

Covid 19 Risk Assessment

What are the immediate hazards	Who might be harmed	Controls Required	Additional Controls	Actioned by who	Actioned by when
<u>Spread of the Covid 19 virus</u>	<u>Staff members</u>	<p>Hand Washing & Sanitizing Hand washing facilities with soap and water in place where available. Stringent hand washing taking place. Hand sanitizers available for use</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues / couch roll will be made available throughout the workplace. Hand wash available in WC's for staff use. Hand sanitizing points available in store Guidance notes for all staff</p>		
		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area and tanning beds using appropriate cleaning products and methods. Removal of magazines & literature available to customers & staff</p>	<p>Specific data sheets made available should clients require information on bed cleaner. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Cleaning products available Guidance notes for all staff Any magazines must be removed from reception areas and staff communal spaces</p>		

		<p><u>Social Distancing</u> Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Deliveries to store will be placed in reception areas</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Very clear guidance notes to staff on social distancing requirements.</p> <p>Posters throughout the store reminding staff</p> <p>Floor plans provided to store setting out clear guidance points</p> <p>Reduced trading hours and only single staffing</p> <p>Specific standing / waiting points in reception areas to ensure 2M distancing is achieved.</p> <p>Clear guidance on shop windows confirming the maximum number of people allowed in reception at any 1 time.</p> <p>No children allowed in store</p> <p>Face to face equipment inductions will cease and be replaced by video.</p> <p>Toilets removed for customer use</p> <p>Protective acrylic screens placed at reception as 2m social distancing can not be achieved.</p> <p>Eye protection and fresh-wipes placed in rooms for customers to remove the need for interaction</p> <p>Our delivery couriers will be requested to leave deliverers in reception areas whilst observing social distancing at all times.</p>		
		<p><u>PPE</u></p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing when available.</p>		

		Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove / sanitize gloves carefully to reduce contamination and how to dispose of them safely Face masks to minimize the risk of airborne spread	Sufficient stock of gloves & masks provided to stores for staff with guidance notes.		
		<u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (<i>including where a member of staff has visited other work place premises such as domestic premises</i>), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers and HR will offer support to staff who are affected by Coronavirus or has a family member affected.		
<u>Spread of the Covid 19 virus</u>	<u>Customers</u>	<u>Hand Sanitizing</u> Hand sanitizers available for use	Hand sanitizing stations x 2 in store for all customers, 1 positioned at reception and 1 at registration point.		
		<u>Prior to Entry</u>	Floor marking tape applied outside of the store 2M apart		

		Ensuring 2M social distancing points while awaiting entry to store.			
		<p><u>Social Distancing</u> Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning practices & processes to ensure social distancing plans are in place and delivered.</p>	<p>Signage clearly displayed on the window and A4 signs throughout the store.</p> <p>Clearly designated standing and seating points in reception area for customers</p> <p>A limited number of people in reception area at any 1 time</p> <p>All customers encouraged to book appointments and purchase on line</p> <p>Clear acrylic hygiene screens</p> <p>Face to face inductions for new customers replaced with videos and posters / signs.</p> <p>Contactless payment encouraged in all cases and staff and customers are to sanitize after touching cash.</p> <p>Reinforced distancing messages in all tanning rooms.</p> <p>Rooms stocked with fresh wipes and eye protection.</p> <p>Customers reminded on the need for social distancing by staff & posters.</p>		
		<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area and tanning beds using appropriate cleaning products and methods.</p>	<p>Shops fully sanitized prior to opening and at the close of play daily.</p> <p>Shop entrance handles wiped after any contact.</p> <p>Biometric reader wiped after any contact – disabled on packages should clients wish.</p> <p>PDQ machines wiped clean after any contact.</p> <p>Registration pads wiped clean after every use.</p> <p>Tanning beds thoroughly cleaned after each customer, cleaning materials in all rooms for client use also.</p> <p>Hygienic tanning film placed on lay down beds by staff where available</p> <p>Front doors to remain in the open position at all times to remove the need to touch.</p>		

	<p><u>Engineer Visits</u></p>	<p><u>Social Distancing</u> Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Lone working whilst maintaining 2M distance</p>	<p>Signage clearly displayed on the window and A4 signs throughout the store.</p> <p>Clearly designated standing and seating points in reception area for engineers</p> <p>Locking rooms whilst inside until works are complete</p>		
		<p><u>PPE</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove / sanitize gloves carefully to reduce contamination and how to dispose of them safely</p> <p>Face masks to minimize the risk of airborne spread</p>	<p>Wearing latex gloves when touching any surface that may be touched by customers or staff</p> <p>Face masks provided at the store for Engineer use</p> <p>Engineers advised of the requirements around social distancing & PPE while in store</p>		