

Risk assessment template for Covid-19

Company name: Nicholas Wyld Bath

Assessment carried out by: Nicholas

Date of next review: 20.05.21

Date assessment was carried out: 20.05.20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Office	Office staff	<p>Working from home where possible.</p> <p>Putting in place 2 meter working zones and recommending working not facing each other, with minimal face to face contact.</p> <p>Recommending face mask usage, high standards of hygiene including, wiping their own workstations regularly, regular washing of hands even on entering and leaving the premises.</p> <p>Clean any multi use item or area after</p>	<p>Discuss the situation with the employees whose main role is within this area.</p> <p>Listen to their concerns and endeavour to implement if possible.</p> <p>Brief the employees on, what we have set in place to restart trading/working at the Bath store and brief on social distancing, PPE, and personal hygiene</p>	Nicholas	<p>Nicholas will discuss with the individual staff on the week of the 25.05.20 before the planned return to work.</p> <p>To hold a team meeting where possible immediately on return to work to make sure all staff</p>	

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		<p>use.</p> <p>Respect all other staff within their own working environment and clients within the shop.</p>			<p>are comfortable with the arrangement.</p>	
<p>Retail</p>	<p>Retail staff</p>	<p>Looking at minimizing the number of staff that return to work and restricting the number of clients that can access the shop areas.</p> <p>Appointment only access where possible. With a door person to control the flow and inform clients of our policy</p> <p>Displaying clear signage throughout the store. Providing a hot water hand cleaning station on entry and exit.</p> <p>Restricted areas where clients will be</p>	<p>Discuss the situation with the employees whose main role is within this area.</p> <p>Listen to their concerns and endeavour to implement if possible.</p> <p>Brief the employees on, what we have set in place to restart trading/working at the Bath store and brief on social distancing, PPE, and personal hygiene</p> <p>Train all staff to deal with clients who are not respecting our Covid-19</p>	<p>Nicholas & Nick Wood</p>	<p>Nicholas will discuss with the individual staff on the week of the 25.05.20 before the planned return to work.</p> <p>Nick Wood to hold a team meeting where possible immediately on return to work to make sure all staff</p>	

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		<p>taken to and sit respecting where possible the 2-meter restriction. Clients will be asked to remain seated and the jewellery will be brought to the desk.</p> <p>Staff to wash hands before and after clients. To wear facial mask, provide. To serve behind the sneeze screen provide.</p> <p>All jewellery touched to be steam cleaned before re displaying.</p> <p>Respect all other staff within their own working environment and clients within the shop.</p>	situation		are comfortable with the arrangement.	

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<p>Workshop</p>	<p>Workshop staff</p>	<p>Minimizing the employees within this area.</p> <p>Setting up a 2-meter working distance between fixed work benches.</p> <p>Minimizing other staff entering this area.</p>	<p>Discuss the situation with the employees whose main role is within this area.</p> <p>Listen to their concerns and endeavour to implement if possible.</p> <p>Brief the employees on, what we have set in place to restart trading/working at the Bath store and brief on social distancing, PPE, and personal hygiene</p> <p>Limit the number of staff that can access this area, asking staff to minimize their time within the workshop and hold no face to face meeting where possible.</p> <p>Set up drop off and collection area and communicate by phone or email where possible.</p>	<p>Nicholas & Nick Wood</p>	<p>Nicholas will discuss with the individual staff on the week of the 25.05.20 before the planned return to work.</p> <p>Nick Wood to hold a team meeting where possible immediately on return to work to make sure all staff are comfortable with the arrangement.</p>	

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			<p>Use the post desk area responsibly.</p> <p>Ask workshop staff to clean multi use machinery and surface areas with PPE provide after each use.</p> <p>Advice to continue to use PPE masks and eyewear within the workshop.</p>			
Communal areas	All Staff	Setting up a plan of usage of staffroom and toilet areas.	<p>Staff room. Organize single usage for lunch and other occasions. Wash up, wipe down and clean after usage.</p> <p>Toilet Wash hands well (20 second rule), wipe down all areas that are joint usage.</p>	Nicholas & Nick Wood	<p>Nicholas will discuss with the individual staff on the week of the 25.05.20 before the planned return to work.</p> <p>Nick Wood to hold a team meeting where possible immediately on return to work to</p>	

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					make sure all staff are comfortable with the arrangement.	
Entering and exiting	All Staff	Setting in place an entry and exit plan	<p>Ask staff to enter in groups of two or single and to remain outside until invited.</p> <p>Wash hands on entry and before you start work.</p> <p>Wash hands on exit and re-entry during lunch break</p> <p>Wash hands before leaving the premises at the end of the day.</p>	Nicholas & Nick Wood	<p>Nicholas will discuss with the individual staff on the week of the 25.05.20 before the planned return to work.</p> <p>Nick Wood to hold a team meeting where possible immediately on return to work to make sure all staff are comfortable with the arrangement.</p>	

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Waist	All staff	Separate bins for all hand towels and PPE waist	Arrange to be disposed properly and regularly	Management	As soon as we reopen	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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