

# FOOT SHOP LTD COVID 19 RISK ASSESSMENT

Company name: Foot Shop Ltd

Assessment carried out by: Nick Brine

Date of next review: 01/05/2022

Date assessment was carried out: 27/01/2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
The spread of Covid-19	1. Staff 2. Cleaners 3. Visitors 4. Delivery Drivers 5. Customers 6. Service Providers	<b><u>General</u></b>  Hand sanitiser/ hand washing on arrival for all.	None	Staff/visitors	On arrival, ongoing	Yes
		Time and attendance monitor has been made hands free.	None			Yes

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		2m 'Social Distancing' implemented throughout the premises, supported by signage and floor markings.	None	Staff/Visitors	Always, ongoing	Yes
		Where 2m distancing is not possible activity time is kept as short as possible.	None	Staff/Visitors	Always, ongoing	Yes
		Use social distancing on stairways used to access the 1 <sup>st</sup> Floor	None	Staff/Visitors	Always, ongoing	Yes
		Seating positions for staff in the offices have been arranged to allow 2m distancing.	None	Completed	N/A	Yes

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		Side by side or back-to-back seating should be used in preference to face to face.	All staff need to be aware and sit accordingly.	Staff working on site.	Ongoing	Yes
		Frequent cleaning and sanitisation of common touch points throughout the premises.	None	Heads of Cohorts & Jim	Ongoing	Yes
		Assign cohorts to Kitchens & Rest Rooms.	Units 11, 12 & Shop to use 1 <sup>st</sup> floor facilities. Contact Center & Returns to use Contact Centre facilities. Fulfilment to use fulfilment facilities.	Completed	Ongoing	Yes

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		Social distancing, side by side seating & ventilation to be used in Toilets, Kitchens and rest rooms.	Staff to observe these requirements, open windows etc.	Staff	Ongoing	Yes
		Staggered break times have been set up where applicable.	None	N/A	Ongoing	Yes
		The shower is no longer able to be used.	None	N/A	Ongoing	Yes
		Use virtual/remote meetings where possible.	None	N/A	Ongoing	Yes

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		In person meetings should be held in well ventilated areas, be kept as short as possible, utilising masks where distancing is not possible.	None	Staff/Visitors	Ongoing	Yes
		Remove unnecessary movement around the building.	None	Staff/Visitors	Ongoing	Yes
		Face masks are used when 2 or more people need to work in within 2m of each other.	None	Staff/Visitors	Ongoing	Yes
		Antibacterial wipes are provided for all areas of the business.	None	Facilities	Ongoing	Yes

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		Opening windows to aid airflow and fresh air for staff.	None	Staff	Ongoing	Yes
		Wearing of face masks/coverings is not compulsory but is encouraged whenever staff are moving around the workplace.	None	Staff/Visitors	Ongoing	Yes
		Twice weekly Lateral Flow testing for all onsite staff.	None	Staff/Visitors	Ongoing	Yes
		Lateral Flow tests recommended for visitors attending meetings or working on site.	Ask visitors to take a test before arriving on site when making arrangements.	Staff/Visitors	Ongoing	Yes

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		<b><u>Warehouse</u></b>				
		2m 'Social Distancing' markers and a one-way system throughout the warehouse.	None	Staff/Visitors	Ongoing	Yes
		Altered layout of despatching area so that packing stations follow distancing guidelines.	None	N/A	N/A	Yes
		Sanitisation of picking trolley touch points between hand overs.	None	Staff	Ongoing	Yes
		Hand sanitisation after receiving goods from external sources.	None	Staff	Ongoing	Yes

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		Staff issued with personalise equipment and asked not to share.	None	N/A	Ongoing	Yes
		Packing stations organised so that supplies are on hand to limit movement.	None	N/A	Ongoing	Yes
		Increased order picking quantities to reduce movement.	None	N/A	Ongoing	Yes
		Altered Goods In process to reduce movement and aid social distancing.	None	N/A	Ongoing	Yes



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		Changed the layout in the Returns Office so that 3 workstations can be socially distanced.	None	N/A	N/A	Yes

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		<p><b><u>Retail</u></b></p> <p>Limit of 3 customer groups at a time. Each Group limited to a maximum of 3 people.</p> <p>If the shop is already dealing the with maximum number of customers, additional customers will be asked to wait on the bench outside or in their car. Customers will be invited in when staff are available.</p> <p>Use barriers and distance markers to control entrance and exit routes.</p>	<p>None.</p> <p>None</p> <p>None</p>	<p>Staff to manage</p> <p>Staff to manage</p> <p>N/A</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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		Request that customer sanitise on arrival.	Sanitiser & signs available on customer arrival.	Facilities	Ongoing	Yes
		One-way system around shop floor with floor markings and directional arrows.	None	N/A	Ongoing	Yes
		Screens to be used to separate customer groups.	None	N/A	Ongoing	Yes
		Mobile screens will be positioned between customers and staff so that we can assist customers with fitting.	None	Staff	Ongoing	Yes

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		Screens on the counter to separate staff from customers.	None	N/A	Ongoing	Yes
		PDQ machines will be sanitised between uses.	None	Staff	Ongoing	Yes
		Plastic coverings for chairs.	None	N/A	Ongoing	Yes
		While face coverings are no longer mandatory, we request that they are used by staff and customers.	Due to the proximity of the activity, we will be unable to offer customers a fitting service if face coverings are not worn.	Shop Staff/Customers	Ongoing	Yes

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		<b><u>First Aid</u></b>  Assisting from a safe distance.  Getting the patient to follow your instructions if they are capable.  Minimising time in the patients breathing zone.  Only delivering CPR by chest compressions, not using rescue breaths.	None  None  None  None	First Aiders  First Aiders  First Aiders  First Aiders	Ongoing  Ongoing  Ongoing  Ongoing	Yes  Yes  Yes  Yes

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		<p>Wearing the following when administering First Aid:</p> <ul style="list-style-type: none"> <li>• Moistur repellent surgical mask.</li> <li>• Goggles</li> <li>• Disposable gloves</li> <li>• Disposable apron</li> </ul>	None	First Aiders	Ongoing	Yes
		<p>After administering First Aid:</p> <ul style="list-style-type: none"> <li>• Safely discard disposable items and clean reusable ones thoroughly</li> <li>• Clean hands thoroughly with soap and water or sanitiser</li> </ul>	None	First Aiders	Ongoing	Yes

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		<p><b><u>Managing the Virus</u></b></p> <p>All staff should adhere to the government guidelines regarding self-isolation.</p>	<p>Close contacts of a positive case should:</p> <p>Isolate for 10 days if not fully vaccinated or told to by track and trace.</p> <p>Complete daily lateral flow test before leaving home for 10 days from contact if fully vaccinated.</p> <p>Positive cases should stay home and only return to the workplace following 2 negative lateral flow test taken a day apart, after day 5 of their positive test.</p>	All Staff	Ongoing	Yes

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		Establish single point of contact for case management.	All reporting of positive cases, close contacts, isolation to Nick Brine	All staff	Ongoing	Yes