

Leading Labels Ltd

Risk Assessment Covid-19

Assessor	
Job title	
Assessment date	
Review date(s)	
Business type/location	

Risk Rating = Likelihood x Severity
 Where a Risk Rating of 25 requires immediate action and 1 requiring no action

Likelihood	Severity
1= Very unlikely	1= Low - Minor Injury
2= Unlikely	2= Low- Less than three days off work
3= Fairly Likely	3= Medium - more than 3 days less than 7days off work
4= Likely	4= Medium - More than 7days off work
5= Very Likely	5= High - Major injury/death

Hazard and potential risks	Who is at risk	Existing Controls	Initial Risk Rating	Further Required Actions	Residual Risk Rating	Action to be carried out by whom:	When is the action needed	Any Further action	Done
Infection Prevention, Cleaning and Staff Safety									
Coronavirus Covid-19. There is a direct threat to staff health and wellbeing from transmission of coronavirus while at work People can catch the virus from others who are infected in the following ways:	Staff, Customers, visitors	Washroom facilities are available to all staff and visitors. Disinfectant and cleaning equipment available to clean washrooms/kitchen and staff rooms	25	A full re-introduction will be carried out for all staff, with specific focus on coronavirus and the social distancing Circulating "COVID secure" coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe	12				

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1) Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales				requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business					
2)The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc				Managers should pass on and reinforce key Government public health messages to all staff:					
3) People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth				Do not touch face, eyes, nose or mouth if hands are not clean					
4) Air conditioning units only promote a faster circulation of possibly contaminated air				Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it)					
				Put used tissues in the bin straight away					
				Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)					
				Clean and disinfect frequently touched objects and surfaces					
				Avoid close contact with people who are unwell					
				In all departments, fully implement Public Health England (PHE) Guidance for Employers and Businesses on Coronavirus, including the following key safety precautions:					
				Keep risk assessments under review to ensure that a safe place of work is maintained					
				Consult with staff and fully involve the workforce at all stages of the pandemic					
				Make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work					

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				Provide hand sanitiser as required at entrance/exits and at till points					
				Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as cash desks, door handles, light switches, using appropriate cleaning products and methods.					
				Facemasks will be provided where social distancing is not possible i.e at cash desk, back office areas and deliveries					
				Close changing rooms in accordance with government guidance.					
				Turn all air conditioning units off to prevent circulation of droplets					
				Any customer returned merchandise should be quarantined in a confined area for 72 hours before returning to the shopfloor.					
				Wherever possible any first aid to be carried out with no physical contact with the injured party. Face masks must be worn and any plasters etc should be handed to the patient.					
Workplace Social Distancing									
Effective social distancing is a key element in reducing the transmission of COVID-19	Staff, Customers, visitors	Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:	25	Place markers on the floor to demonstrate the 2mdistancing measure down main walkways	12				
Social distancing refers to people being required to maintain a distance from each other of 1 metres, wherever possible		Avoiding non-essential contact with others		Remove stands/fixtures where necessary to accommodate 1 metre distancing.					

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Social distancing effectively puts people at a safe range from anyone coughing.		Keeping a safe distance of at least 1 metres (about 3 steps) from others whenever possible. Shoppers queueing 1 meters apart to gain access		Adaptations to the premises to support social distancing will include:					
The main route of virus transmission is through droplets exhaled or coughed by an infected person		Avoiding physical contact (e.g. hugs, handshakes, etc)		Signage placed throughout the store reminding customers and staff of the 2-metre regulation including posters and floor markings.					
		Avoiding public transport to get to work wherever possible		Making regular announcements via the tannoy system where available to remind staff and customers of the social distancing measures					
				Maximum occupancy limits in stores established and monitored. 16m2 per person to be allowed in store.					
				Reduced staff numbers on each shift, to minimise use of back office facilities and adhere to 1 metre distancing measures					
				Face to face contact with customers should be avoided if possible. Conversations should be made side by side if needed.					
				Adaptations to work processes to support social distancing will include:					
				Workstations and desks to be arranged with a minimum separation between them; and screens fitted to cash desks to minimise customer/cashier contact.					
				Essential meetings held in well ventilated rooms with appropriate social distancing in place; numbers limited to essential members only and use phone/video conferencing, etc					

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				Face-to-face meetings replaced with video conferencing, phone conferencing, etc					
Higher Risk Areas of the Workplace									
Covid-19 may present a higher risk in certain places in the workplace; this may include areas such as offices, staff toilets, staff rooms, restrooms and changing rooms	Staff, Customers, visitors	Ensure higher-risk high-traffic areas of the workplace are COVID-secure by applying appropriate safety precautions, including:	25	Printing handwashing instructions/posters and displaying throughout workplace, especially in toilets	12				
Heavily used areas of the workplace are more likely to present an infection transmission risk		Staff must always follow good hygiene practice while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc)		Increased cleaning, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc					
Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination.		Managers ensure that adequate hand-cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap, and paper towels		One person in the kitchen at a time. Kitchen and toilets to be cleaned after every use.					
Increased risk of people coughing and touching door handles, taps and toilet flush handles		Staff numbers are limited around high traffic areas such as corridors, stairs, toilets, and restrooms at any one time to ensure social distancing		Changing rooms closed to customers.					
		Breaks are staggered to ensure that restrooms and toilets are not overloaded		Paper towels provided as an alternative to towels or hand dryers					
		Hand sanitizer placed at convenient places around the store with instructions for use		Non-essential doors to be left open where possible to minimise the number of people who touch them. Fire doors and access into the back office(s) and stockroom will remain closed. In addition doors will be left open to improve ventilation.					
Office and Equipment Sharing									

Hazard and potential risks	Who is at risk	Existing Controls	Initial Risk Rating	Further Required Actions	Residual Risk Rating	Action to be carried out by whom:	When is the action needed	Any Further action	Done
Sharing of equipment increases the risk of Covid-19 transmission further	Staff	Equipment should not be shared between staff; limit use of high-touch equipment in the workplace, e.g. pens,	25	Remove all privilege card promotion literature.	12				
				Phones to be cleaned after each use where there is one phone per store and must be shared.					
				Tills/PDQ equipment must be cleaned after each use by the individual user with the correct cleaning solution.					
Staff Health and Staffing Levels									
Higher rates of staff Sickness due to Covid-19 could result in reduced staffing levels.	Staff	The following safety arrangements should apply to staff health or staffing levels:	12						
Staff may get sick with coronavirus infection		Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace.							
People who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS		Staff who are sick or self-isolating should phone immediately and inform their line-manager; on no account should they attend for work							
Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill; if anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period		Staff are informed that no member of staff should come to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell							
Those who are considered extremely vulnerable are advised to “shield” themselves at home									
Cases of Possible Infection on Site									

Hazard and potential risks	Who is at risk	Existing Controls	Initial Risk Rating	Further Required Actions	Residual Risk Rating	Action to be carried out by whom:	When is the action needed	Any Further action	Done
People becoming unwell with Covid-19 while on site or a symptomatic person using a site creates a risk of further transmission	Staff	If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow Government advice to self-isolate	12						
		The following actions should be taken within the workplace:							
		All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets							
		Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal							
		Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be "double-bagged" and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste							
Vulnerable and Extremely Vulnerable Staff									

Hazard and potential risks	Who is at risk	Existing Controls	Initial Risk Rating	Further Required Actions	Residual Risk Rating	Action to be carried out by whom:	When is the action needed	Any Further action	Done
Covid-19 presents a greater risk to staff who may have pre-existing medical conditions.	Staff	The following safety and staff health arrangements should apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):	15						
Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories		Managers and human resources will identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations							
Vulnerable (moderate risk) people include those who:		No member of staff in the extremely vulnerable "high-risk" category will be expected to come to work during the pandemic crisis or during recovery from the lockdown; these staff should be advised to follow Government medical advice and stay at home							
1) are 70 or older		Extremely vulnerable "high-risk" staff will be offered furlough arrangements for as long as possible.							
2) are pregnant		Staff in the vulnerable "moderate risk" category will be considered on a case by case basis							
3) have a lung condition such as asthma, COPD, emphysema, or bronchitis (not severe)		Staff in the vulnerable "moderate risk" category who cannot work from home and wish to return to work will be offered additional protection where possible so that they can achieve effective social distancing							

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4) have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis)		Managers will stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated							
5) are taking medicine that can affect the immune system (such as low doses of steroids) or									
Extremely vulnerable (high risk) people include those who:									
1) have had an organ transplant									
2) are having chemotherapy for cancer, including immunotherapy									
3) are having an intense course of radiotherapy for lung cancer									
4) have a severe lung condition (such as severe asthma or severe COPD)									
5) are taking medicine that makes them much more likely to get infections (such as high doses of steroids)									
6) have a serious heart condition and are pregnant									
The following PHE advice applies:									
those in the "high risk" (extremely vulnerable) category are subject to special "shielding" arrangements; they are advised to self-isolate and not leave home for any reason for at least 12 weeks									
Those in the "moderate risk" (vulnerable) category are advised to stay at home as much as possible; they can go to work if they cannot work from home									
People in both categories are advised by the Government to be particularly stringent in complying with social distancing requirements									
Pregnant women are included in the "moderate risk" category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19									