Covid Secure Risk Assessment
Area: Stores – Republic of Ireland & Northern Ireland

Activities	What is the significant hazard?	Who could be harmed and how?	What are the existing control measures?
Hand Washing	Spread of Covid-19 Coronavirus	• Colleague, Customer, Visitor, Contractor • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business	• Approved anti-bacterial hand wash available at all sinks & following NHS advice washing for 20 seconds • NHS correct hand washing poster displayed at all sinks • Hand sanitiser provided in areas where washing facilities are not available such as store entrance
Cleaning			• Frequently cleaning objects & surfaces that are touched regularly such as door handles, light switches & other touch points • Colleagues must clean work equipment such as keyboards, phones & desks before & after use • Kitchen appliances & taps must be wiped clean before & after use • PPE is available to use whilst cleaning & used materials must be disposed of correctly
Social Distancing			• Dedicated entrance/exit & limiting store capacity to achieve social distancing • Reducing the number of persons in work areas to comply with social distancing • Markings at queuing/entry/exit points & where required to achieve social distancing • Screens & partitions used at all operational cash desks to separate customers & colleagues • Updated fitting room processes ensure government guidance is being followed • Reduce fixtures throughout the store & re-locate any seating to ensure social distancing is achieved • Colleagues requested to use the staircase where possible & lift numbers not exceed 1 person (Unless a carer or from same household) • Consistently reviewing processes to ensure social distancing is achieved • Teams calls replace face to face meetings where possible • Stagger break times so social distancing is maintained in staff rooms
Symptoms of Covid-19			• Colleagues developing Covid-19 symptoms or has someone in their household showing symptoms must not attend work • If a colleague develops Covid-19 symptoms whilst working they go to the isolation area before leaving to report online **(ROI Only)** • Colleagues are requested to report self-isolations or negative test results online • Colleagues contact the incident line for positive Covid-19 test results & to confirm return to work • Where we have 2+ confirmed cases in 14 days on site we will inform LPHA and follow the outbreak response process and advice from LPHA • Colleagues will be issued a pre-return to work form, to confirm they are symptom free, not self-isolating or awaiting results of a COVID-19 test **(ROI Only)**
PPE			• Follow Government guidance on the use of PPE • Company provides masks, shields & gloves for colleague use at PPE stations throughout the store • Guidance for the correct use & removal of PPE is included in SSOW • PPE is disposed of correctly following company process
Transport			• Colleagues are encouraged not to car share • Colleagues using public transport are advised to take a less busy route and use contactless payments • Face coverings must be worn on all public transport • Colleagues are advised to wash their hands upon arrival & before leaving work • Limit van use to 1 person per journey, where this is not possible face coverings must be worn by the driver & passenger • Every van must carry sanitisation gel and wipes with all touch points cleaned after use

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Welfare & colleague facilities	Spread of Covid-19 Coronavirus	• Colleague, Customer, Visitor, Contractor • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business	• Colleagues use a dedicated head set per shift to reduce cross contamination • Where possible colleagues will be allocated dedicated work equipment such as tills & computer hardware per shift • Kitchen appliances & taps must be wiped clean before & after use • Company crockery and cutlery is removed & replaced with disposable • Colleagues using there own crockery & cutlery must take it home at the end of shift • Vulnerable colleagues or colleagues with family members who have underlying health conditions will be supported by HR to agree a process for a safe return
Compliance			• Retail Risk Business Partners will log the track & trace positive cases • Each store will have a minimum of 1 social distancing champion during the trading day to monitor compliance • Stores will have a minimum of 1 employee lead representative (**ROI Only**)
Communication & Training			• Colleagues have access to a "New Ways of Working" pack that outlines measures to reduce the risk of Covid-19 • The "COVID secure" Risk Assessment is available on our web site, intranet & health & safety notice boards • The "Staying COVID-19 Secure in 2020" poster is displayed along with any required posters & signage for handwashing, social distancing etc • The "COVID secure" Risk Assessment is reviewed & updated following Government advice • Colleague feedback or concerns from the "COVID secure" Risk Assessment are directed to Managers • Senior leads are updated on any changes of process & this will be cascaded through Managers & colleagues • Training is updated where required for activities specific to Covid-19 or affected by changes in processes
Mental Health			• Management listen to concerns colleagues have for mental health & encourage use of the EAP line • Islander Community hub is available for colleagues to stay connected with charity event involvement opportunities are available • Riva online platform for employees with learning & welfare courses available

Social Distancing Regulations	
ROI	2M
NI	2M

Assessed By	Date
Anthony Burns	07/09/2021

Version	Review date
13	upon government advice