

Details	
Group	Planet Organic Ltd.
Site	Planet Organic - Head Office
Title	COVID-19 risk assessments
Assessed By	Mike Williams

Task	Completed date of assessment
COVID-19 risk assessment 2 - Physical Distancing	28-09-2020

COVID-19 risk assessment 2 - Physical Distancing
Hazards?
Infection spread by staff with symptoms of COVID-19
Infection spread by customers with COVID-19
Infection spread from surfaces and equipment infected with COVID-19
Who might be harmed and how?
Guests
Members of the public
Staff
Suppliers
Customers
Visitors
Controls in place
PPE will be worn for cleaning areas where persons with possible COVID-19 have been present. Disposable gloves and disposable apron which will be removed and disposed of safely after. Hands will be washed with soap and hot water for 20 seconds.
The occupancy level will be reviewed to allow for adequate physical distancing to be achieved. A record of this number will be kept
Signage will be placed at the entrance door to advise of physical distancing rules within the premises
Signage shall be placed throughout the premises to remind customers of the need to maintain a physical gap to current recommended distances between social groups
Floor markings will be positioned inside the business to facilitate compliance with the physical distancing advice, particularly in the most crowded areas, such as serving counters and tills
Where customers are required to queue to access the shop, the queuing area will be marked and distance markers placed on the floor at 2 metre intervals
Door staff will regulate the number of people within the shop with a one in, one out rule operated when full occupancy capacity is reached
Where there is more than one point of access, doors will be designated for entry and exit
The layout of the shop be adjusted, where necessary one way systems set in place to allow for appropriate physical distancing to be achieved
Tables will be placed at a safe 1 metre distance apart. Signage will be applied to inform customers to not move tables and chairs.
No more than a group of 6 people can sit together, this will be monitored by our employees.

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	28-09-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	
23-06-2020	Borbala Albert	Monthly review	
24-06-2020	Borbala Albert	Monthly review	
05-08-2020	Borbala Albert	Monthly review/ update	
23-09-2020	Borbala Albert	Monthly review/ update	

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Trained employees	Training date	Signature

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