

CARPETRIGHT HEALTH AND SAFETY MANUAL



Covid-19 Risk Assessment – Home Flooring Surveyor

Assessor Name:

Assessment Date:

Review Date: (Provisionally on a Weekly Basis)

This risk assessment is concerned with the transmission of Covid-19 either through direct contact with another person or object which harbours the virus “contact risk” or through transmission in the air “aerosol risk”

| SPECIFIC HAZARD | PERSON(S) AT RISK & HOW | EXISTING CONTROL MEASURES | IN PLACE? (v) | RESIDUAL RISK | COMMENTS/ADDITIONAL CONTROLS REQUIRED | DATE DONE |
|---|--|--|---------------|---------------|---------------------------------------|-----------|
| Colleague returns to work with Covid-19 symptoms | Everyone | Completion of a return to work declaration prior to, or upon returning to work. | | Low | | |
| Transmission of Covid-19 when arriving and departing base store | All HFS colleagues when starting/ending their shift in Stores Physical risk | <ul style="list-style-type: none"> ➤ Sanitising gel stations available at entrance and exit of store. ➤ PPE available for all colleagues, including protective gloves. | | Low | | |

CARPETRIGHT HEALTH AND SAFETY MANUAL

| | | | | | | |
|------------------------------------|--|---|--|-----|--|--|
| | | <ul style="list-style-type: none"> ➤ All PPE should be disposed of in the waste bins provided. | | | | |
| | <p>Any HFS colleague starting/ending their shift</p> <p>Aerosol risk</p> | <ul style="list-style-type: none"> ➤ Social distancing measures in place at store, where social distancing cannot be maintained, face covering to be worn. ➤ PPE available for all colleagues, including facemasks/shields and protective gloves ➤ All PPE should be disposed of in the waste bins provided. | | Low | | |
| Transmission of COVID-19 generally | <p>All HFS colleagues and customers</p> <p>Physical risks</p> | <p>Hand washing and cleaning</p> <ul style="list-style-type: none"> ➤ Issue guidelines with confirmation from colleagues, that they understand the requirements in respect of Sanitising/washing hands, and the Cleaning of equipment. ➤ Make hand sanitiser available to all HFS colleagues ➤ PPE provided to all HFS colleagues, including protective gloves. ➤ Any used PPE must be disposed of in a waste bin. ➤ Cleaning of equipment must follow any use of that equipment, particularly if interaction has taken place with a customer or colleague. ➤ You must regularly clean your equipment with anti-bacterial spray/wipes – this includes your tablet and tools. This should be done before | | Low | | |

CARPETRIGHT HEALTH AND SAFETY MANUAL

| | | | | | | |
|--|---|--|--|-----|--|--|
| | | <p>and after any use, and every time someone else comes into physical contact with your equipment.</p> <ul style="list-style-type: none"> ➤ All HFS tools and equipment to be anti-bac sanitised before and after the home visit, and stored in the car boot. ➤ Car contact points are to be ant-bac wiped before and after use, including the door handles, steering wheel, gear stick, etc. <p>Uniform/storage of personal items</p> <ul style="list-style-type: none"> ➤ The wearing of uniform to work is the personal choice of the individual colleague, but the washing of uniform between wear, where practical, should be carried out. ➤ The bringing into work of personal items/bags, should be kept to a minimum, and stored in personal lockers, or HFS colleagues own vehicle. ➤ Where this is not possible, colleagues personal items should be stored separately from others. | | | | |
| | <p>All HFS colleagues and customers</p> <p>Aerosol risk</p> | <p>General</p> <p>Social Distancing</p> <ul style="list-style-type: none"> ➤ Issue guidelines and confirmation from colleagues, that they understand the requirements in respect of maintaining social distancing. | | Low | | |

CARPETRIGHT HEALTH AND SAFETY MANUAL

| | | | | | | |
|---|--|--|--|-----|--|--|
| | | <ul style="list-style-type: none"> ➤ PPE provided to all HFS colleagues, including face masks/shields. ➤ Any used PPE must be disposed of in a waste bin. | | | | |
| Contracting or transmitting Covid-19 in customer's homes. | <p>Any HFS colleague's on customer visits, and the subsequent risk of transmission.</p> <p>Physical and Aerosol risk when in the customer's home</p> | <p>Before Customer Visit</p> <p>Risk before the visit to the customer is low.</p> <p>To manage the risk whilst in the customer's home:</p> <ul style="list-style-type: none"> ➤ Contact the customer before you visit, to understand the health status of the home you are visiting. ➤ You must contact the customer and ask if anyone in the household: <ol style="list-style-type: none"> 1. Has symptoms of Coronavirus and/or is self-isolating for other reasons 2. Is a vulnerable person who is shielding ➤ No visits should be carried out in any household which is isolating, or where an individual is being shielded. ➤ You should notify customers in advance of your arrival, so they can take appropriate protective measures, and remind them of the need to follow social distancing protocols. | | Low | | |

CARPETRIGHT HEALTH AND SAFETY MANUAL

| | | | | | | |
|---|--|---|--|-----|--|--|
| | | <ul style="list-style-type: none"> ➤ No carpet samples are to be taken to the customer home by the HFS; all customer samples are to be ordered online only. | | | | |
| Contracting or transmitting Covid-19 in customer's homes. | Any HFS colleague's on customer visits, and the subsequent risk of transmission. Physical and Aerosol risk when in the customer's home | <p>During Customer/Home Visit</p> <ul style="list-style-type: none"> ➤ Upon arrival at the customer's home, if anyone in the customer's household displays any Covid-19 symptoms, or complains of feeling ill, the HFS must leave the customers home immediately; this should be followed by fully sanitising their hands and equipment, with anti-bacterial wipes, after leaving the premises. ➤ On arrival at the customers home, you should identify busy areas where people travel to, from or through, for example, stairs and corridors, ensuring that these are kept clear whilst you are working. ➤ You should not touch or shake hands with the customer. ➤ You should avoid close contact by maintaining at least 2 metres safe distance from the customer, which is around three steps, during the entire home visit. ➤ You should avoid touching any surfaces or objects other than those necessary to do the work required. ➤ Full sanitising of hands should be carried out, before and after the work in hand; protective | | Low | | |

CARPETRIGHT HEALTH AND SAFETY MANUAL

| | | | | | | |
|--|------------------------------------|---|--|-----|--|--|
| | | <p>gloves are provided, if HFS colleague's would prefer to use them.</p> <ul style="list-style-type: none"> ➤ HFS colleagues should decline offers of food and drink from the customer during the visit, and should not eat, drink or handle food, while you are on site. ➤ You should avoid using the toilet during your visit, where possible. ➤ You should abandon the visit if you feel unsafe at any time, or if the customer or any member of their household, fails to follow safe social distancing protocols. | | | | |
| Covid-19 transmission through HFS colleagues with symptoms | <p>Anyone</p> <p>Physical risk</p> | <ul style="list-style-type: none"> ➤ Issue guidelines with confirmation from colleagues, that they understand the requirements in respect of symptoms of Covid-19. <p>If you get symptoms whilst working</p> <ul style="list-style-type: none"> ➤ If safe to do so, go immediately home ➤ Phone your GP to arrange a test for Covid-19 ➤ Do not use public transport ➤ Inform your line manager | | Low | | |
| Covid-19 transmission through HFS colleagues with symptoms | <p>Anyone</p> <p>Aerosol risk</p> | <ul style="list-style-type: none"> ➤ PPE available for all colleagues, including facemasks/shields. ➤ Cover your nose and mouth with a tissue, if you cough or sneeze | | Low | | |

CARPETRIGHT HEALTH AND SAFETY MANUAL

| | | | | | | |
|---|--|--|--|-----|--|--|
| | | <ul style="list-style-type: none"> ➤ Keep a distance of at least 2 metres from other people ➤ Isolate immediately from other people | | | | |
| Covid-19 transmission carrying out first aid duties | <p>First aid trained colleagues</p> <p>Physical risk</p> | <p>First aid duties</p> <ul style="list-style-type: none"> ➤ First aid should only be carried out by fully qualified first aiders ➤ If first aid treatment is carried out by a fully first aid trained colleague, full PPE (Protective gloves and face mask) must be worn before attempting any first aid ➤ The area where first aid has been carried out, must be cleaned thoroughly with anti-bac wipes/spray, with any waste material disposed of in waste bags, and double bagged for extra protection against transmission ➤ First aiders must thoroughly wash and sanitise their hands, following any first aid treatment given ➤ First aid used PPE must be disposed of immediately in waste bags, and double bagged for extra protection against transmission | | Low | | |
| | <p>First aid trained colleagues</p> <p>Aerosol risk</p> | <ul style="list-style-type: none"> ➤ PPE available for all colleagues, including facemasks/shields, sneeze guards, and protective gloves ➤ Social distancing measures in place | | Low | | |

CARPETRIGHT HEALTH AND SAFETY MANUAL

| <u>Other risks - use this space to record any additional risks you have identified in your store. Consult your RM if you need advice</u> | | | | | | |
|--|-------------------------|---------------------------|------------------|---------------|---------------------------------------|-----------|
| SPECIFIC HAZARD | PERSON(S) AT RISK & HOW | EXISTING CONTROL MEASURES | IN PLACE? (v) | RESIDUAL RISK | COMMENTS/ADDITIONAL CONTROLS REQUIRED | DATE DONE |
| | | | | | | |

CARPETRIGHT HEALTH AND SAFETY MANUAL

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|