

# Risk assessment, Mill, Office Warehouse and Shop – COVID Precautions

Company name: W.E. Jameson & Son LTD

Assessment carried out by: Sally Cornforth

Date of next review: 01.11.2020

Date assessment was carried out: 06.08.2020

What are the hazards?	Who might be harmed and how?	Controls	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
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	<p>Increase ventilation to improve air flow in all or parts of the office</p> <p>Open windows and doors (that are not fire doors)</p> <p>Use additional ventilation i.e. desk fans, air movers etc</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air</p>	<p>Maintain air circulation systems</p> <p>Open office windows where possible</p> <p>Reduce the need for contractors to visit site where possible</p>	Managers Workers Contractors	01.09.2020	

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Increased risk of infection and complications for vulnerable workers	Vulnerable Workers	<p>Where possible ensure employees, who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) work from home remotely where possible.</p> <p>Discuss personal risks and identify what you need to do in each case</p> <p>Identify how and where someone in one of these categories will work in line with current government guidance</p> <p>If they are coming into work identify how you will protect them through social distancing and hygiene procedures</p>	<p>When high risk employees are on site ensure they are provided with PPE, sanitiser and a safe area to work.</p> <p>Do not allow other employees to work at their station.</p> <p>Sanitizer on every desk</p> <p>Ensure staff members who fall into one of these categories, e.g. they have asthma or are pregnant make their manager aware they are at higher risk.</p> <p>The Public Health England report Disparities in the risk and outcomes of COVID-19 shows that some groups of people may be at higher risk of infection or suffering from adverse effects if</p>	Managers Vulnerable Workers	01.09.2020	

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			<p>infected. You should consider this in your risk assessment. The higher-risk groups include those who:</p> <ul style="list-style-type: none"> <li>• are older males</li> <li>• have a high body mass index (BMI)</li> <li>• have health conditions such as diabetes</li> <li>• are from some Black, Asian or minority ethnicity (BAME) backgrounds</li> </ul>			
Getting or spreading coronavirus by not washing hands or not washing them adequately, or using hand sanitiser	Workers Customers Contractors Drivers Visitors	Follow guidance on cleaning, hygiene and hand sanitiser  Provide water, soap and drying facilities	Managers to supervise staff to make sure people are following controls  Signs in place to remind people to wash their hands	Managers Workers Customers Contractors Drivers Visitors	01.09.2020	

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		<p>Provide information on how to wash hands properly and display posters</p> <p>Provide hand sanitiser for the occasions when people cannot wash their hands</p> <p>Provide welfare facilities and washing facilities for visiting drivers</p> <p>Provide better bins in Kitchen and Toilets</p> <p>Paper hand towels in all toilets</p> <p>Hand towel dispenser in kitchens, Mill rest room,</p>	<p>Provide information to your workers about when and where they need to wash their hands</p> <p>Identify if and where additional hand washing facilities may be needed If people cannot wash hands, provide information about how and when to use hand sanitiser</p> <p>Identify how you are going to replenish hand washing/sanitising facilities</p> <p>Have a person in each area who is responsible for ensuring supplies are in fully stocked in each section</p> <p>Make sure people are checking their skin for dryness and cracking and</p>			

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			tell them to report problems to their manager as it can cause a risk of infection			
Getting or spreading coronavirus in areas which have high traffic such as kitchen, corridors, toilet facilities, entry/exit points	Workers Customers Visitors Contractors Drivers coming to your business	<p>Reduce the number of staff in areas where people congregate to ensure social distancing is possible. For example, in reception, the meeting room, tea points, kitchens etc</p> <p>Areas where there are pinch points meaning people cannot meet the social distancing rules, e.g. narrow corridors, doorways, customer service points, storage areas</p> <p>Areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc</p>	<p>Ensure PPE and cleaning supplies are constantly under review to ensure supplies do not run out</p> <p>Ensure cleaning rota is in place.</p> <p>When using toilets clean before and after toilet seats with anti-bacterial spray.</p> <p>Ensure toilet lids are closed before flushing and hands are washed as per government guidance.</p> <p>Only have meetings in person if you cannot meet remotely</p>	Managers Workers Customers Visitors	01.09.2020	

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		<p>Areas and surfaces that are frequently touched but are difficult to clean</p> <p>Communal areas where air movement may be less than in other work areas, e.g. kitchens and toilets with no opening windows or mechanical ventilation</p> <p>Limit the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms</p> <p>Communal areas such as spacing out tables in meeting rooms etc so social distancing rules can be met Use Teams wherever possible</p>	<p>Stay 2 metres apart (or 1 metre with risk mitigation, where 2 metres is not viable)</p> <p>Use signs on the floor to help people maintain social distancing (signs for kitchen corridor, signs to say one at once in kitchen)</p> <p>Have meetings in the meeting room with windows open</p> <p>Do not share objects like pens</p> <p>Have hand sanitiser in the meeting room</p> <p>In the office kitchen only 1 person at a time should be in making tea or lunch</p>			

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		<p>Put in place physical barriers e.g. Perspex between desks to reduce contact</p> <p>Increase the use of online meetings using Teams, even for people working in the same building, to reduce the number of people moving around</p> <p>Put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met</p> <p>Leave non-fire doors open to reduce the amount of contact with doors and potentially improve workplace ventilation</p> <p>Provide lockers/boxes for people to keep personal belongings in so that they aren't left in the open</p>	<p>In the mill rest room only 2 people at a time making teas or having lunch</p> <p>Use disposable cups</p> <p>Stagger breaks to have only 2 people off at a time</p>			

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		<p>Keep surfaces, such as kitchen sides and tables area clear to make cleaning easier</p> <p>Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to kitchen</p> <p>Put signs up to remind people to wash and sanitise hands and not touch their faces</p> <p>Put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it</p> <p>Signage for cleaning</p> <p>Hand sanitiser in the visitors area</p>				

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Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	Identify groups of workers who live or travel to work together and group them into a work cohort  Reps must not travel together unless they are wearing PPE	Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus	Workers	01.09.2020	
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Visitors Contractors Drivers coming to your business Drivers going out for your business	Identify surfaces that are frequently touched e.g. kettles, handrails, door handles, vehicle door handles (inside and outside), shared equipment in the mill etc and specify the frequency and level of cleaning and by whom  Checking equipment for example fork lift cleaning, checks  Cleaning rotas  Train people how to put on and remove personal protective equipment (PPE) that is used for	Put cleaning rota in place  Ensure hand sanitiser is available and used before making drinks.  Gloves to be worn when making drinks for other employees  Use paper cups for drinks  When using rest facilities make sure toilet lids are closed before flushing and anti-bacterial spray is used on toilets and taps.	Managers Workers Customers Visitors	01.09.2020	

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		<p>normal work hazards and how to keep it clean</p> <p>Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces (zone people)</p> <p>Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user</p> <p>Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork</p> <p>Identify other areas that will need cleaning to prevent the spread of coronavirus, e.g. kitchen, welfare facilities, vehicles and specify the</p>	<p>Make sure toilets are clean and shelf is put in for cleaning equipment.</p>			

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		<p>frequency and level of cleaning and who will do it</p> <p>Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc) and where they should be used, e.g. wipes in vehicles, and detergent on work surfaces etc</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Provide more bins and empty them more often</p> <p>Provide areas for people to store personal belongings</p> <p>Keep personal items out of work areas</p>				

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<p>Contracting or spreading the COVID virus through being in close contact with each other and not socially distancing</p>	<p>Customers Contractors Delivery drivers to/from your workplace Visitors Workers.</p>	<p>Identify how you can keep people apart in line with social distancing rules</p> <p>Avoid hot-desking as much as possible</p> <p>Sanitise workstations between occupants where people share</p> <p>Use stickers to mark on the floor for social distancing</p> <p>Hold meetings virtually on Teams or Zoom rather than face-to-face</p> <p>Separate people doing the same jobs or wear mask, shield and gloves</p> <p>Limit the number of people on site at one time – work from home.</p>	<p>Staff to wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</p> <p>Customers to use antibacterial hand gel on entering the store.</p> <p>Only 4 customers to be allowed in at a time in shop.</p> <p>Mark out 2m waiting points along the building.</p> <p>Do not allow trying on of clothing &amp; footwear.</p> <p>Ensure customers follow 2m social distancing within the store.</p>	<p>Customers Contractors Delivery drivers to/from your workplace Visitors Workers</p>	<p>01.09.2020</p>	

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		<p>Provide the right equipment to work from home</p> <p>Rearrange work areas to allow people to meet social distancing rules</p> <p>Use empty spaces in the building to spread out staff where possible</p> <p>Use drop zones for passing materials between people to avoid contact</p> <p>Staff rotating breaks to no more than 2 people in the mill break room at any one time</p> <p>Restrict Kitchen to 1 person at a time.</p> <p>Restrict customers to collections which are pre ordered? (Later in the year?)</p>	<p>Mark 2m apart waiting areas at the till.</p> <p>Customers to wear face masks.</p> <p>From August 1, clinically extremely vulnerable people can go to work as long as the workplace is covid-secure but should carry on working from home if possible. If they cannot work from home, they should be offered the safest available roles at work so they can maintain social distancing. It might be appropriate for clinically extremely vulnerable people to do an alternative role or adjust their working pattern temporarily.</p>			

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Surfaces and products becoming contaminated.	Customers or staff contracting COVID through touching contaminated surfaces.	<p>Staff to wear gloves.</p> <p>Staff to wash hands regularly.</p> <p>Frequent cleaning of work areas and equipment between uses.</p> <p>Customers to wear facemasks</p> <p>Staff rotating breaks to no more than 2 people in the mill break room at any one time.</p>	<p>Customers to use antibacterial hand gel entering the store and using the card machine.</p> <p>Clean surfaces frequently with antibacterial spray.</p> <p>Limit customer handling of merchandise, clean stock which may be handled frequently.</p> <p>Extra cleaning required for busy areas.</p> <p>Ensure areas behind counters are clear of personal belongings to avoid contamination.</p> <p>Customers to wear face masks in line with government legislation.</p>	Customers Contractors Visitors Workers Drivers	01.09.2020	

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Taking Payments or Account signing.	Customers or staff contracting COVID through touching money or card machine	<p>Not taking cash payments.</p> <p>Staff wearing disposable gloves.</p> <p>Wash hands regularly and use antibacterial hand gel.</p> <p>Do not share pens</p>	<p>Customers to use antibacterial hand gel entering the store and using the card machine.</p> <p>Use electronic payment methods.</p> <p>Cleaning of card machine between transactions.</p> <p>Do not request signatures from customers for account bookings.</p>	Customers Contractors Visitors Workers Drivers	01.09.2020	
Return of items that do not fit or customers don't want.	Customers or staff contracting COVID from transmission through touching infected items.	Do not accept returns into the store until cleaned with antibacterial spray.	<p>Setting up 'no contact' return procedures where customers take return goods to a designated area.</p> <p>Keep returns separate from displayed merchandise / stock to reduce the</p>	All staff.	01.09.2020	

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			likelihood of transmission through touch.			
Loading Vehicles	Customers or staff contracting COVID	<p>Allow customer to take documentation from the order do not hand documentation to the customer.</p> <p>Signing paperwork COVID.</p> <p>Use non-contact deliveries where the order allows for the use of online booking.</p>	<p>Minimise contact during loading and exchange of documentation.</p> <p>Only load when customer is in their vehicle.</p> <p>Put documents with the order.</p> <p>Customers with large item purchases must be sent round to the warehouse loading area.</p> <p>Ask the customer to return to their vehicle and open their boot, where they will then be loaded.</p>	All staff.	01.06.20	

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Customers and External Drivers using toilets	Customers or staff contracting COVID through shared toilet facilities.	Customers and delivery drivers not allowed to use staff facilities.  Additional welfare facility available	Set clear use and cleaning guidance for the toilets, to ensure they are kept clean and social distancing is achieved where possible.  Point customers to the designated toilets, do not allow them to use staff toilets.	All staff and customers.	01.06.20	

Sign and Print Name:

