

## COVID 19 Risk Assessment

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Colleagues</b></li> <li>• <b>Customers</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Delivery Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with you in relation to your business</b></li> </ul>	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place. See hand washing guidance</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b><u>Use of toilets</u></b></p> <p>When using the toilet, seats are to be put down before flushing to minimise the spread of COVID through faecal contamination.</p> <p><b><u>Cleaning</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, counter</p>	<p>Colleagues to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels (not less than every 2 hours).</p> <p>Hand washing guidance to be displayed in colleague areas as a reminder.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Toilet seats are to be lowered before flushing and toilets are to be cleaned regularly.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>			

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		<p>areas, pin pads etc. using appropriate cleaning products and methods following the Covid 19 cleaning guidance.</p> <p><b><u>Social Distancing</u></b>  Social Distancing - Reducing the number of persons in any area to comply with 2-metre (6.5 foot) through the management of customer numbers permitted in store at any one time.</p> <p>Use of POS and markings to assist people in maintaining 2m spacing between them as set out in the social distancing best practice guide.</p> <p>Social distancing to be promoted for customers queuing outside of the store through the use of POS.</p> <p>Sneeze screens fitted at all till points and PO counters that do not have screens already.</p> <p>Redesigning processes to ensure social distancing in place i.e. closure of aisles for replenishment if required.</p>	<p>Colleagues to be reminded regularly of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Rotas to be reviewed and where possible, colleagues to work with the same group of colleagues</p> <p>Screens to be cleaned regularly using appropriate cleaning processes as per the cleaning guidance.</p> <p>POS to be used and refreshed as required to promote social distancing.</p> <p>Where queues outside of the store compromise neighbouring businesses, additional POS downloadable from the back office must be printed and be displayed in the window or on an A board to denote the point that the queue must end for public safety. If you have large external queues, contact your AM to agree</p>			
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		<p>Social distancing also to be adhered to in colleague areas.</p> <p><b>PPE</b> Where gloves and face coverings are worn by colleagues, guidance for the safe use must be followed by all colleagues – see Mask and Glove Safety document.</p>	<p>additional control measures i.e. pavement markings</p> <p>The wearing of gloves does not replace the need for effective handwashing. Incorrect use of gloves can cause contamination.</p> <p>Always wash hands before putting on or removing gloves or face coverings.</p> <p>Waste gloves and masks must be bagged before placing into normal refuse. If you believe them to be contaminated, they must be double bagged.</p> <p>Face coverings must be worn by all colleagues in stores at all times when on the shop floor and in public areas (unless exempt). When behind the counter and behind covid screens, workers are permitted to remove their face coverings unless they are working with another colleague where 2m distancing cannot be maintained at all times.</p> <p>Face coverings do not need to be worn in the back of house areas unless you cannot maintain 2m from other colleagues.</p>			
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		<p><b><u>Symptoms of Covid-19</u></b>          If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance and make arrangements for a test.</p> <p>Colleagues must also self-isolate for 14 days if a member of their household is showing symptoms or has tested positive for Coronavirus. A test can be booked under these circumstances as well</p> <p>Line managers will maintain regular contact with colleagues during this time.</p> <p>If advised that a colleague or a customer has developed Covid-19 and were recently on our premises, the management team of the workplace will advise any colleagues that have worked alongside the colleague to monitor</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support colleagues in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Where there is more than one positive case in a store, management may ask colleagues to self-isolate as a precaution whilst Public Health are consulted.</p>			
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		<p>for symptoms &amp; book a test where applicable. If advised by Public Health England, the colleague will also self-isolate.</p> <p><b><u>Shielding Colleagues</u></b> Colleagues who fall into vulnerable groups as identified by Public Health will be supported in shielding.</p> <p><b><u>Home News Delivery</u></b> Home News Delivery colleagues have been issued guidance (see Home News Delivery and Coronavirus document) to minimise the risk of contamination.</p> <p>Face coverings have been issued to all HND colleagues to wear when entering the store or other buildings.</p>	<p>Regular contact will be made with shielding colleagues to check on their welfare and information will be provided on Groceryaid who can offer financial and emotional support where applicable.</p> <p>An individual return to work questionnaire and risk assessment will be completed with all colleagues that had a shielding letter and any additional control measures identified for the individual will be implemented as required.</p> <p>For colleagues entering buildings, a face covering must be worn.</p> <p>For colleagues using HND vans, the hand contact points are to be cleaned before and after use.</p>			
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		<p><b><u>Mental Health</u></b>  Management will promote mental health &amp; wellbeing awareness to colleagues during the Coronavirus outbreak and will offer whatever support they can to help through regular check ins</p> <p><b><u>Visitors</u></b>  Permitted visitors will be kept to a minimum and all visitors (incl. internal visitors) have been issued guidance to follow when carrying out visits (see Guide to conducting visits and Guidance for Contractors and Suppliers)</p>	<p>Regular bitesize guides and links will be made available to colleagues via email and Speakap.</p> <p>Groceryaid is to be actively promoted to all colleagues but in particular those that require some additional support  Any concerns regarding conduct of visitors should be raised with your line manager.</p> <p>If you are concerned about the conduct of any visitor, this should be challenged and reported to the Trading Helpdesk so it can be escalated to the relevant business.</p>			
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