

All About Flooring Ltd Covid 19 Risk Assessment

Covid 19 Risk Assessment

Purpose; To identify company activities where the transmission of Covid 19 is possible, those who will be effected and the control measures to reduce the associated risks.
Assessment Date; 05/06/2020
Review Date; Weekly

Identifying those at risk;

employed staff; 1 member shielding due to dependant's health conditions
1 member shielding due to age and health conditions
No other additional risks identified
6 members with no underlying health conditions identified

Self employed staff; 6 members with no underlying health conditions identified
1 member shielding due to age.

The general public; Customers who visit the showroom or warehouse and whose homes we visit.

Delivery drivers and sales reps; Personnel who visit our showroom or warehouse for business purposes.

Activity	Risk rating H/M/L	Control Measures	Action Date	Residual Risk H/M/L
Opening and closing procedure	M	Sanitiser station at entrances/ exits and individual work stations. Staggered start times. PPE available for employed staff.		L

All About Flooring Ltd Covid 19 Risk Assessment

Colleagues carrying out everyday admin tasks H

Hygiene measures to include; M

- Handwashing-facilities in place with soap and sanitiser.
- Disposable hand towels for drying and waste bins provided.
- Sanitiser station at entrances/ exits, individual work stations, kitchen/ and or bathrooms.
- Sneeze guards to desk and serving stations.
- PPE available.
- Greet visitors before entering the building and encourage use of hand sanitisers.
- No food to be consumed outside of the kitchen.
- Preparation and acceptance of beverages at individuals discretion.

Cleaning;

- End of Day cleaning routine of all surfaces and equipment.
- Regular cleaning of equipment and surfaces through the day.
- Immediate cleaning of equipment after use by visitors i.e. Phone, card machine.
- Immediate cleaning of any shared equipment after every use. Only returned to designated space when complete
- Antibacterial sprays and wipes provided.

Housekeeping;

- Maintain social distance of 2m from colleagues and visitors.
- No shared work stations.
- Where possible, equipment to be allocated to work stations/ individuals.
- Staggered breaks for staff and use of kitchen facilities.
- PPE supply position identified to all staff, appropriate wear and use, stocks managed.
- PPE disposal in general waste by double bagged method.
- Internal doors, unless a fire door, to remain open.
- Entrance/ exit doors to remain open where possible.

All About Flooring Ltd Covid 19 Risk Assessment

Assisting customers H
in the showroom

M

Hygiene measures to include;
Sanitiser station at entrances/ exits, individual work stations, kitchen/ and or bathrooms.
Sneeze guards to desk and serving stations.
PPE available.
Greet visitors before entering the building and encourage use of hand sanitisers.
Samples handled to be cleaned immediately after use.
Samples removed from site and subsequently returned to the showroom to be cleaned.

Cleaning;
End of Day cleaning routine of all surfaces and equipment.
Regular cleaning of equipment and surfaces through the day.
Immediate cleaning of equipment after use by visitors i.e. Phone, card machine.
Immediate cleaning of any shared equipment after every use.
Antibacterial sprays and wipes provided.

Housekeeping;
Maintain social distance of 2m from colleagues and visitors.
2m markers positioned at the entrance and within the store.
Where possible a 'one way' system to be adopted.
Limited number of customers permitted to enter each premises.
Customer appointment system to control the number of customers on site.
Encourage 'lone' shopping where possible.
PPE supply position identified to all staff, appropriate wear and use, stocks managed.
PPE disposal in general waste by double bagged method.
Internal doors, unless a fire door, to remain open.
Entrance/ exit doors to remain open where possible.

All About Flooring Ltd Covid 19 Risk Assessment

Visiting customer homes. H

Hygiene measures to include;

- Sanitiser to be available in each company vehicle.
- Hands sanitised before and after entering each property.
- Tools, equipment and vehicle surfaces to be sanitised after each appointment.
- PPE available and gloves should be worn as a precaution.
- Where more than one person in a vehicle, masks should be worn.
- Samples handled to be cleaned immediately after use.
- Samples taken to site and subsequently returned to the showroom to be cleaned.
- All waste to be double bagged and removed from site for disposal.
- We do not recommend accepting food and drink from customer homes.
- No food or drink to be consumed in customer homes.

M

Cleaning;

- Customers responsible for cleaning own surfaces on exiting the premises.
- End of Day cleaning routine of all surfaces, equipment and vehicles.
- Regular cleaning of equipment and surfaces through the day, including vehicles.
- Immediate cleaning of equipment after use by visitors i.e. Phone, card machine.
- Immediate cleaning of any shared equipment after every use.
- Antibacterial sprays and wipes provided.

Housekeeping;

- Maintain social distance of 2m from colleagues and customers.
- Request customers leave premises, or remove for the area of works for the duration of the appointment.
- Request customers to limit the number of people present at the time of the works.
- Internal doors to remain open during the duration of the appointment.
- Windows and doors for access to remain open where possible for the duration of the appointment.

All About Flooring Ltd Covid 19 Risk Assessment

Warehouse activities H

Hygiene measures to include;

Handwashing-facilities in place with soap and sanitiser.
Disposable hand towels for drying and waste bins provided.
Sanitiser station at entrances/ exits, individual work stations, kitchen/ and or bathrooms.
Sanitiser station on movable equipment i.e. forklift
Hand sanitiser to be used before and after each use of movable equipment.
Sneeze guards to desk and serving stations.
PPE available.
Greet visitors before entering the building and encourage use of hand sanitisers.
No food to be consumed outside of the kitchen.
Gloves to be worn to handle all goods in and out of the warehouse
Preparation and acceptance of beverages at individuals discretion.

M

Cleaning;

End of Day cleaning routine of all surfaces and equipment.
Regular cleaning of equipment and surfaces through the day.
Immediate cleaning of equipment after use by visitors i.e. Phone, card machine.
Immediate cleaning of any shared equipment after every use.
Antibacterial sprays and wipes provided.

Housekeeping;

Maintain social distance of 2m from colleagues and visitors.
Designated delivery areas for the exchange of goods.
Designated start times for fitting teams.
Advance booking of additional visits to warehouse by fitting teams.
No shared work stations.
Where possible, equipment to be allocated to work stations/ individuals.
Staggered breaks for staff and use of kitchen facilities.
PPE supply position identified to all staff, appropriate wear and use, stocks managed.
PPE disposal in general waste by double bagged method.
Internal doors, unless a fire door, to remain open.
Entrance/ exit doors to remain open where possible.
Windows to be opened for ventilation where possible.