



Risk Assessment – COVID-19

Ensure risk assessment is reviewed locally to ensure specific hazards are documented.

Centre Name:	Bell Plantation	Area / Location:			
Assessment Number:	42	Review Date:	8 th June 2020	Review Period:	Monthly

Who is at Risk	What is the Activity / Hazard	What is the Potential Risk / Harm	Existing Control Measures	Control Measures in Place and Satisfactory	Action Required and by Whom
Employee Concessions Contractors Vulnerable groups, Elderly, Pregnant workers and those with existing underlying health conditions Drivers Customers who physically comes into contact with you in relation to the business	Spread of Covid-19, Coronavirus	Illness Shortness of breath Temperature Fatality	Handwashing <ul style="list-style-type: none">Handwash facilities with soap and water in placeStringent handwashing taking placeDrying of hand with disposable paper towels in placeGel Sanitisers in any area washing facilities are not readily available Cleaning <ul style="list-style-type: none">Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, till areas, baskets and shopping trollies freezer and fridge doors. USE DISINFECTANT SPRAY LOCATED AT TILL AREA.Frequently cleaning office equipment such as computers, keyboards and mice using antibacterial wipes.Keeping the workplace clean and tidy – clear desk policy. Social Distancing <ul style="list-style-type: none">Reducing the number of persons working within the building while also maintaining safe distance 2m gap as recommended by the Public Health Authority.Clearly marked queuing system at the tills to ensure social distancing.	YES YES YES	



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			<ul style="list-style-type: none"> • Hand Sanitiser available for customers and team members. • Reducing the number of customers allowed with in the store anyone one time. • Separate entrance and exit with one way movement through the courtyard. • Staffed station at entrance to store ensuring customers adhere to queuing guidelines • Clear pathways throughout the store with directional arrows. • Perspex screens installed at till points, only 2 tills to be used. • Redesigning processes to ensure social distancing is in place. • Ensuring sufficient rest breaks for all team members • New staff room in place with social distancing tables • Encouraging people to shop alone, or only in pairs. • Encouraging team to regularly wash hands and sanitise work spaces with good handwashing technique. • Providing hand sanitiser to team and customers in multiple locations. • Install signage encouraging customers not to touch products unless they intent to purchase them. <p>Wearing of Gloves</p> <ul style="list-style-type: none"> • Adequate supply of disposable gloves will be provided, this must be removed inside out and disposed of correctly in the bin. <p>Symptoms of COVID-19</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in the 	<p>YES, Team members to be reminded that although gloves are a form of protection, handwashing is essential.</p>	



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			<p>work place they will be sent home and advised to follow the stay at home guidance.</p> <ul style="list-style-type: none"> Line Managers will maintain regular contact with these staff members during this time. If advised that the team member or public has developed Covid-19 and were recently on the premises the management team will contact the Public Health Authority to discuss the case, identify people who have been infected with them and take advice on any actions or precautions that should be taken. <p>Drivers</p> <ul style="list-style-type: none"> Procedures in place for drivers to ensure adequate welfare facilities available during work. Persons should not share vehicles. <p>Mental Health</p> <ul style="list-style-type: none"> Management to promote mental health and well being awareness during the coronavirus outbreak, offer support where they can. 	<p>YES, Regular communication between the team and the management to reassure team members of fast changing situation.</p> <p>YES, Vans to leave with adequate PPE on each journey.</p> <p>YES, Regular communication of mental health information and an open-door policy for those in need of support.</p>	

Risk Assessor Name:	Dean Clayton	Risk Assessor Signature:		Date:	08/05/20
Manager Name:	Fred Warren	Manager Signature:		Date:	08/05/20