

COVID-19 Risk Assessment



Task		Coronavirus (COVID-19)			Assessment Ref.	COVID_RA			Date	08/04/2021	Review Date	08/10/2021
Site		Shops			Assessed By	Justin McCarthy			Signed by	J D McCarthy		
Hazard	Specific Risk	Who is at risk	Assessment Pre-Controls			Control Measures in place	Assessment Post Controls					
			S	L	RR		S	L	RR			
Operating during Coronavirus Pandemic Contact with customers or members of the public	Exposure to COVID-19 Risk of infection being passed from contacts or with contaminated premises and equipment.	Employees, Members of the public, Customers	5	4	20	<ul style="list-style-type: none"> • Every member of Staff & Volunteers has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place. Undertaken via site meeting. • All Volunteers must complete a COVID-19 declaration prior to returning to work. Declarations are then reviewed by senior management level. This has enabled us to ensure symptomatic persons are not present. • Staff & Volunteers have been instructed to notify management immediately if they become symptomatic whilst at work. Symptomatic worker must leave site straight away. All areas touched or potentially touched by worker will be thoroughly disinfected. • If Staff & Volunteers are symptomatic or live with a symptomatic person, they must self-isolate in accordance with government guidelines (14 days). • Shop Manager has established whether any workers are deemed vulnerable e.g. pregnant or underlying health conditions. • Work tasks and premises layout redesigned to enable all employees and customers to remain more than 2m apart from other people at all possible times. • Computer stations positioned at least 2m apart. • Floor demarcations to indicate 2m distancing. • Protective screens installed at till points. • Clients are asked upon booking a visit to the premises whether they are (or anyone in their household) is symptomatic. • Social distancing signage is prominently displayed. • Where teamwork is required, teams do not work in groups larger than 2 - whilst maintaining social distance of 2m at all reasonably practicable times. Where 2m cannot be maintained for other safety or productivity reasons, respiratory protective equipment (face masks) will be worn. • Basic hygiene followed at all times (thoroughly wash hands before eating, drinking, smoking with soap and water). Workforce instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds. • All touch points have been identified. Systematic disinfecting of touch points is undertaken. • Alcohol Hand wipes & / or Gels provided for teams as additional protection. • Systematic cleaning procedure implemented throughout. • Individual work equipment provided to Staff & Volunteers e.g. own telephone, computers etc. • Staff will monitor government directives; Peninsula advice & then review this assessment where required following introductions of other required control measures. All Areas. 	5	2	10			

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Operating during Coronavirus Pandemic	Exposure to COVID-19 Risk of infection being passed from contacts or with contaminated premises and equipment.		5	4	20	<ul style="list-style-type: none"> • Breaks staggered to ensure no more than 2 persons are in the break room at any given time. Chairs must be diagonal and at least 2m apart. Staff & Volunteers encouraged to eat externally. • Staff & Volunteers have been assigned their own mug and cutlery (confirm whether Staff & Volunteers need to bring in their own or whether you will provide). • Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean. • Staff & Volunteers instructed to never share / offer food or drink with colleagues or other building occupants. • Workforce instructed that physical contact with colleagues or clients, such as handshakes, hugs, etc. are not to be undertaken. 	5	2	10		
Failure to follow Government and Business Policies and Procedures	Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> • The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance (as detailed in above control measures). • Our arrangements and procedures are reviewed daily in the light of additional government guidance as published at gov.uk/coronavirus. • Staff & Volunteers with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their management team without delay. 	5	2	10		

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Uninformed workforce	Uninformed Staff & Volunteers who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on HSE, Peninsula, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance. Every member of Staff & Volunteers has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place. Suitable warning posters displayed at all our fixed workplaces. We have shared with our customers, by phone, the arrangements we have in place and how we would expect them to cooperate with our Staff & Volunteers at their premises. 	5	2	10		
Personal hygiene	Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> Basic hygiene followed at all times (thoroughly wash hands before eating, drinking, smoking with soap and water). Workforce instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean. Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action. 	5	2	10		
Food and drink	Potential for cross-infection if food and drink are provided.	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> Workforce encouraged to prepare food and drink at home and bring it to work with them. Staff & Volunteers have been instructed that they are not permitted to share food or drink with customers or colleagues. Break times staggered. Food surfaces e.g. kitchen worktops and desks must be disinfected prior and post use. 	5	2	10		

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Personal Protective Equipment	Contact with potentially cross contaminated PPE may transmit infection	Employees	5	4	20	<ul style="list-style-type: none"> Personal protective equipment is considered the last line of defence against COVID-19 and will only be provided for activities where 2m distance is not possible. Other control measures are prioritised over PPE, such as sanitation products, social distancing etc. Only personal protective equipment provided by our company shall be worn. Personal protective equipment is required to remain PERSONAL to person to whom it was issued. Workers instructed not to borrow from colleagues. Where personal protective equipment is required in the course of work it has been provided. Workers instructed that it must be used when required. If it may have become contaminated it must be bagged and the contamination notified to management. 	5	2	10
Telephone and IT equipment	Contact with potentially cross contaminated equipment may transmit infection	Employees	5	4	20	<ul style="list-style-type: none"> Workers instructed not to use colleagues' computers, accessories and telephones. Workers instructed to ensure that all IT equipment, mobile phones, that may be used on site are cleaned/disinfected on a regular basis using the cleaning wipes and sanitisers that have been provided. Workers instructed to refrain from sharing their work mobile phone with other people. If they use personal phones they are advised to follow this rule. 	5	2	10
Smoking	Inhalation of tobacco smoke and or vapours from e-cigarettes may make smokers vulnerable to coronavirus infection	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> Smoking is not permitted on site. Workers are reminded to comply with no smoking regulations at all times. 	5	2	10
Shared use of machinery or equipment	Contact with potentially cross contaminated equipment may transmit infection	Employees	5	4	20	<ul style="list-style-type: none"> Each member of Staff & Volunteers has their own personal work equipment. Routine cleaning undertaken of all work equipment. 	5	2	10
Site Meetings – in groups	Potential for cross-infection and reduction of social distancing	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> There will not be no meetings in large groups. All non-essential meetings either postponed or completed via other means. Appointments via bookings where possible, to keep number of occupants down. If a meeting is required e.g. to communicate this risk assessment findings, we will ensure workers are at least 2m away from one another. 	5	2	10
Employees within vulnerable groups	Employees exposure to Coronavirus	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> Any Volunteer within vulnerable groups are to remain at home for 12 weeks or as directed by government advice. Shop Manager has established whether there are any vulnerable workers. 	5	1	5

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Hazard Severity & Likelihood		Severity (S) X Likelihood (L) = Risk Rating (RR)	No Action Required			Monitor Task			Action Required				Urgent Action Required Stop work			
Severity	Likelihood		1	2	3	4	5	6	8	9	10	12	15	16	20	25
1. Negligible – No Injury	1. Very Unlikely (1 in 10000)															
2. Slight – Minor Injury	2. Unlikely (1 in 1000)															
3. Moderate – Lost time Injury	3. Fairly Likely (1 in 100)															
4. High – More than 3 days injury	4. Likely (1 in 10)															
5. Very High – Death	5. Very Likely (1 in 1 – Almost certain)															