



# COVID 19

## Risk Assessment

<b>Location:</b>	Whole Store	<b>Reference No:</b>	CV1
		<b>Assessed By:</b>	DPI
<b>Activity:</b>	Warehouse Area	<b>Approved By:</b>	MDI
		<b>Review Date:</b>	09/05/2020

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

- 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