

COVID 19 - RISK ASSESSMENT



Company Name:	Leisure Furnishings Ltd	Date: 22/06/2020	Review Date: Daily / Weekly – as per Government Guidelines	Revision No:	2
Assessor:	T. Britton	Authorised by:	R. Hunter – Managing Director		

Tasks:

The purpose of this Risk Assessment is to document the control measures being applied by LFL to minimise the health impact of the Coronavirus COVID-19 pandemic. The overriding principle in this Risk Assessment is the adaptation of authoritative guidance from UK Government sources, including Public Health England and the National Health Service. Safe Systems of Work / Operating Procedures are to apply the risk controls in this assessment.

The new virus requires a specific focus because there is no vaccine and the general population have no natural immunity. As a result, it is significantly contagious and can spread quickly in comparison to seasonal flu.

The assessment takes account of specific groups of people or tasks that could expose colleagues to a greater degree of risk than average.

Limitations and Exclusions:

This Risk Assessment will be reviewed at least weekly whilst the pandemic is still prevalent throughout the UK. Whilst the severity of the risk is understood by the health authorities, the likelihood will be changing on a daily / weekly scale according to the spread of the virus in the UK.

**IF YOU START TO DISPLAY SYMPTOMS OF COVID-19, REPORT THIS TO YOUR DEPARTMENTAL
MANAGER IMMEDIATELY.**

**SHOULD THERE BE AN EMERGENCY EVAQUATION THE SOCIAL DISTANCING RULE DOES NOT APPLY –
PLEASE LEAVE THE BUILDING AS PER THE CURRENT EVACUATION PROCEDURE**

What are the hazards and who will be affected?	What are you already doing?	What further action is necessary?	Action by?
<p>Pandemic Virus: COVID-19</p> <p>Employees, Customers & Members of the public.</p> <p>There are 2 main routes by which people can catch COVID-19:</p> <ol style="list-style-type: none"> 1. Infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs 2. Someone may become infected by touching a surface, object or the hand of an infected person who has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching their own face) <p>There is currently little evidence that people who are without symptoms are infectious to others.</p> <p>Current symptoms as advised by Public Health England / National Health Service, are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste.</p>	<ul style="list-style-type: none"> • Welfare facilities will contain suitable levels of soap and anti-bacterial gel • Regular cleaning of toilets and door handles will be increased • Where possible distancing will be 2 metres, where this is not possible side by side, back to back working will be implemented as per Government guidelines • If working face to face It will be compulsory to wear a face covering over their nose and mouth whilst at work. The covering will be manufactured and supplied by LFL. The employee may use their own face covering should they wish to • All employees will be required to sanitise their hands-on arrival to work • All employees will be required to wash their hands for 20 seconds on a regular basis • Employees are reminded not to touch their face without sanitising / washing their hands first • All work areas / hard surfaces must be cleaned at the end of each shift • Workstations must not be shared • Maximum room capacity will be implemented, and notices will be displayed where required • To minimise contact in the canteens, eating at workstations is permissible. Hot water will still be available from the canteen / kitchen – maximum capacity will be 2 people at a time – maintaining social distancing of 2 metres • To minimise contact in the office, phones will always be used to contact office staff, likewise office staff will communicate by phone to production Management 	<ul style="list-style-type: none"> • One-way system / area for passing staff – where applicable • Vending machines to be decommissioned • Sanitiser / wipes required before and after using hot water urns / canteen boiler • Opening doors procedure 	<p>Senior & Departmental Management</p>

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<p>Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer, and chronic lung disease.</p> <p>The current evidence is that most of the cases appear to be mild. The majority of those that have died in the current outbreak appear to have had pre-existing health conditions.</p> <p>(Reference GOV.UK) (Office of National Statistics – April 2020)</p> <p><i>The increased level of risk to those with underlying health conditions, weakened immune system, areas of the business where contact with outside sources is considered in this assessment below.</i></p>	<ul style="list-style-type: none"> • Meetings will be encouraged to be outside or in a well-ventilated area, doors / windows or both will always be required to be open • Office staff will work from home (role permitting) as advised by the government • A mask or visor must be worn whilst moving around the site, this applies to all areas of the business • Those that are self-isolating, shielding, or similar, in line with health advice will be supported • There will be no sharing of desks or equipment • Photocopier and colour printer must be wiped clean after every use • Employees will be required to clean their desks and equipment at the end of each day • Clocking machines will not be used during the Pandemic • Smoking / Vaping 	<p>Vaping MUST NOT occur on the premises; smoking areas will always be social distancing</p>	<p>Senior & Departmental Management</p>
<p>Reception:</p>	<ul style="list-style-type: none"> • Receptionist will be required to wear a visor should a visitor require assistance • Visitors will be discouraged from visiting the site by encouraging remote meetings • Visitor lanyards will not be issued – printed labels will be used instead • Chairs will be removed from the reception area • iPad login to be completed by the receptionist – this must be wiped after every use • Visitors will only be allowed in either the Boardroom or Showroom, maintaining social distancing always 	<ul style="list-style-type: none"> • Will visitors be asked to stay at the door? • Mark an area for the visitor to stand in. Stay on the mat? • Doorbell must be cleaned after use or taped off? • Personal deliveries to work be suspended for the foreseeable future 	<p>Senior & Departmental Management</p>

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Stores / Warehouse / Goods Inwards / Stock distribution	<ul style="list-style-type: none"> • Staff to be issued with visors and gloves when receiving or issuing goods • Where possible, encourage delivery drivers to stay in their vehicles • Where possible and safe single workers will unload vehicles • All deliveries will be decanted immediately after delivery, packaging will require disposal as soon as reasonably possible – no less than once a day • Reusable packaging must be cleaned regularly • Pallet truck and sack truck handles must be cleaned at the start and end of shift. Gloves must be worn when using this equipment • Forklift truck must be cleaned at the start and end of each shift. Where possible only one person should use the truck per shift. 		Senior & Departmental Management
Despatch	<ul style="list-style-type: none"> • Staff to be issued with visors and gloves • Where possible and safe single workers will load vehicles • Staff working in teams or pairs will remain in that team or pair and not rotate 		Senior & Departmental Management
Despatch Drivers	<ul style="list-style-type: none"> • Where possible, drivers must be allocated their own vehicle • Vehicle must be cleaned at the start and end of shift • Drivers will be issued with a visor and gloves; these must always be worn at the site of delivery • Despatch management must contact the customer to understand their COVID-19 procedure for receipt of goods and communicate to the driver accordingly 		Senior & Departmental Management

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Account Managers	<ul style="list-style-type: none"> • Where appropriate, virtual meetings to be encouraged • Account Managers must use their own vehicle • Vehicle must be cleaned regularly inside • Account Managers will be issued with a mask, visor and gloves; and will be worn inline with the Customers COVID-19 requirements • Account Managers must contact the customer to understand their COVID-19 procedure prior to the visit 		Senior & Departmental Management