

Risk Assessment

Emmaus Gloucestershire

Chequers Road, Gloucester GL4 6PN

SITE / PROJECT NAME & ADDRESS	ACTIVITY / HAZARD	DATE	REVIEW DATE	ASSESSOR'S NAME	SIGNATURE
Emmaus Gloucestershire at Market Street Nailsworth GL6 0BX	SARS-CoV-2/ COVID-19	19/05/2020	19/06/2020	Joe Feeley	

Risk Assessment No. Rev: 00

Risk Rating	
1 - 3	Acceptable
4 - 6	Keep under Regular Review
8 +	Unacceptable Risk

Scale	Likelihood of Occurrence
1	Zero to very low
2	Very unlikely
3	Unlikely
4	Likely
5	Very Likely
6	Almost certain

Scale	Hazard Severity
1	No injury or illness
2	First aid injury or illness
3	Minor injury or illness
4	Moderate injury or illness
5	Major injury or illness
6	Fatality, disabling injury etc.

Legend	
L	Likelihood
S	Severity
RR	Risk Rating

PERSONS AT RISK

EMPLOYEES	YOUNG EMPLOYEES	DISABLED EMPLOYEES	OTHER WORKERS	VISITORS	THE PUBLIC
Yes			Yes	Yes	Yes

HAZARD	INITIAL RISK			CONTROL MEASURES	RESIDUAL RISK			PERSON(S) RESPONSIBLE FOR IMPLEMENTATION
	L	S	RR		L	S	RR	
<p>SARS-CoV-2/ COVID-19.</p> <p>Highly contagious novel virus with the potential to infect a large percentage of the population.</p> <p>Serious health effects from the virus include pneumonia, severe acute respiratory syndrome, septic shock, multi-organ failure and fatalities.</p>	6	6	36	<p>Workers will not be permitted to work from the company's work premises unless it impossible to conduct their work from home.</p> <p>High risk individuals will not be permitted to work unless their work can be conducted at home (i.e. those aged 70+ and those with specified underlying health conditions).</p> <p>The number of people undertaking a given task will be minimised to low but safe levels.</p>	1	6	6	

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Infected individuals are thought to be highly contagious and have the potential to widely transmit the virus even when asymptomatic.				<p>Employees and Companions will be provided with information and instruction on the precautions which have been implemented to reduce their risk of contracting and spreading the virus e.g. frequent hand washing, not coming to work should they suspect they may have been in contact or are suffering from the virus, social distancing requirements etc.</p> <p>Public transport will not be used to travel to, from and during work. Employees and Companions are also encouraged <u>not</u> to use public transport whilst not at work.</p> <p>No one will be permitted to transport passengers from outside their household in a motor vehicle whilst travelling to, from and during work; in order to maintain social distancing requirements.</p> <p>Good sanitary conveniences will be maintained at the premises.</p> <p>Handwashing anti-bacterial gel will be provided at the premises entrances; all staff and visitors must sanitise their hands when entering and exiting the Premises.</p> <p>Employees and Companions are required to sanitise their desk/workstation/tills on arrival each day and to thoroughly wash/sanitise their hands every time they leave their desk/workstation and always after using toilet facilities. Paper towels will be provided in</p>				

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				<p>toilets so that users do not have to touch tap surfaces to turn them off.</p> <p>Posters will be displayed around the premises; which promote handwashing, good respiratory hygiene and the message that people need to stay at home even if they only have mild symptoms of COVID-19.</p> <p>Increased cleaning regimes will be maintained at the premises; including the frequent cleaning and disinfecting of commonly touched surfaces e.g. desks, tables, telephones, keyboards, door handles, light switches, taps, work equipment etc. surface cleaning products should indicate a 99.9% inactivation of viruses. A cleaning schedule and specification will be recorded and implemented.</p> <p>Lights will be left on during working hours to minimise the touching of light switches by multiple people.</p> <p>Workers must maintain social distancing whilst outside their household i.e. they must <u>not</u> come within 2 metres of another person.</p> <p>Workstations where employees and Companions are working will be spaced as far apart as possible.</p> <p>A Perspex screen will be erected at the till.</p> <p>No desk sharing is permitted unless desks are sanitised between users.</p>				

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				<p>Employees and Companions conducting team lifts which would place them within 2-metres of another person, will wear a FFP3 respirator and face shield. Close proximity team lifts will be minimised.</p> <p>Workers are not to congregate together; therefore, they must plan to enter and exit the premises, kitchen and narrow areas etc. at different times; in order to maintain minimum 2-metre separation at all times.</p> <p>Employees and Companions are encouraged to prepare food at home rather than at the premises.</p> <p>Employees and Companions must prepare their own drinks, use and wash up their own cutlery/crockery.</p> <p>Employees and Companions are asked <u>not</u> to leave and return to the premises to buy meals or make other non-work-related excursions during the working day.</p> <p>Hand shaking or other close contact greetings are prohibited.</p> <p>Telephone/conference calls and outside meetings will be prioritised over face to face meetings within the premises.</p> <p>Windows and doors will be opened whenever possible to make sure the premises is well ventilated.</p>				

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				<p>Employees and Companions will not be permitted to come into the premises if they have travelled to a high-risk area or have come into contact with someone who is suspected to have COVID-19.</p> <p>Occupancy levels within the main shop floor will be limited to a maximum of five customers and a maximum of 3 staff and Companions; one member of staff or Companion in the Restore shop; Where it is intended to increase occupancy levels, then this risk assessment will be reviewed and where assessed necessary additional controls implemented.</p> <p>Members of staff and Companions who are required to handle cash will wear disposable gloves; which shall be changed and disposed of at least every hour and hands washed. Members of staff and Companions who handle cash will be regularly reminded not to touch their face after handling cash and to maintain good standards of hygiene.</p> <p>A member of staff or Companion will be assigned to the entrance of the shop to restrict occupancy levels where maximum occupancy nears the maximum permitted capacity of 5 customers.</p> <p>Visitors/customers will be provided with information on the precautions which are being employed to reduce the risks of COVID-19 and the controls which they must maintain.</p>				

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				<p>The manager with overall responsibility for the premises will ensure that the requirements of this risk assessment are strictly adhered to and discipline any person not adhering to the prescribed controls.</p> <p>The latest published Government guidance, Public Health England and Health and Safety Executive advice on COVID-19 will be adhered to.</p> <p>Any donations will be segregated, where possible, in a ventilated area for 72 hours prior to being sorted. The staff and Companions will manage the levels of donations to ensure the shop is not overwhelmed.</p>				

EMPLOYEE SIGNATURE SHEET

R. A. NUMBER	REV	RISK ASSESSMENT HAZARD	EMPLOYEE DECLARATION	EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
	00	SARS-CoV-2/ COVID-19	I have read the attached risk assessment and understand what actions have been taken to reduce injury or ill health at work and what I must do to protect myself and			
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