

FOOT SHOP LTD COVID 19 RISK ASSESSMENT

Company name: Foot Shop Ltd

Date of next review: 31/03/2021

Assessment carried out by: Nick Brine Date

assessment was carried out: 04/01/2021

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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	<p><u>General</u></p> <p>Hand sanitiser/ hand washing on arrival for all.</p> <p>Time and attendance monitor has been made hands free.</p> <p>Hands free temperature checks on arrival for all. Anyone arriving for work with a temperature</p>	<p>Hand sanitiser needed for the foyer.</p> <p>None</p> <p>None</p>	James Lockyer	6 th July 2020	Yes

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		<p>exceeding 37.8c is asked to leave and contact HR or their line manager.</p> <p>2m 'Social Distancing' implemented throughout the premises, supported by signage and floor markings.</p> <p>Where 2m distancing is not possible activity time is kept as short as possible.</p> <p>One-way system for stairs used to access the 1st floor.</p> <p>Seating positions for staff in the offices have been arranged to allow 2m distancing.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>			
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		Frequent cleaning and sanitisation of common touch points throughout the premises.	Cleaning schedule required to record frequency.	James Lockyer / Nick Brine	6 th July 2020	Yes
		Limiting the number of people who can use communal areas at a time. Kitchens, Rest Rooms and Toilets are all single occupancy. Staggered break times have been set up where applicable.	Review Ladies toilets to see if the use of 'Social Distancing' can allow more access. Cleaning procedure needed for toilets to be followed between uses.	James Lockyer / Nick Brine	6 th July 2020	Yes
		Keeping employees on site to a minimum by homeworking wherever possible.	None			
		The shower is no longer able to be used.	Sign needed informing staff that the shower can't be used.	James Lockyer	6 th July 2020	Yes

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		<p>Only holding meetings in person where a remote/virtual meeting is not possible. 2m distancing for 'in person' meetings.</p>	<p>Hand sanitiser and distance markings required for meeting rooms.</p>	<p>Nick Brine / James Lockyer</p>	<p>6th July 2020</p>	<p>Yes</p>
		<p>Remove unnecessary movement around the building.</p>	<p>Review all interdepartmental movements, implement alternatives to movement such as emails, phone calls or handover points wherever possible.</p>	<p>Nick Brine</p>	<p>13th July 2020</p>	<p>Yes</p>
		<p>Face masks are used when 2 or more people need to work in within 2m of each other.</p>	<p>None</p>			
		<p>Antibacterial wipes are provided for all areas of the business.</p>	<p>We need to ensure that commonly used equipment such as printers, the photocopier, folding</p>		<p>6th July 2020</p>	<p>Yes</p>

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			<p>machines, the letter opener, shredders etc. are sanitised after use. Communication needed to all staff.</p>	Nick Brine		
		<p><u>Warehouse</u></p> <p>2m 'Social Distancing' markers and a one-way system throughout the warehouse.</p>	None			
		<p>Altered layout of despatching area so that packing stations follow distancing guidelines.</p>	None			
		<p>Sanitisation of picking trolley touch points between hand overs.</p>	Need to implement sanitisation of delivery cages and pallet trucks.		6 th July 2020	Yes
		<p>Hand sanitisation after receiving</p>	None	Nick Brine		

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		<p>goods from external sources. Staff issued with personalise equipment and asked not to share.</p> <p>Altered packing stations so that supplies are on hand in order to limit movement.</p> <p>Altered order picking quantities to reduce movement.</p> <p>Altered Goods In process to reduce movement and aid social distancing.</p>	<p>Step ladders RF trackers need to be personalised and issued to staff.</p> <p>None.</p> <p>None</p> <p>None</p>	Adam Gibbs	6 th July 2020	Yes
		<p>Changed the layout in the Returns Office so that 3</p>	<p>Social distancing floor markings required.</p>		6 th July 2020	Yes

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		workstations can be socially distanced.				
		<p><u>Retail</u></p> <p>Limit of 2 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>	Signage needed	Nick Brine / James Lockyer	1 st August 2020	Yes
			Staff training required	James Lockyer	1 st August 2020	Yes
			Barriers, signage and markers needed	Nick Brine	1 st August 2020	Yes

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		Barrier on arrival so that temperature can be taken, and sanitisation can take place.	Barrier, signage, temperature and sanitisation station needed.	James Lockyer	1 st August 2020	Yes
		One-way system around shop floor with floor markings and directional arrows.	Floor arrows and distance markers needed.	James Lockyer	1 st August 2020	Yes
		Screens to be used to separate customer groups.	Screens needed	James Lockyer	1 st August 2020	Yes
		Customers can use the toilets, shop staff must sanitise main touch points between customers.	Staff training	James Lockyer	1 st August 2020	Yes
		Mobile screens will be positioned between customers and staff so that we can assist	Mobile screens needed	Nick Brine	1 st August 2020	Yes

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		customers with fitting.		James Lockyer		
		Customers to be advised that they should not handle display stock.	Staff training and signage needed		1 st August 2020	Yes
		Screens on the counter to separate staff from customers.	Screens needed	James Lockyer	1 st August 2020	Yes
		Card payment only. PDQ machines will need to be sanitised between uses.	Staff training and cleaning materials needed	James Lockyer	1 st August 2020	Yes
		Plastic coverings for chairs.	Covers needed	Nick Brine / James Lockyer	1 st August 2020	Yes
		Cleaning of fitting area touch points after use.	Staff training and cleaning materials needed		1 st August 2020	Yes
		Not restocking of returned or tried on goods for 48hrs	Area of stockroom to be set aside and labelled by day of week. Staff training.	James Lockyer	1 st August 2020	Yes

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		<p>Anyone visiting the shop floor must wear a mask during shop opening hours.</p> <p><u>First Aid</u></p> <p>Assisting from a safe distance.</p> <p>Getting the patient to follow your instructions if they are capable.</p> <p>Minimising time in the patients breathing zone.</p> <p>Only delivering CPR by chest compressions, not using rescue breaths.</p>	<p>Face masks made available to all and the requirement to use to be communicated.</p> <p>Wearing the following when administering First Aid:</p> <ul style="list-style-type: none"> • Moisture repellent surgical mask. • Goggles • Disposable gloves • Disposable apron <p>After administering First Aid:</p> <ul style="list-style-type: none"> • Safely discard disposable items and clean reusable ones thoroughly 	<p>Nick Brine / James Lockyer</p> <p>Nick Brine</p> <p>Nick Brine</p> <p>First aiders and first responders</p>	<p>1st August 2020</p> <p>As the situation arises</p>	<p>Yes</p> <p>Yes</p>
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			<ul style="list-style-type: none">• Clean hands thoroughly with soap and water or sanitiser			
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