

FOOT SHOP LTD COVID 19 RISK ASSESSMENT

Company name: Foot Shop Ltd

Assessment carried out by: Nick Brine

Date of next review: 01/09/2021

Date assessment was carried out: 15/03/2021

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	<u>General</u> 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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		Temperature checks on arrival for all. Anyone arriving for work with a temperature exceeding 37.8c is asked to leave and contact HR or their line manager.	None	Staff/Visitors	On Arrival, ongoing	Yes
		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

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		One-way system in place for stairs used to access the 1 st floor.	None	Staff/Visitors	Always, ongoing	Yes
		Seating positions for staff in the offices have been arranged to allow 2m distancing.	None			Yes
		Frequent cleaning and sanitisation of common touch points throughout the premises.	None	Heads of Cohorts & Jim	Ongoing	Yes

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		Limiting the number of people who can use communal areas at a time. Kitchens, Rest Rooms and Toilets are all single occupancy.	None	Staff/Visitors	Ongoing	Yes
		Staggered break times have been set up where applicable.	None			Yes
		Keeping employees on site to a minimum by homeworking wherever possible.	None			Yes
		The shower is no longer able to be used.	None			Yes

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		Only holding meetings in person where a remote/virtual meeting is not possible. 2m distancing for 'in person' meetings.	None	Staff/Visitors	Ongoing	Yes
		Remove unnecessary movement around the building.	None	Staff/Visitors		Yes
		Face masks are used when 2 or more people need to work in within 2m of each other.	None	Staff/Visitors		Yes

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		Antibacterial wipes are provided for all areas of the business.	None	Jim	Ongoing	Yes
		Opening windows to aid airflow and fresh air for staff.	None	Staff/Visitors	Ongoing	Yes
		Wearing of face masks/coverings strongly encouraged whenever staff are moving around the workplace.	None	Staff/Visitors	Ongoing	Yes
		Weekly Lateral Flow testing for all onsite staff.	None	Staff/Visitors	Ongoing	Yes

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		<p>Established the following cohorts:</p> <ul style="list-style-type: none"> • Fulfilment • Contact Centre • Returns • Offices • Shop <p>Limited these cohorts to designated areas and facilities to stop cross cohort interaction.</p> <p><u>Warehouse</u></p> <p>2m 'Social Distancing' markers and a one-way system throughout the warehouse.</p>	None			Yes
			None	Staff/Visitors	Ongoing	Yes

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		Altered layout of despatching area so that packing stations follow distancing guidelines.	None			Yes
		Sanitisation of picking trolley touch points between hand overs.	None	Pickers and packers	Ongoing	Yes
		Hand sanitisation after receiving goods from external sources.	None	Staff	Ongoing	Yes
		Staff issued with personalise equipment and asked not to share.	None	Adam	Ongoing	Yes

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		Packing stations organised so that supplies are on hand to limit movement.	None.	Adam	Ongoing	Yes
		Increased order picking quantities to reduce movement.	None			Yes
		Altered Goods In process to reduce movement and aid social distancing.	None			Yes
		Changed the layout in the Returns Office so that 3 workstations can be socially distanced.	None			Yes

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		<p><u>Retail</u></p> <p>Limit of 3 customer groups at a time. Each Group limited to a maximum of 3 people.</p> <p>None</p>	None			Yes
		<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>None</p>	None			Yes
		<p>Use barriers and distance markers to control entrance and exit routes.</p> <p>None</p>	None			Yes

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		Barrier on arrival so that temperature can be taken, and sanitisation can take place.	None			Yes
		One-way system around shop floor with floor markings and directional arrows.	None			Yes
		Screens to be used to separate customer groups.	None			Yes
		Customers can use the toilets; shop staff must sanitise main touch points between customers.	None	Shop Staff	Ongoing	Yes
		Mobile screens will be positioned	None	Shop Staff	Ongoing	Yes

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		between customers and staff so that we can assist customers with fitting.				
		Customers to be advised that they should not handle display stock.	None	Shop Staff	Ongoing	Yes
		Screens on the counter to separate staff from customers.	None			Yes
		PDQ machines will be sanitised between uses.	None	Shop Staff	Ongoing	Yes
		Plastic coverings for chairs.	None			Yes

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		Cleaning of fitting area touch points after use.	None	Shop Staff	Ongoing	Yes
		Not restocking of returned or tried on goods for 48hrs	None	Shop Staff	Ongoing	Yes
		Anyone visiting the shop floor must wear a mask during shop opening hours.	None	Staff/Visitors	Ongoing	Yes

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		<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>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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

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