

Details	
Group	Planet Organic Ltd.
Site	Planet Organic - Head Office
Title	Planet Organic - Head Office_RiskAssessment
Assessed By	Borbala Albert

Task	Completed date of assessment
COVID-19 - Risk Assessment 8 - Queue management	28-09-2020

COVID-19 - Risk Assessment 8 - Queue management
<b>Hazards?</b>
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
<b>Who might be harmed and how?</b>
Contractors
Staff
Customers
Members of the public
Visitors
<b>Controls in place</b>
Queuing areas will be clearly demarcated to identify where queues should be formed. Demarcated areas will be large enough to accommodate expected queue length
Queuing areas will be designed and located so as to avoid putting customers or passing members of the public at risk of COVID-19 infection
Signage will be placed at either end of the queuing system and at intervals along its length to remind customers of the need to maintain the physical gap between themselves and other customers
Where possible, markings will be placed on the floor to identify 2m gaps for customers to follow
Supplies of sanitiser spray will be provided next to trolley bays along with signage asking customers to sanitise the trolley handles before use
60% alcohol hand sanitiser will be provided at the end of the queuing system by the front door or just inside for customer use
Signage will be placed at the front door to advise customers of COVID-19 controls and personal hygiene requirements
Where necessary, door supervision will be carried out to ensure that a one in, one out system of entry to the shop is adopted once full capacity is achieved

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)	

**Task: COVID-19 - Risk Assessment 8 - Queue management**

Trained employees	Training date	Signature