	COVID-19 Risk Assessment					
What are the hazards?	**Who might be harmed and how?**	**What are you already doing to minimize risk?**	**Can anything else be done to control this risk?**	**Action by who?**	**Action by when?**	**Has action been done?**
Maintaining Social distancing on **ARRIVAL AND DEPARTURE TO WORK**	All staff with potential contamination	• Not all staff arrive at the same time • Clocking stations have been set up to avoid congestion • Floor markings are in place • Main entry and exit doors are propped open when building is unlocked • Additional hand washing points are set up with soap and hot water and paper towels • Surgical spirit spray located at high usage touch points		Steve Cooper	18/06/20	Ongoing
Where are the hazards?	**Who might be harmed and how?**	**What are you already doing to minimize risk?**	**Can anything be done to control this risk?**	**Action by who?**	**Action by when?**	**Has action been done?**
Maintaining social distancing **WHILST MOVING AROUND THE WORKPLACE**	All staff with potential contamination	• Workshop benches are all 2m apart and facing outwards so working is side to side • Office canteen area reduced to two staff at any one time • Encouraging pair working		Steve Cooper	18/06/20	Ongoing

Where are the hazard's?	Who might be harmed and how?	What are you already doing to minimise risk?	Can anything else be done to control risk?	Action by who?	Action by when?	Has action been done?
Maintaining social distancing between employees whilst they are **AT THEIR WORKSTATIONS**	All staff with potential contamination	• Workshop benches are all 2m apart and facing outwards so working is side to side • Office working set up to work side by side with 2m spacing • Face masks provided to all staff if not possible to maintain 2m • Floor tape used to mark out 2m spacing in high use areas		Steve Cooper	18/06/20	Ongoing
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CONDUCTING OF MEETINGS	All staff with potential contamination	• Meeting to be held outside where possible • Hands to be washed before and after meetings • No sharing of any stationary • Using Zoom where possible		Steve Cooper	18/06/20	Ongoing
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THE USE OF COMMON AREAS	All staff with potential contamination	• Increased outside seating provided with side by side sitting • Canteen area closed to all staff with designated person to make morning tea only and taken out to workshop		Steve Cooper	18/06/20	Ongoing

		• Toilets and wash basin cleaning frequency increased				
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EMERGENCY PROCEDURES	All staff with potential contamination	• In the event of a fire evacuation then muster point is outside with 2m spacing observed • In the event of an employee becoming ill with Covid-19 then cleaning kits are located around each building, these contain the relevant PPE kit, bleach spray and bags to dispose of contaminated items in line with the specific guidance		Steve Cooper	18/06/20	Ongoing
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The managing of **VISITORS TO SITE**	All staff with potential contamination	• All visitors are by appointment only • Only one visitor or up to four from same bubble at any one time • Visitors to be signed into visitor book by their host • All visitors to wear face masks • It is the host responsibility to ensure the visitor conforms to the Covid-19 measures		Steve Cooper	18/06/20	Ongoing

The managing of **SHOWROOM VISITORS**	All staff with potential contamination	• All showroom visitors to hand sanitise on entry. • All showroom visitors to wear masks • 2m distancing to be observed. • All door handles and key surfaces to be cleaned with surgical spirit. • Credit Card keypad to be cleaned with surgical spirit after each use. • No sharing of stationery items.		Fiona Coyne	18/06/20	Ongoing
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Keeping the **WORKPLACE CLEAN**	All staff with potential contamination	• At the end of each shift all doors, handles and commonly used switches etc are cleaned down with surgical spirit • All cleaning cloths are then disposed of each day • Hand sanitiser is located in high use areas		Steve Cooper	18/06/20	Ongoing
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HAND WASHING AND TOILETS to keep good level of Hygiene	All staff with potential contamination	• Signs are located on entrance doors to wash your hands when entering the building • Hand washing practice sign displayed in toilet area • Every employee is briefed on the importance of hand washing		Steve Cooper	18/06/20	Ongoing

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HANDLING & RECEIVING OF GOODS	All staff with potential contamination	• Delivery drivers encouraged to stay in vehicle where possible • Company vehicles are cleaned down after every use with surgical spirit • Same staff tend to deal with receiving goods • Get the driver to sign for deliveries to avoid touching signature pad		Steve Cooper	18/06/20	Ongoing
What are the hazards?	**Who might be harmed and how?**	**What are you already doing to minimise risk?**	**Can anything else be done to control risk?**	**Action by who?**	**Action by when?**	**Has action been done?**
PPE. Personal Protective Equipment	All staff with potential contamination	• Face masks are provided for all staff • Face shields are available • Gloves are provided for all staff • When it's not possible to observe 2m spacing PPE to be worn especially face covering		Steve Cooper	18/06/20	Ongoing
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Work related **TRAVEL AND CUSTOMER DELIVERIES**	All staff with potential contamination	• Number of employees restricted by vehicle with empty seats between them • Try to use the same pairs of people when delivering or attending site • Vehicles cleaned after every use with surgical spirit		Steve Cooper	18/06/20	Ongoing

	Customers Receiving Deliveries Staff delivering furniture to customers	• Delivery team to have daily temperature checks before starting work. • Face masks and fresh gloves to be worn for each delivery. • Customer requested to keep social distance of 2 metres when delivering and setting up furniture • If you suspect the customers house has someone with coronavirus symptoms politely refuse to deliver • Doorstep deliveries to be offered to customers. Our team can advise customers how to get the product into the home and assemble it. •	Temperature Checks PPE Equipment	Steve Cooper	05/11/20	Ongoing
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COMUNICATION	All staff with potential contamination	• Regular team brief take place to keep staff updated • All team meetings are held outside with 2m spacing • WhatsApp set up to contact all employees • Working from home staff have regular Zoom meetings with their line manager • Personal emails of all employees available		Steve Cooper Delivery Team	18/06/20	Ongoing