




Activities	What is the hazard?	Who can be harmed and how?	Controls	
Hand Washing	Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 • Colleagues are advised to wash their hands upon arrival, during their shift & before leaving work • Hand sanitiser provided in areas where washing facilities are not available such as store entrance, fitting rooms & cash desk 	
Cleaning			<ul style="list-style-type: none"> • 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 	
Symptoms of Covid-19			<ul style="list-style-type: none"> • Colleagues who: <ul style="list-style-type: none"> -Test positive for Covid from a PCR test -Have been asked to isolate by the NHS or the HSE -Need to isolate following close contact with a confirmed positive case -Display any Covid symptoms • Report on line using the QR code on the right, or access the form on Teams in the Covid channel 	
PPE			<ul style="list-style-type: none"> • Colleagues will wear face coverings while working & customers will be reminded to wear a face covering by signage in store • Company to provide PPE for use by colleagues & guidance for the correct use & removal of PPE is included in SSOW • PPE is disposed of correctly following company process • Where available screens are used at operational tills 	
Welfare & colleague facilities			<ul style="list-style-type: none"> • 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 • 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 	
Communication & Training			<ul style="list-style-type: none"> • Colleagues have access to a “Covid Secure 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 “COVID secure” Risk Assessment is reviewed & updated following Government advice • Colleague feedback or concerns from the “COVID secure” Risk Assessment are directed to Store Leaders • Senior leads are updated on any changes of process & this will be cascaded through Store Leaders & colleagues • Training is updated where required for activities specific to Covid-19 or affected by changes in processes • Store Leaders will communicate any new Covid measures, processes or controls with the team 	
Mental Health	<ul style="list-style-type: none"> • 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 			

Assessed By

Anthony Burns

Date

30/01/2022

Version

OM - 4

Review

upon government advice