

HEALTH AND SAFETY MANAGEMENT SYSTEM
Risk Assessment Template HS-FR-01-02

Company name: Burleigh Retail – Covid 19

Date of risk assessment: 14/12/2020 **Issue 6**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>Contracting and spreading of Covid 19</p>	<p>Staff Customers Other visitors Contractors Drivers Vulnerable groups – Elderly or Pregnant workers, or those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with the business.</p> <p>Covid 19 may be contracted from someone who is infected with symptoms, or who is infected but asymptomatic</p>	<p>Self-isolation for anyone with: Covid-19. Covid-19 symptoms. A family member (or support bubble member) with Covid-19 or Covid-19 symptoms. Travelers returning from overseas destinations outside of a UK Gov approved travel corridor.</p> <p>Isolate for the period specified by track and trace or the NHS Covid-19 app. This is usually 10 days from first symptom, a positive test, or contact with a person with Covid-19 or symptoms.</p> <p>Ask people to carry tissues to catch coughs and sneezes.</p> <p>Encourage employees to work from home wherever possible (or minimize hours on site).</p>	<ul style="list-style-type: none"> • Maintain 2m social distancing at all times. Managers to remind their staff daily. • Introduction of one-way systems to minimize customers crossing face to face. • Staff to man door area and till point respectively to guide customers and enforce safety requirements. • Set up and use of hand-sanitizer stations for employees and customers. • Face coverings to be worn by visitors, unless exempt. • Reduced hours of operation and minimal staffing. • Ask employees to wash or sanitize their hands when arriving on site. • Encourage employees to wash their hands as often as possible during their shift. • Remove all towels from hand washing areas – use paper towels. • Staggered breaks introduced. • All employees to sit alone during breaks. • No drinks to be made for others, and no handling of others food. • Encourage employees to go outside for breaks. • Stop all non-essential visitors to site. 	<p>Retail staff</p>	<p>Prior to reopening of any retail unit</p>	<p>Complete</p>

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			<ul style="list-style-type: none"> Shift teams standardized where possible to minimize social interaction. Doors – keep open where possible to minimize handle touching and encourage air flow. Do not allow customers with Covid symptoms into stores – provide signage at point of entry. Supply non-sterile face masks for customers who request them. Strict rules enforced and only two family units allowed in at any one time. Till points – equipment to be sanitized before and after use. Acrylic screen in place at till points. All staff to wear face coverings, ideally a reusable mask, or visor if medical problems prevent the wearing of masks (management discretion). Delivery drivers to be allowed to use welfare facilities as required. Area to be cleaned post use. Provide pro-active telephone support for welfare, physical and mental health issues. 			

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	Potentially vulnerable individuals, e.g. BAEM, high BMI (over 40), the over 65's, people with underlying health conditions (for instance diabetes).		<ul style="list-style-type: none"> Any vulnerable workers to work in lower risk areas, e.g. at door and not at till point, etc. Work from home where possible, or if physically on-site they should work in the safest available roles, enabling them to stay 2m away from others at all times. 			
Contamination with Covid-19 from surfaces	Employees may catch Covid 19 from a surface, e.g. a door handle, display unit, counter, etc.	Standard cleaning procedures.	<ul style="list-style-type: none"> Doors kept open or regular cleaning of door handles, entry and exit points. Deep-clean prior to store re-opening Regular surface cleaning with detergent spray of all high touch-point surfaces. 	Retail staff	Prior to re-opening of any retail unit	Complete

Assessment By:	Dean Barlow
Signed:	