

Risk Assessment

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INSTRUCTIONS

ASSESSMENT STAGE: Complete section **A1**; Identify hazards using Hazard Table in section **A2**; Establish Control Measures to reduce risks in section **A3**

MONITORING STAGE: Complete section **M1**; Score Control Measures in section **M2** using a scale of 0-10 (10 being complete compliance); State further actions required in section **M3**

Section A1 - Assessment Information

Assessment reference number	cov19-1
Assessment date	15/05/2020
Activity / item / area	avoiding risk of infection from Covid19 virus in retail branches
Persons at risk	staff/ customers

Assessor	Trevor Standeven
Review date	15/05/2021
Monitoring frequency	Every 3 months
Authorised by	Trevor Standeven

Section A2 - Hazard Table

Degree Of Risk

High	Med	Low	
			A. Falling
			B. Tripping / slipping
			C. Trapping
			D. Flying particles
			E. Fire / flammable atmosphere*
			F. Oxygen enrichment
			G. Collapse
			H. Overturning
			I. Electric shock
			J. Moving machinery parts*
			K. Moving vehicles
			L. Drowning
			M. Noise
			N. Substances / chemicals / fumes / dusts*
			O. Burns
			P. Bursting / explosion risk
			Q. Vibration
			R. Oxygen depletion
			S. Protruding objects / parts
			T. Asphyxiation

Degree Of Risk

High	Med	Low	
			U. Handling*
			V. Respiratory
			W. Personal Health
			X. Struck by falling objects
			Y. Lone working
			Z. Violence / aggression
			AA. Stress*
			BB. Heating / ventilation
			CC. Asbestos*
X			DD. Risk of infection from Covid 19 virus
			EE.
			FF.
			GG.
			HH.
			II.
			JJ.
			KK.
			LL.
			MM.
			NN.

* May require further in-depth assessment, e.g. Fire, COSHH, Manual Handling. For guidance, see 'Risk Assessment Techniques' in Background Information

Section M1 - Monitoring Information

Person carrying out monitoring	
Monitoring date	

Department / location	
Checked by	

Section A3 - Control Measures

Section M2 - Monitoring Scores

Avoid Physical contact with any other persons	
Floors leading into reception areas must be marked with 2 metre lines and safe distancing signage must be displayed	
A strict cleaning process must be put into place to ensure all surfaces are sanitized first thing in the morning and at regular intervals during the day.	
Always ensure the customer observes the social distancing rule,	
Always wear disposable gloves	
Limit the number of customers allowed into the reception and waiting rooms so that social distancing is always observed	
Where appropriate anti sneeze screens should be erected on service counters	
When a customer leaves, the area where they have been must be sanitized, sanitize down door handles, counter tops, credit card machines, chairs, coffee machines,	
Wash your hands regularly following government guidelines.	
Stagger staff lunch breaks so that staff are not socialising in breakrooms at the same time.	
Always follow updated government guidelines	
Evaluation / score %	

Section M3 - Further Actions Required