

Title: Risk Assessment

No: GRA002

Version: V4

Area/Equip/Process Assessed:	Assessed by:	Last Major Review:	Annual Review:	Comments/Changes:
<p>Emmaus Shop</p> <p>Lockdown – Lifting step 4</p>	<p>Andrew Ritchie Trustee (H&S)</p> <p>Alison Hill Emmaus Director</p>	<p>15/06/2020</p>	Major Review	Original Document
			28/07/20	See revision history at the end of this assessment
			16/04/21	See revision history at the end of this assessment
			26/07/21	See revision history at the end of this assessment

Identified Hazards:		Existing control measures:	Risk Evaluation:			What further action is necessary?	Residual Risk Evaluation:			Action monitored by whom?	Action monitored by when?
What are the hazards?	Who might be harmed & how?		Likelihood	Severity	RR		Likelihood	Severity	RRR		
<p>Travelling to Emmaus Mossley during Lockdown - Lifting step 4</p>	<p>All staff, companions' visitors, public & contractors.</p> <p>Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.</p>	<p>Only essential staff to be on-site; for example, office staff should work from home where possible.</p> <p>Minimising non-essential travel – consider remote options first.</p> <p>Equipment provided for people to work from home safely and effectively, for example, remote access to work systems via VPN</p>	3	5	15	<p>Monitoring the well-being of people who are working from home via 'phone call & Zoom meetings.</p> <p>Trained mental health first aiders available via 'phone or Zoom meetings should any Staff require them. Also see COVID-19: guidance for the public on mental health and wellbeing</p> <p>Any IT issues are to be raised with Komputer Consultancy Services Ltd E: servicedesk@kcsLtd.co.uk T: 01494 773 722</p>	2	5	10	<p>Staff</p> <p>Director/ Community leader</p> <p>KCS Ltd</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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Travelling to Emmaus Mossley during Lockdown - Lifting step 4	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Travel to work on your own. Do not share a car unless you live in the same household. Avoid public transport where possible. Consider cycling or walking where possible.	3	5	15	If it is not possible to travel alone use screens or PPE to protect yourself and others in the vehicle. Open windows increase ventilation if others are in the vehicle.	2	5	10	Staff	Ongoing
						Emmaus Mossley will be open to the public Tuesday – Saturday 10 – 4pm				Director	Ongoing
						Emmaus Mossley will be shut to the public Sunday / Monday - as these will be used as cleaning days.				Director	Ongoing
						Please note 3. – (1) No person may, without reasonable excuse, use a public transport service without wearing a face covering. - The Health Protection Regulations 2020				Note Only	Note Only
Social distancing while working at Emmaus Mossley during Lockdown - Lifting step 4	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	All persons who can work from home should work from home. Use all methods to communicate without going into work. Equipment provided for people to work from home safely and effectively, for example, remote access to work systems via VPN	3	5	15	Monitoring the well-being of people who are working from home via 'phone call & Zoom meetings.	2	5	10	Staff	Ongoing
						Trained mental health first aiders available via 'phone or Zoom meetings should any Staff require them. <i>Also see COVID-19: guidance for the public on mental health and wellbeing</i>				Director/Community leader	Ongoing
						Any IT issues are to be raised with Komputer Consultancy Services Ltd E: servicedesk@kcsLtd.co.uk T: 01494 773 722				KCS Ltd	Ongoing

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Social distancing while working at Emmaus Mossley during Lockdown - Lifting step 4	All staff, companions', contractors & public. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Social distancing signs displayed throughout the shop reminding All Staff, Visitors, Public & Contractors to social distance.	3	5	15	Encouraging Public to shop alone where possible, unless they need specific assistance.	2	5	10	Staff / Companions	Ongoing
		Separate entrance and exit to the shop.				Max 40 at any one time in the shop, sign to be posted in the door/window to tell Public of this.				Staff / Companions	Ongoing
		One family in the lift at any one time				Reminding Public who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.				Staff / Companions	Ongoing
		A queuing area outside the shop				No food or drink to be consumed by the public in the retail areas.				Staff / Companions	Ongoing
		Staying COVID-19 Secure in 2020 signposted next to the entrance.				Creating social distancing champions to demonstrate social distancing guidelines to customers, if helpful.				Staff / Companions	Ongoing
						Encouraging customers to use hand sanitiser or handwashing facilities as they enter the premises to reduce the risk of transmission by touching products while browsing.				Staff / Companions	Ongoing
						It is no longer a mandatory requirement for staff, volunteers, or customers to wear face coverings. However, the Government "expects and recommends" that face coverings continue to be worn in crowded enclosed spaces.				Staff / Companions	Ongoing

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<p>Where 2-meter social distancing cannot be applied while working at Emmaus Mossley during Lockdown - Lifting step 4</p>	<p>All staff, companions', contractors & public.</p> <p>Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.</p>	<p>Social distancing is advised at all times.</p> <p>Social distancing signs displayed throughout the shop</p>	3	5	15	Where people need to work within the 2-meter rule PPE will be worn, gloves, face-covering i.e. team lifts	2	5	10	Staff / Companions	Ongoing
						Installing screens to protect workers on workstations/tills				Director	As needed
						As a last resort consider working back to back/side to side not, face – face. Increase ventilation in areas. Reduce the time that people work together, keep to a minimum <15mins				Staff / Companions	Ongoing
<p>Coming into contact with contaminated equipment/ areas working at Emmaus Mossley during Lockdown - Lifting step 4</p>	<p>All staff, companions', contractors & public.</p> <p>Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.</p>	<p>Cleaning and sanitising of touchpoints e.g. door handles, toilets, taps, welfare facilities, photocopiers /printers etc. Clean with a sanitiser of 60% or above alcohol.</p>	3	5	15	Deep clean of the shop before opening cleaning by the contract cleaners.	2	5	10	Staff / Companions	Jun-20
						Regular cleaning of all key touchpoints				Staff / Companions	Daily
						Wear Nitrile gloves, disposable aprons and consider wearing a face-covering during the clean down of key touchpoints.				Staff / Companions	Ongoing

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Coming into contact with contaminated equipment/ areas working at Emmaus Mossley during Lockdown - Lifting step 4	All staff, companions', contractors & public. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Staff advised not to touch their face. Regular cleaning /sanitizing hands. Wash hands for at least 20 seconds or sanitise with a sanitiser of at least 60% or above alcohol. Wash hands before and after work. Sanitiser provided in high people areas e.g. welfare facilities. Provide paper towels were possible Wash hands at least every 2 hours or sooner.	3	5	15	Ensure waste is disposed of safely ideally, double bagging.	2	5	10	Staff / Companions	Ongoing
						Beware that some sanitisers can cause dermatitis and moisturising cream should be used.				Director.	Ongoing
						Sanitizers to be monitored and replenished regularly.				Staff / Companions	Weekly
						Refill of sanitizer available from the Director				Director.	As needed
Coming into contact with contaminated equipment/ areas working at Emmaus Mossley during Lockdown - Lifting step 4	All staff, companions', contractors & public. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Where possible don't share workstations or equipment. If possible, have a one-way system around buildings and areas.	3	5	15	Where not possible clean down between each person. Including desks, keyboard etc.	2	5	10	Staff / Companions	Ongoing
						Cleaning stations to be used by Staff before using the equipment.				Staff / Companions	Daily

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Coming into contact with contaminated equipment/ areas working at Emmaus Mossley during Lockdown - Lifting step 4	All staff, companions', contractors & public. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Where possible spread people over different shifts, start and finish times. Staff advised bringing their own food.	3	5	15	Stagger break times to reduce the number of people as the number of Staff returning to site increase.	2	5	10	Staff / Companions	Ongoing
						Discourage staff from going to local shops.				Staff / Companions	Ongoing
Coming into contact with contaminated equipment/ areas working at Emmaus Mossley during Lockdown - Lifting step 4	All staff, companions', contractors & public. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Limit how much you travel around the workplace. Use the 'phone or email instead of going to see someone. Where possible do several things on one trip, not several trips.	3	5	15	Reduce the need to rotate between jobs and change workstations. If not, possible cleaning should take place.	2	5	10	Staff / Companions	Ongoing
						Using a consistent pairing system if people have to work in close proximity. For example, maintenance activities that cannot be redesigned.				Director	Ongoing
						Minimising contacts around transactions, for example, considering using contactless payments				Director	Ongoing

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<p>Coming into contact with contaminated equipment/ areas working at Emmaus Mossley during Lockdown - Lifting step 4</p>	<p>All staff, companions' visitors, public & contractors.</p> <p>Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.</p>	<p>Vulnerable people – will have a specific risk assessment carried out and they must take additional precautions such as heighten awareness of social distancing and PPE.</p>	3	5	15	<p>Extremely vulnerable people – should not work until guidance on isolation changes.</p> <p>A specific risk assessment will be undertaken as needed.</p>	2	5	10	<p>HR Dept.</p> <p>Director.</p>	<p>Ongoing</p> <p>As needed</p>
<p>First Aid at Emmaus Mossley during Lockdown - Lifting step 4</p>	<p>All staff, companions' visitors, public & contractors.</p> <p>Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.</p>	<p>Appointed persons to wear face-covering and nitrile gloves at all time while carrying out first aid.</p>	3	5	15	<p>Ensure waste is disposed of safely ideally, double bagging</p> <p>Extra masks are available for the Director.</p>	2	5	10	<p>Appointed persons</p> <p>Director.</p>	<p>Ongoing</p> <p>Ongoing</p>

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<p>Deliveries and Donations to Emmaus Mossley during Lockdown - Lifting step 4</p>	<p>All staff, companions' visitors, public & contractors.</p> <p>Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.</p>	<p>If possible, leave items coming into the site for 48 hours, where this is not possible to clean the items or wear PPE and wash hands regularly. Disposing of waste wrap/boxes safely taking care when moving them. Don't let bins overflow.</p> <p>Holding area set up for donations</p> <p>Face-coverings, gloves & masks to be worn when receiving donated items</p>	3	5	15	<p>Designate a holding area where possible, for any incoming goods.</p> <p>Regularly empty the bins into the large bin in the externally.</p> <p>Consider a cleaning area for the donation following the holding period</p> <p>Consider pre-sorting area following the cleaning presses, removing all donated items that are unsuitable before they enter any departments or storage areas.</p>	2	5	10	<p>Staff / Companions</p> <p>Staff / Companions</p> <p>Director</p> <p>Director</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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Becoming ill or showing symptoms working at Emmaus Mossley during Lockdown - Lifting step 4	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	The most common symptoms of coronavirus (COVID-19) are the recent onset of a new continuous cough and/or high temperature. If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms). You do not need to call NHS 111 to go into self-isolation.	3	5	15	If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999. Anyone who meets one of the following criteria should not come to site: a) Has a high temperature (37.8+) or a new persistent cough - follow the guidance on self-isolation above. b) Is an extremely vulnerable person (by virtue of their underlying health condition, clinical condition). c) Is living with someone in self-isolation.	2	5	10	Staff	Ongoing
						If you have symptoms while working on-site, follow the Covid-19 testing procedure.				Staff	Ongoing
						Staff / Companions to carry out testing procedure wearing face coverings and nitrile gloves.				Staff / Companions	When needed

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<p>COVID-19 Outbreaks while working at showroom during Lockdown - Lifting step 4</p>	<p>All Employees, Visitors & Contractors.</p> <p>Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.</p>	<p>All employees to report any COVID-19 related issue to Site Director immediately.</p>	3	5	15	<p>Investigate and log any Positive tests Negative tests & self-isolation due to COVID-19 throughout the site.</p> <p>If there is more than 5 case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak.</p> <p>Nominated SPOC</p> <p>Alison Hill Site Director</p> <p>T: 01457 838 608 M: 07933 059 611</p> <p>local health protection team in England:</p> <p>PHE Greater Manchester Health Protection Team, 2nd Floor 3 Piccadilly Place, London Road, Manchester, M1 3BN</p> <p>https://www.gov.uk/health-protection-team</p>	2	5	10	Director	Ongoing

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Visitors & Contractors to Emmaus Mossley during Lockdown - Lifting step 4	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Visitors & Contractors should only be allowed on-site if necessary and it can't be done at a distance. Meetings will only be permitted by appointment. Carry out meetings in a large area at least 2 meters apart. Where not possible use PPE.	3	5	15	Consider holding meetings in a large area, outside or by 'phone or other IT. Use Zoom for a meeting where possible. Safety contractors to consider out of hours work to minimize contact with Staff.	2	5	10	Staff / Companions Staff / Companions Director.	Ongoing Ongoing Ongoing
Non-compliance with Covid-19 risk assessment requirements / rules at Emmaus Mossley during Lockdown - Lifting step 4	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Any employee visitor or contractors who do not comply with this risk assessment and the site rules will be investigated and may be asked to leave or have disciplinary action taken.	3	5	15	Disciplinary action to be taken by Director and Community leader. (for Staff) Visitors will be asked to leave by their host.	2	5	10	Director/ Community leader Staff / Companions	As needed As Needed
<p>Likelihood: (L) = Frequent (5) – Probable (4) – Occasional (3) – Improbable (2) – Remote (1)</p> <p>Severity: (S) = Catastrophic (5) – Major (4) – Reportable (3) – Serious (2) – Minor (1)</p> <p>Degree of Risk (DR) = LIKELIHOOD x SEVERITY</p> <p>*Numbers used are for illustrative purposes only.</p>											

Risk Rating

Likelihood:	Severity:
1: Very unlikely	1: No treatment needed
2: Unlikely	2: Minor injury / first aid
3: Likely	3: First aid/hospital/time off
4: Will happen	4: Major injury
5: Will happen often	5: Fatality

Severity

Chart:				
5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

Likelihood

Tolerable / Low	Moderate / Med	Intolerable /High
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Severity x Likelihood = Risk rating

Low 0-4 = No further action required; monitor for changes

Medium 5-14 = Implement precaution where to reduce the risk further

High 15-25 = Don't start or stop the task immediately and implement precaution until at least medium risk rating is achieved

Revision date as stated or sooner if significant changes are made to the work area, process or an accident has occurred linked with this risk assessment.

Revision History:

Version:	Date:	Description:	By:
V1	15/06/2020	Original Document	A Ritchie
V2	28/07/2020	<p>Risk assessment reviewed in lines with the latest government guideline –</p> <p>Working safely during coronavirus (COVID-19) in Shops and branches published 23/07/2020 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches</p> <p>COVID Alert Level 4 changed to COVID Alert Level 3 throughout the assessment</p> <p>Added Please note 3. – (1) No person may, without reasonable excuse, use a public transport service without wearing a face covering. - The Health Protection Regulations 2020 Add into the following section, Employees travelling to Emmaus Mossley during Lockdown - Lifting step 4 (page 2)</p> <p>All section downgraded to MED risk level from High risk level due to the COVID Alert level being reduced from 4 to 3 by the government as of 19/06/20. COVID Alert Level 4 (A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially). Lockdown - Lifting step 4 (A COVID-19 epidemic is in general circulation).</p> <p>Face-covering to be worn by customers/visitors when visiting Emmaus Mossley as per government guidelines issued 23/07/20 taking into consideration the legitimate reasons for exemption. Added to Social distancing while working at Emmaus Mossley during Lockdown - Lifting step 4 (page3)</p> <p>Emmaus Shop is now open on a Friday to the public (Page 2)</p>	A Ritchie

Revision History Cont.:

Version:	Date:	Description:	By:
V3	16/04/2021	<p>Risk assessment reviewed in lines with the latest government guideline –</p> <p>Working safely during coronavirus (COVID-19) in Shops and branches published 01/04/2021 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches</p> <p>COVID Alert Level 3 changed to Lockdown - Lifting step 4 throughout the assessment.</p> <p>Page 2: Removed - Emmaus Mossley will only be open to the public on Tuesdays / Thursdays / Friday / Saturdays Added - Emmaus Mossley will be open to the public Tuesday – Saturday 10 – 4pm</p> <p>Removed - Emmaus Mossley will be shut to the public Monday / Wednesday / Sunday - as these will be used as cleaning days. Added - Emmaus Mossley will be shut to the public Sunday / Monday - as these will be used as cleaning days.</p> <p>Page 3: Removed - Areas closed off to public i.e. Café, collectables & scrap shed. Removed - No food or drink to be served to Visitors, Public & Contractors. Added - No food or drink to be consumed by the public in the retail areas.</p> <p>Added - A face covering is to be worn by all employees while there is a visitor present in the shop. Visitor should also wear a face-covering while in the shop, taking into consideration the legitimate reasons for exemption.</p> <p>Page 10: Investigate and log any Positive tests Negative tests & self-isolation due to COVID-19 throughout the site. If there is more than 5 case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak.</p> <p>Nominated SPOC Alison Hill Site Director T: 01457 838 608 M: 07933 059 611 local health protection team in England: PHE Greater Manchester Health Protection Team, 2nd Floor 3 Piccadilly Place, London Road, Manchester, M1 3BN https://www.gov.uk/health-protection-team</p> <p>Various pages: Changed: Ensure waste is disposed of safely ideally, double bagging and leaving for 72 hours. To: Ensure waste is disposed of safely ideally, double bagging.</p>	A Ritchie

Revision History Cont.:

Version:	Date:	Description:	By:
V4	26/07/2021	<p>Risk assessment reviewed in lines with the latest government guideline –</p> <p>Working safely during coronavirus (COVID-19) in Shops and branches published 14/07/2021 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches</p> <p>COVID Alert Level 1.2 changed to Lockdown - Lifting step 4 throughout the assessment.</p> <p>Page 3: Removed - A face covering is to be worn by all employees while there is a visitor present in the shop. Visitor should also wear a face-covering while in the shop, taking into consideration the legitimate reasons for exemption.</p> <p>Added - It is no longer a mandatory requirement for staff, volunteers, or customers to wear face coverings. However, the Government “expects and recommends” that face coverings continue to be worn in crowded enclosed spaces.</p> <p>Page 4: Removed - Where not possible to work at home then social distancing should be maintained. 2-meters apart at all times.</p> <p>Added - Social distancing is advised at all times.</p> <p>Page 7: Removed - the 2-meter rule</p> <p>Added - social distancing</p>	A Ritchie