

Risk assessment for : H&M Craftsmen Ltd



Risk assessment name	Social Distancing	Assessment type	 General
Assessor name	Sheila Speak	Affected site(s)	H&M Craftsmen Ltd (LA6 3NU)
Assessment date	03/11/2020	Review period	Monthly
Approved by		Review date	03/12/2020
Approved date		Reference	COVID19 - SD1 (Revised 01.08.2020)

Workspace(s)	Description
 Access / Egress  Attic  Office  Outside Area  Processing  Storage	<p>This Risk Assessment refers to the imposed 'social distancing' measures required for workplaces in response to controlling the transmission of the Covid-19 Virus. It details how these social distancing measures will be applied in our workplace and any subsequent actions required where these measures may not be possible.</p>

Hazard	Who could be harmed and how?	Existing controls

 <p>Brew Room - Difficulties in exercising social distancing due to shared use of Brew Room facilities.</p>	<p>All staff, Contractors</p> <p>How? Shared facility with limited space and people congregating at the same time meaning people cannot adhere to social distancing, leading to possible transmission of the Covid-19 Virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Access To Kitchen Restricted The number of people permitted into kitchen restricted to ensure social distancing can be maintained whilst accessing facilities and equipment.</p> </div> <div style="width: 45%;">  <p>Brew Room Arranged So That People Can Socially Distance. Seating spaced out- so people can sit apart. Fitters to sit in the workshop. Some Office staff stay in Office/Showroom area.</p> </div> </div> <div style="margin-top: 20px;">  <p>Good Cleaning Standards Maintained. Regular cleaning of taps, handles and switches carried out as shown on cleaning schedule. (3 times per day) Disposable cloths used where possible to reduce transmission. Users to clean items before and after use with provided sanitiser and disposable cloths to reduce possible transmission.</p> </div> <div style="margin-top: 20px;">  <p>Use Of Signs To Remind Employees Signs and markings on the wall to remind staff of the need to maintain social distancing.</p> </div>
 <p>Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div style="margin-top: 20px;">  <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment. Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff. The product will be used in line with instructions for use and dilution rates. Disposable cloths will be used where possible to reduce transmission. This will now be reduced from 4 times a day to 3 times a day.</p> </div> <div style="margin-top: 20px;">  <p>PPE Issued, Worn & Disposed Of Correctly. PPE Issued, Worn & Kept In Good Condition and then disposed of correctly. Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p> </div>

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 <p>Contractors / Visitors / Drivers Attending Site - Tradespeople, couriers and other contractors attending site for work purposes. This may include receiving of deliveries/packages.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<p> All Visitors To Site To Be Pre-Arranged And Times Staggered No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> <p> Deliveries Not To Be Handed Directly Deliveries to be placed in a designated location whilst deliverer and receiver maintain 2m distance.</p> <p>Retractable barrier straps installed in workshop roller shutter door areas, creating awareness of no unauthorised access.</p> <p> Documentation Issued Electronically Where Possible To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> <p> Good Hand Washing/Hygiene Procedures Observed Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible.</p> <p> Managed Entry The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p> Protective Interface Established Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> <p> Regular Cleaning Including Increased Cleaning Of Touch Points. Touch points cleaned on a regular basis alongside normal cleaning regime.</p> <p>Disinfectant based product used in line with COSHH assessment and correct PPE worn accordingly.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p> Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees</p>

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 <p>Customers for Cookshop or Showroom - Customers attending premises to buy or browse within permitted guidelines.</p>	<p>All staff, Members of the public</p> <p>How? Transmission of virus between customers and employees on site.</p>	<p>employees.</p> <p> Online/phone orders- Strict procedure in place for collection of goods and delivery of services. No Customers Permitted Unless Pre-Arranged</p> <p>Customers will place orders on the phone or online only.</p> <p>Customers who do 'just turn up' will be sent away to make an order through the correct means.</p> <p> Allocated Collection Times Customers to be given allocated collection time to manage the flow of people at the premises.</p> <p>Goods will be ready and means of payment will avoid the handling of cash where possible - contactless payment method is preferable.</p> <p> Attending to customers- unplanned- only essential work is to be carried out In the event of a customer turning up to site unplanned and unexpected.</p> <ol style="list-style-type: none"> 1. Kindly ensure that a safe distance is kept at all times 2. Request them to carry out description of service required through the phone. 3. Disinfect areas before and after contact 4. always ensure Protective equipment is in use <p> Good Hand Washing/Hygiene Procedures Observed Employees to wash hands for 20 seconds with soap and water or utilise appropriate sanitiser regularly in between customer interactions.</p> <p>Hand sanitiser available at the customer interface.</p> <p> Managed Entry The number of people permitted inside the premises will be restricted to allow effective social distancing.</p>

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		<p> Regular Cleaning - Including Increased Cleaning Of Touch Points. Touch points will be cleaned on a regular basis alongside normal cleaning regime.</p> <p>Disinfectant based product used in line with COSHH assessment and with the correct PPE worn accordingly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <p> Social Distancing In Place And Adhered To. Staff and customers to adhere to the recommended social distancing requirements.</p> <p>Use of signs to indicate 2m.</p> <p>1 Way systems in place where required in Cookshop</p>
 <p>Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace. - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	<p> Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p>Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p>

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		<p>Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected.</p> <p>They should then self-isolate in accordance with guidelines.</p> <p> Follow government advice on Testing The Government has put procedures in place regarding testing- Kindly ensure the COVID19 test is booked for anyone displaying symptoms. see- https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p> Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> PPE Issued, Worn & Disposed Of Correctly. Disposable or washing-up gloves and aprons to be worn for cleaning.</p> <p>Items used for cleaning and PPE will be double-bagged and labelled and stored safely for 72 hours before disposal. through the normal collection.</p> <p>If no room for storage then clinical waste collection provider will be contacted for further advice and collection arranged.</p> <p>If this involves cleaning of bodily fluids then additional precautions are required as well as gloves and aprons and this includes protection for eyes, nose and mouth and these should be disposed of as above.</p> <p>Contact the Local Public Health Team for further guidance if you have confirmed case in your workplace.</p>

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		<p> Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p> Work Area Cleaned Thoroughly Using Disinfectant. All work areas where the suspected infected person was present will be thoroughly cleaned using an appropriate disinfectant product.</p> <p>Following manufacturers' instructions for dilution rate and relevant COSHH assessment for use and PPE requirements.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p>Advice From Gov.uk: Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p>
 <p>Manufacturing / Processing - Where Social Distancing Is Not Possible. -Some work activities may lead to situations where 2m gaps cannot be adhered to. This may include tasks where items are too heavy or awkward for one person to carry out or may involve working within a production assembly area.</p>	<p>Management</p> <p>Joiners</p> <p>How? Increased potential of the virus spreading due to not adhering to 2m social distancing.</p>	<p> Good Hand Washing/Hygiene Procedures Observed Employees to wash hands before and after their shift as well as after eating, coughing, sneezing and at regular intervals throughout the day where required.</p> <p>This should include the use of soap and water for 20 seconds or the use of appropriate sanitiser where this isn't available.</p> <p>Pop up washing stations may be used near work stations where appropriate.</p> <p> Mitigation Of Risk Where Social Distancing Cannot Be Avoided - Layout Of Work. Where work cannot be carried out in line with 2m social distancing guidelines then it will be arranged so that employees can work side by side or facing away - as opposed to face to face.</p> <p>Where possible this will be restricted to 15 minutes or as shorter duration as possible.</p>

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		<p> Mitigation Of Risks Where Socially Distancing Cannot Be Avoided - Staff Organisation. Start and end times and breaks will be staggered to reduce the number of people moving at any one time.</p> <p>Staff numbers on-site reduced to minimum safe numbers.</p> <p>Where possible teams will be kept to the same people to prevent mixing of people.</p> <p>Kitchen/ rest areas/ common use areas will be restricted and controlled to minimise the number of people in shared areas so that social distancing can be maintained.</p> <p> Stringent Cleaning Regime In Place Equipment - plant and machinery cleaned on a regular basis throughout shifts.</p> <p>Production may be paused to carry out cleaning.</p> <p>Disposable cloths to be used where possible to reduce transmission.</p> <p>The appropriate disinfectant will be used in line with the COSHH assessment and appropriate PPE worn.</p> <p> Work Activities and Risk Assessments Reviewed. Tasks reviewed to confirm if the activity is essential to the operation at this time or if it can be stopped temporarily.</p> <p>Tasks and processes reviewed to see if they can be carried out in a different way such as smaller and lighter loads or mechanical means.</p> <p>Where it does need to be carried out then staff will be consulted and work planned so that it can be carried out as safely as possible.</p>

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 <p>Measuring & Fitting - Working at customer premises</p>	<p>Members of the public</p> <p>David & Fitters</p> <p>How? Lack of control on other sites over the social distancing measures meaning may be exposed to risk of transmission of Covid-19</p>	<p> Awareness and Training For Employees Employees reminded of how to implement the control measures on other sites and to report any concerns they have.</p> <p> Confirm All Concerned Are Symptom Free On the day of work there will be checks to confirm that the customer / clients and employees are not displaying any symptoms.</p> <p>If any are then the work WILL NOT GO AHEAD and appropriate isolation procedures should be followed by those concerned.</p> <p> Dynamic Risk Assessment Conducted Contact will be made with the customer/ client to establish what control measures are in place and what else needs to be in place.</p> <p>If arrive on-site and are not satisfied control measures are effective or people appear symptomatic then the visit the employee will leave the site immediately and report to the manager.</p> <p> Good Hand Washing/Hygiene Procedures Observed Hands will be washed upon arrival and before leaving the premises as well as after using a tissue to capture coughs and sneezes.</p> <p>Sanitiser may be used in addition or in the absence of soap and water.</p> <p>Non-Essential Work Is Not Carried Out All jobs will be reviewed to identify if the job is essential to be carried out at this time.</p> <p>Where possible the job will be rescheduled for a more appropriate time.</p>

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		 <p>PPE Issued, Worn & Kept In Good Condition Appropriate PPE as advised by Central Government will be worn in accordance with instructions. This will be maintained effectively and cleaned using appropriate disinfectant where relevant or disposed of correctly in line with current advice.</p>  <p>Social Distancing Adhered To Where at all practicable social distancing of 2m adhered to at all times by all people throughout the visit. Use of signs, markers and announcements to remind people of the requirements.</p>	
 <p>People Attending The Workplace - Where individuals are coming together of more than two at any one time for work purposes at any of our premises.</p>	<p>All staff, Contractors How? This may increase the potential spread of the virus.</p>	 <p>Break Times Staggered. Break times staggered throughout the day to reduce the number of people gathering in break areas.</p>  <p>Effective Work Planning - Staff and Layout For those staff who are required in the work premises and cannot work from home - the layout allows for social distancing between desks, work spaces, aisles, meeting rooms etc.</p>  <p>Organisation Of Workplace To Encourage Social Distancing One way systems, controlled access to areas, markings on walls and floor to indicate 2m distances to promote social distancing.</p>	 <p>Car Park Controls Where required car park spaces will be cordoned off so that when people park their vehicles it allows for social distancing.</p>  <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing facilities available so staff can wash hands for 20 seconds using soap and water and/ or provision of sanitiser.</p>  <p>Pro-active Monitoring In Place Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p>

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		<p> Put signage in place to inform people of social distancing Following the two-metre guidance, handwashing, use of gloves and PPE where applicable, covering of nose when sneezing etc.</p> <p> Regular Cleaning Regime In Place Regular cleaning of work areas to take place. Increased frequency of cleaning of regularly touched surfaces to be carried out. The appropriate disinfectant used in line with COSHH assessment. Disposable cloths used where possible to reduce transmission.</p> <p> Staff Awareness Staff communicated with on a regular basis on the hazards and controls in the workplace. Staff trained on controls and use of posters, signs, announcements and toolbox talks to ensure staff are clear on the essential control measures they must follow.</p> <p> Start/Finish Times Staggered. Staggered start and finish times to reduce congestion and contact at all times.</p> <p> Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspaces.</p> <p> Toilets/rest rooms Kindly ensure that you clean any work surfaces that you have touched, as this is a shared facility.</p>

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		 <p>Work Activities And Risk Assessments Reviewed. Work activities assessed to establish what are essential tasks critical to be continued or if work can be paused. Staff levels reduced to minimal safe numbers in accordance with risk assessments for activities. These will be reviewed as things change. Care will be taken to ensure that reducing staff numbers doesn't introduce further hazards.</p>
 <p>Shared Common Areas - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets and kitchen areas.</p>	<p>All staff, Contractors Visitors How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p>No Non-Essential Visitors Permitted. Only essential visitors to be permitted to site. Arrangements to be made with pre-agreed visitors that they follow social distancing whilst on-site and that they confirm they are free from symptoms when they arrive.</p> <p>Numbers Of People In Common areas Managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p>  <p>Pro-active Monitoring In Place Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p>  <p>Regular Cleaning Of Common Areas. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently. The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly. Disposable cloths will be used where possible to reduce transmission.</p>

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 <p>Shared Use Of Tools And Machinery - Shared use of equipment may increase the risk of transmission of the virus from person to person.</p>	<p>Contractors</p> <p>Joiners</p> <p>How? Possible transmission of Covid-19 from surfaces.</p>	 <p>Equipment To Be Cleaned In Between Use</p> <p>Employees to clean any shared plant, tools or equipment before and after use.</p> <p>Name signs displayed on the machinery of who is using the machine at the time.</p>

Hazard	Who could be harmed and how?	Existing controls
<p>Shared Vehicle or Forklift Use - Employees occupying work vehicles at the same time or shared use of van or forklift.</p>	<p>Operators Fitters How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> Good Hand Washing/Hygiene Procedures Observed All occupants to wash hands for 20 seconds with soap and water or use sanitiser, before and after the journey and should refrain from touching their face.</p> <p> Social Distancing Measures Implemented Passengers to sit as far away from each other as possible, side by side as opposed to face to face or behind. Occupants to face away from each other where reasonable to do so.</p> <p> Vehicles Not Shared Where At All Possible. Where the job permits, vehicles will not be occupied by more than one person at any one time. Where possible the same person will use the same vehicle and not swap with other drivers. If vehicles are to be used by different people at different times then they will be cleaned before and after each use.</p> <p> Vehicles To Be Cleaned Regularly. Inbetween use by different operators and at other times where appropriate, the vehicle will be cleaned with an appropriate cleaning product. Focus will be given to commonly touched areas such as handles, dials etc.</p> <p> Windows Kept Open To Improve Ventilation. Windows on the vehicle to be kept open to improve natural ventilation.</p> </div> <div style="width: 45%;"> <p> Monitoring The Use Of Vehicles Monitoring of the use and cleaning of the vehicle to ensure controls are being effective.</p> </div> </div>

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 <p>Travelling To And From Work. - Sharing of a vehicle to, from or within may lead to an inability to maintain social distancing.</p>	<p>Joiners & Fitters</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<p>Alternative Travel Arrangements Instead Of Car Sharing. Where usual car share arrangements mean people from different households being in the same vehicle it may be necessary for some to use public transport providing they can maintain social distancing and practise good hygiene before and after their journey.</p> <p>Alternatives may include staff walking and cycling to and from work.</p>

Further control measures

None required

Operating procedures

Measures of 'social distancing' should be applied.

1. An individual should exercise 'social distancing' on their own or with members of their family / household.
- 2 Only go outside for food, health reasons or work (where this absolutely cannot be done from home)
3. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
4. Work from home, where possible.
5. Avoid contact with people not from your household - maintaining a 2 metre (6ft) gap.
6. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
7. Use telephone or online services to contact your GP or other essential services.

Everyone should be trying to follow these measures as much as is pragmatic.

Self-containment would include staying at home in a well-ventilated room, with access to clean, potable water.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including good respiratory hygiene and respiratory etiquette; frequent careful handwashing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control).

Assessor's signature: Sheila Speak

Approved by signature: