instances of close contact for customers.</p> <p>Perspex screen to be installed to reduce risk at the counter /checkout.</p> <p>Card payments only. (remove handling of cash and contact, as well as need to go into a bank).</p>	<p>Owner</p> <p>Owner</p> <p>Owner</p> <p>Owner</p>	<p>Before opening on 15/6/20.</p> <p>Before opening on 15/6/20.</p> <p>Before opening on 15/6/20.</p> <p>Ongoing.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<ul style="list-style-type: none"> <li>Local pickup option from website. To be continued and to encourage customers to use this option wherever possible to reduce time in shop.</li> </ul>	<p>Signage in shop, website and social media.</p> <p>Markings outside the shop 2m for queueing and using barriers to direct customers.</p> <p>Reduced opening hours (10-2) on limit the contact time.</p>	<p>Owner</p> <p>Owner</p> <p>Owner</p>	<p>Ongoing and reviewed.</p> <p>Ongoing.</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p>

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		<p><b><u>CLEANING</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particular in areas of high use such as checkout counter, door handles, light switches, hand rails.</p>	<p>Deep clean</p> <p>Cups, glasses etc not to be shared.</p> <p>Encourage customers to avoid handling products whilst browsing, if at all possible.</p>	<p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>Before each week – ongoing.</p> <p>Ongoing.</p> <p>Ongoing</p>	

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		<p><b><u>People especially vulnerable to COVID</u></b></p> <p>For those customers “shielding” we have:</p> <p>Local delivery option offered for S40/S41 postcodes.</p> <p>Website orders taken and posted.</p>		<p>Staff</p> <p>Staff</p>		

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)