



COVID 19

Risk Assessment

Location:	Whole Store	Reference No:	CV1
		Assessed By:	DPI
Activity:	Main Showroom Area, Toilets & Kitchen	Approved By:	MDI
		Review Date:	09/05/2020

Hazard	Risk	Persons Affected	Control Measures
Corona Virus, Covid 19	Spread of the virus	<ul style="list-style-type: none"> • Staff • Customers • Sub Contractors • Delivery Drivers • Suppliers and Reps • Vulnerable Groups • Any other people who physically enter the store 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Hand washing guides on display near all water facilities and in the showroom. • Employees to be regularly reminded of the need to wash hands thoroughly for at least 20 seconds • Gel sanitisers to be used in any area where washing facilities are not available • Staff to be regularly reminded to wash hands and this is to be monitored by the Managers <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Where possible, remain a minimum of 2 metres apart from customers, colleagues and any other visitors to the store • Staff to be regularly reminded to adhere to distancing and this is to be monitored by the Managers • High activity areas (around sales desks, store entrance, busy areas) to be clearly marked to show 2 metre boundaries with hazard tape. • Ample signage to be displayed around the store reminding Employees, customer and all visitors of the 2 metre requirement. • Toilet and kitchen areas to be limited to Staff Only where possible and limited to one person at a time. Signs displayed

by all areas.

- Ensure 2 metre gap is maintained when taking breaks and limit to one person at a time where possible.

General Cleaning

- Frequent cleaning and disinfecting of objects and surfaces is required at least every morning when opening the store and every afternoon when closing the store.
- High use areas and objects to be cleaned regularly and after every use where necessary. This include the following items, but the list is not exhaustive:
- Door handles
- Toilet flushes
- Taps
- Light switches
- Kitchen surfaces, sink, taps, cutlery, cups and appliances
- Desk areas
- PDQ machines, telephones, PC's (mouse, keyboard, screen)
- Files, folders and paperwork
- Employees encouraged to use one work station each per day
- Employees encouraged to use own stationary each day and clean regularly

Accidents and Emergencies

- In an emergency, e.g injury or fire risk, people do not have to stay 2 metres apart. Those administering first aid will need to pay attention to sanitisation.

MANAGEMENT AND ALL STAFF TO BE RESPONSIBLE FOR THEIR ACTIONS AND TO ENSURE ALL PERSONS IN THE STORE ARE ADHEREING TO THE ABOVE

Additional Information can be found on the following links:

Hand Washing https://www.who.int/gpsc/clean_hands_protection/en/
Social Distancing and Store Control
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-3-6>



COVID 19

Risk Assessment

Location:	Whole Store	Reference No:	CV2
		Assessed By:	DPI
Activity:	Warehouse Area	Approved By:	MDI
		Review Date:	09/05/2020

Hazard	Risk	Persons Affected	Control Measures
Corona Virus, Covid 19	Spread of the virus	<ul style="list-style-type: none"> Staff Customers Sub Contractors Delivery Drivers Suppliers and Reps Vulnerable Groups Any other people who physically enter the store 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Hand washing guides on display near all water facilities and in the showroom. Employees to be regularly reminded of the need to wash hands thoroughly for at least 20 seconds Gel sanitisers to be used in any area where washing facilities are not available Staff to be regularly reminded to wash hands and this is to be monitored by the Managers <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> Where possible, remain a minimum of 2 metres apart from customers, colleagues, fitters, external delivery drivers and any other visitors to the store Staff to be regularly reminded to adhere to distancing and this is to be monitored by the Managers High activity areas (desk area, entrance to showroom, entrance to warehouse) to be clearly marked to show 2 metre boundaries with hazard tape. Tight space areas (passage ways etc) where 2 metre rule is tight to be clearly marked with hazard tape Ample signage to be displayed around the store reminding Employees, customer and all visitors of the 2 metre

requirement.

- One person at a time by desk area and in tight spaces.
- Toilet and kitchen areas to be limited to Staff Only where possible and limited to one person at a time. Signs displayed by all areas.
- If 2 metre distance cannot be adhered to, attempt to work side by side rather than face to face.
- Ensure 2 metre gap is maintained when taking breaks and limit to one person at a time where possible.

General Cleaning

- Frequent cleaning and disinfecting of objects and surfaces is required at least every morning when opening the store and every afternoon when closing the store.
- High use areas and objects to be cleaned regularly and after every use where necessary. This include the following items, but the list is not exhaustive:
- Door handles
- Boom truck controls, seat and handles
- Light switches
- Desk areas
- Telephones, PC's (mouse, keyboard, screen)
- Files, folders and paperwork
- Tools to include tape measures, knives and cutting bars
- Employees encouraged to use own stationary each day and clean regularly

Accidents and Emergencies

- In an emergency, e.g injury or fire risk, people do not have to stay 2 metres apart. Those administering first aid will need to pay attention to sanitisation.

MANAGEMENT AND ALL STAFF TO BE RESPONSIBLE FOR THEIR ACTIONS AND TO ENSURE ALL PERSONS IN THE STORE ARE ADHEREING TO THE ABOVE



COVID 19

Risk Assessment

Location:	Store and off site	Reference No:	CV3
		Assessed By:	DPI
Activity:	Estimators	Approved By:	MDI
		Review Date:	09/05/2020

Hazard	Risk	Persons Affected	Control Measures
Corona Virus, Covid 19	Spread of the virus	<ul style="list-style-type: none"> • Staff • Customers • Sub Contractors • Delivery Drivers • Suppliers and Reps • Vulnerable Groups • Any other people who physically enter the store 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Hand washing guides on display near all water facilities and in the showroom. • Employees to be regularly reminded of the need to wash hands thoroughly for at least 20 seconds • Gel sanitisers to be used in any area where washing facilities are not available • Staff to be regularly reminded to wash hands and this is to be monitored by the Managers <p><u>Social Distancing</u> <u>In Store</u></p> <ul style="list-style-type: none"> • Where possible, remain a minimum of 2 metres apart from customers, colleagues, fitters, external delivery drivers and any other visitors to the store • Staff to be regularly reminded to adhere to distancing and this is to be monitored by the Managers • High activity areas (desk area, entrance to showroom, entrance to warehouse) to be clearly marked to show 2 metre boundaries with hazard tape. • Tight space areas (passage ways etc) where 2 metre rule is tight to be clearly marked with hazard tape • Ample signage to be displayed around the store reminding

Employees, customer and all visitors of the 2 metre requirement.

- One person at a time by desk area and in tight spaces.
- Toilet and kitchen areas to be limited to Staff Only where possible and limited to one person at a time. Signs displayed by all areas.
- If 2 metre distance cannot be adhered to, attempt to work side by side rather than face to face.
- Ensure 2 metre gap is maintained when taking breaks and limit to one person at a time where possible.

In Vehicles

- Where more than one person in the vehicle, always sit side by side.
- Increase ventilation when in the vehicle by opening windows when travelling.
- PPE (masks and gloves) are available for you should you wish to use them. Current HMRC guidance doesn't specify they have to be worn but you should consider wearing them if requested by a customer.

In Properties

- Wash or sanitise hands on arrival. Knock the door and step back 2 metres where possible and wait for customer.
- Remind customers that you and they need to adhere to social distancing before entering a property.
- Request access doors are left open to avoid contact with door handles and ask that areas and rooms are vacated to give you sole access.
- Use chip and pin device to take payment and avoid accepting cash where possible. Clean device before and after each use.
- If customer requires a price in the home, have discussions in a well ventilated area where possible.
- Clean any sample book handles before and after taking into a property.
- PPE (masks and gloves) are available should you wish to use them. Current HMRC guidance doesn't specify they have to be worn but you should consider wearing them if requested by a customer .

General Cleaning

- Frequent cleaning and disinfecting of vehicle, objects and surfaces is required at least every morning before driving and every afternoon when finishing driving.
- High use areas and objects to be cleaned regularly and after every use where necessary. This include the following items, but the list is not exhaustive:
- Door handles
- Controls
- Steering Wheel
- Seats
- Telephones, Tablet, measuring equipment
- Files, folders and paperwork
- Tools if used
- Employees encouraged to use own stationary each day and clean regularly

Accidents and Emergencies

- In an emergency, people do not have to stay 2 metres apart. Those administering first aid will need to pay attention to sanitisation.

MANAGEMENT AND ALL STAFF TO BE RESPONSIBLE FOR THEIR ACTIONS AND TO ENSURE ALL PERSONS IN THE STORE ARE ADHEREING TO THE ABOVE



COVID 19

Risk Assessment

Location:	Store and off site	Reference No:	CV4
		Assessed By:	DPI
Activity:	Delivery Drivers	Approved By:	MDI
		Review Date:	09/05/2020

Hazard	Risk	Persons Affected	Control Measures
Corona Virus, Covid 19	Spread of the virus	<ul style="list-style-type: none"> • Staff • Customers • Sub Contractors • Delivery Drivers • Suppliers and Reps • Vulnerable Groups • Any other people who physically enter the store 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Hand washing guides on display near all water facilities and in the showroom. • Employees to be regularly reminded of the need to wash hands thoroughly for at least 20 seconds • Gel sanitisers to be used in any area where washing facilities are not available • Staff to be regularly reminded to wash hands and this is to be monitored by the Managers <p><u>Social Distancing</u> <u>In Store</u></p> <ul style="list-style-type: none"> • Where possible, remain a minimum of 2 metres apart from customers, colleagues, fitters, external delivery drivers and any other visitors to the store • Staff to be regularly reminded to adhere to distancing and this is to be monitored by the Managers • High activity areas (desk area, entrance to showroom, entrance to warehouse) to be clearly marked to show 2 metre boundaries with hazard tape. • Tight space areas (passage ways etc) where 2 metre rule is tight to be clearly marked with hazard tape • Ample signage to be displayed around the store reminding

Employees, customer and all visitors of the 2 metre requirement.

- One person at a time by desk area and in tight spaces.
- Toilet and kitchen areas to be limited to Staff Only where possible and limited to one person at a time. Signs displayed by all areas.
- If 2 metre distance cannot be adhered to, attempt to work side by side rather than face to face.
- Ensure 2 metre gap is maintained when taking breaks and limit to one person at a time where possible.

In Vehicles & effecting deliveries

- Where more than one person in the van, always sit side by side.
- Increase ventilation when in the van by opening windows when travelling.
- Where possible, leave deliveries at the door of customer's properties rather than handing them over.
- Knock the door and step back 2 metres where possible and wait for customer.
- Avoid entering customer's properties where possible. Should the goods need to be taken into the home, ask the customer to advise where to put them and ask them to leave the area to give you sufficient distancing space.
- In the unlikely event payment is required, call the store and do not handle cash.
- For collection of goods, where possible ask customer to have goods ready outside of the property.
- PPE (masks and gloves) are available should you wish to use them. Current HMRC guidance doesn't specify they have to be worn but you should consider wearing them if requested by a customer.

General Cleaning

- Frequent cleaning and disinfecting of objects and surfaces is required at least every morning before driving and every afternoon when finishing driving.
- High use areas and objects to be cleaned regularly and after every use where necessary. This include the following items, but the list is not exhaustive:

			<ul style="list-style-type: none">• Door handles• Controls• Steering Wheel• Seats• Telephones, Tablet• Files, folders and paperwork• Tools if used• Employees encouraged to use own stationary each day and clean regularly <p><u>Accidents and Emergencies</u></p> <ul style="list-style-type: none">• In an emergency, people do not have to stay 2 metres apart. Those administering first aid will need to pay attention to sanitisation. <p>MANAGEMENT AND ALL STAFF TO BE RESPONSIBLE FOR THEIR ACTIONS AND TO ENSURE ALL PERSONS IN THE STORE ARE ADHEREING TO THE ABOVE</p>
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