

CARPETRIGHT HEALTH AND SAFETY MANUAL



Covid-19 Risk Assessment – Retail Stores

Assessor Name:
Store Name/Number

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 at store, opening and closing	Any colleagues starting/ending their shift			Low		

CARPETRIGHT HEALTH AND SAFETY MANUAL

	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. ➤ All PPE should be disposed of in the waste bins provided. 				
	Any colleague starting/ending their shift Aerosol risk	<ul style="list-style-type: none"> ➤ Staggered shift start for colleagues, to avoid unnecessary social distancing challenges on public transport. ➤ 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	Anyone Physical risks	<p>Hand washing</p> <ul style="list-style-type: none"> ➤ Handwashing facilities are in place for colleagues, including soap and sanitising gel ➤ Colleague’s hands should be dried with the hand driers or paper towels located in the toilets, followed by sanitising gel. ➤ Towels for drying hands to be removed ➤ Hand sanitising (gel) stations are positioned at both the store entrance, and exit route (warehouse) for colleagues and third parties. ➤ Colleague meet and greet at store entrance, to encourage customers to use hand gel upon entry. 		Low		

CARPETRIGHT HEALTH AND SAFETY MANUAL

		<ul style="list-style-type: none"> ➤ General waste bins are provided for disposal of any paper towels, or PPE used. ➤ Clear instructions to colleagues, which colleagues agree to abide by. <p>Cleaning</p> <ul style="list-style-type: none"> ➤ Full wipe down of all equipment used to take place, following use by a customer (mouse/PIN machine, etc). ➤ Cleaning of equipment must follow any use of that equipment, where there is a change of user. This includes computers, keyboards, telephones, sneeze guards, desks. ➤ Often used equipment must be cleaned even without change of user, frequently (at the start and end of each day, and at least hourly in between). This would include the following: phones, printers, computer keyboards, light switches, door handles, sneeze guards, PBT controls, pallet truck handles, personal equipment such as safety knives, etc. ➤ Anti-bacterial spray should be used for the general cleaning of work surfaces (desks and kitchen tops), along with other display surfaces (please refer to the cleaning guidelines on Fuse). 				
--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

CARPETRIGHT HEALTH AND SAFETY MANUAL

		<p>Sharing of Equipment</p> <ul style="list-style-type: none"> ➤ Where practical, work stations are not to be shared, but if a shared desk cannot be avoided, then the work station is to be thoroughly anti bac cleaned with any change of user. <p>Instructions to colleagues</p> <ul style="list-style-type: none"> ➤ Clear instructions to colleagues to abide by the rules put in place. 				
	<p>Anyone</p> <p>Aerosol risk</p>	<p>Social Distancing</p> <ul style="list-style-type: none"> ➤ Instructions to colleagues to keep a distance of 2 metres where possible ➤ Restricting the number of people in our stores depending upon the size and manpower in the store and experience of letting certain numbers of customers into store. To be determined on a store by store basis. ➤ Where social distancing is not possible, alternative methods will be employed: ➤ Sneeze guards will be in place at sales desks that will be used, plus hygiene/cleaning standards will be observed. ➤ Face covering to be worn at other times ➤ Social distancing signage in place, along with a 2 metre marker at the entrance of the store, as an example of 2 metre distance for customer information. 				

CARPETRIGHT HEALTH AND SAFETY MANUAL

		<p>Air Conditioning</p> <ul style="list-style-type: none"> ➤ The risk of air conditioning spreading coronavirus is extremely low. ➤ For stores with air conditioning in place, where possible, the system should be switched to a fresh air supply only, otherwise the air conditioning system will stay unadjusted and on, until government guidance dictates otherwise. ➤ Good ventilation is encouraged in order to help reduce the risk of spreading coronavirus 				
Transmission of Covid-19 from customer interaction.	Anyone Physical risk	<p>Customer entry</p> <ul style="list-style-type: none"> ➤ Any customer displaying symptoms of Covid-19, or who complains of feeling ill, should politely be refused entry to the store, or asked to leave if in situ. ➤ If a customer is requested to leave the store, any item known to have been touched by the customer, should be cleaned with anti-bacterial wipes/spray, using gloves provided. ➤ Sanitising gel stations in place at entrance/exit point of store. ➤ All customers to be reminded on entry that it is their responsibility to ensure that the customer group remains together, and social distancing is observed by all. 		Low		

CARPETRIGHT HEALTH AND SAFETY MANUAL

		<ul style="list-style-type: none"> ➤ Any customer who handles any in store samples, should be encouraged to hand sanitise, before and after handling. ➤ Colleagues should also hand sanitise before and after any handling of samples. <p>Customer use of lifts</p> <ul style="list-style-type: none"> ➤ Cleaning protocols in place for Anti-bacterial cleaning to be undertaken on lift door handle and controls ➤ Customers encouraged to use the stairs where possible. ➤ Signage in place (one person/family group only) ➤ Hand sanitising gel stations available <p>Cash handling</p> <ul style="list-style-type: none"> ➤ All customers should be encouraged to carry out cashless transactions, using card and contactless options (subject to financial limits), along with payments made from home where possible. ➤ If a cash transaction needs to take place, then the colleague should fully sanitise their hands, before and after the cash handling process. ➤ Protective gloves are available for colleague use, if they would prefer. 				
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

CARPETRIGHT HEALTH AND SAFETY MANUAL

		<ul style="list-style-type: none"> ➤ PPE available for all colleagues, including protective gloves. 				
	<p>Anyone</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ Control of customer numbers/entry must be in operation in store depending upon the numbers of colleagues and size of store, as well as experience of the success of social distancing. ➤ Customers will be reminded about 2 metre distancing, upon entry to the store, by colleague meet and greet. ➤ Signage placed on entrance to store regarding social distancing and government five step compliance. ➤ One person/family group only use for all in store lifts. 				
<p>Covid-19 transmission</p> <p>Colleague interaction</p>	<p>All Colleagues</p> <p>Physical risk</p>	<p>Canteen use/breaks</p> <ul style="list-style-type: none"> ➤ All internal doors to be left open (unless fire/toilet doors), to restrict the need to touch door handles. ➤ All internal door handles to be frequently anti-bac cleaned (please refer to the cleaning guidelines on Fuse). ➤ All kitchen utensils, kettle, microwave, fridge door, to be anti-bac wiped before and after us; alternatively, hands to be sanitised before and after use of kitchen items. 		<p>Low</p>		

CARPETRIGHT HEALTH AND SAFETY MANUAL

		<ul style="list-style-type: none"> ➤ All larger surfaces, kitchen work top, etc. to be cleaned frequently with anti-bacterial spray, using disposable kitchen roll, and with protective gloves supplied (please refer to cleaning guidelines on Fuse). <p>Putting up roll stock with easy lift</p> <ul style="list-style-type: none"> ➤ Anti-bacterial wipe/spray easy lift parts handled, before and after use ➤ Use of protective gloves advised during task, washing hands thoroughly on completion of task. <p>Moving Remnants</p> <ul style="list-style-type: none"> ➤ Protective gloves are available for this task, if the colleague would prefer to use them. ➤ When using the carpet barrow, hands must be sanitised before and after use ➤ Hands should be thoroughly washed/sanitised before, and after completion of this task <p>Operating/charging PBT/Sit on Lift truck</p> <ul style="list-style-type: none"> ➤ Full cleaning of all operational controls, with anti bac wipes/spray, before and after use, and with any change of user. ➤ Sanitising of hands should be completed, before and after the charging process has taken place. <p>Uniform/storage of personal items</p>			
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

CARPETRIGHT HEALTH AND SAFETY MANUAL

		<ul style="list-style-type: none"> ➤ 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. ➤ Where this is not possible, colleagues personal items should be stored separately from others. <p>Store cleaning routines</p> <ul style="list-style-type: none"> ➤ For all cleaning routines, hands should be thoroughly sanitised before and after the task; alternatively, protective gloves provided, should be worn. ➤ Face coverings/mask can also be worn, at the discretion of the colleague. ➤ Hands to be washed thoroughly after any cleaning task. <p>Display beds/customer demonstration use</p> <ul style="list-style-type: none"> ➤ Until a transmission reduction solution is sourced, customer demonstration use will be prohibited, and the beds section out of bounds for this purpose. ➤ Signage for this, will be put on display in the beds section of the store, for customer information. 				
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

CARPETRIGHT HEALTH AND SAFETY MANUAL

	<p>All 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, where this cannot be maintained, face coverings are to be worn ➤ Staggered break times for all colleagues, to maintain safe social distancing protocols. ➤ Roll stock/easy lift task should enable safe social distancing of 2 meters, if this is not possible, face covering to be worn. ➤ When moving remnants, safe social distancing should be maintained during this task, if not possible, face coverings should be worn. 				
<p>Covid-19 transmission through colleagues with symptoms</p>	<p>Anyone</p> <p>Physical risk</p>	<p>If you get symptoms in store</p> <ul style="list-style-type: none"> ➤ Manager to be informed immediately ➤ Manager and colleagues to have already been briefed as to action to take, including: ➤ Isolate immediately from all other colleagues ➤ Wear a face covering/mask which are provided in store ➤ Keep a distance of at least 2 metres from other colleagues 		<p>Low</p>		

CARPETRIGHT HEALTH AND SAFETY MANUAL

		<ul style="list-style-type: none"> ➤ Phone your GP to arrange a test for Covid-19 ➤ Go home as soon as it is safe to do so ➤ Do not use public transport ➤ Self-isolate at home <p>If you cannot go home immediately</p> <ul style="list-style-type: none"> ➤ Remain self-isolating in store ➤ Avoid touching people, surfaces and objects ➤ Use a face mask/covering provided by Carpetright ➤ Cover your nose and mouth with a tissue, if you cough or sneeze ➤ Any items touched by the colleague in store, should be cleaned with anti-bacterial wipes/spray, using full PPE provided. 				
	<p>Anyone</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 				
<p>Covid-19 transmission through colleague interaction with Fitters</p>	<p>Colleagues and Fitters</p> <p>Physical risk</p>	<p>Fitting team access to Warehouse/store</p> <ul style="list-style-type: none"> ➤ Fitters displaying Covid-19 symptoms, or symptoms of illness in general, must be told not to enter the premises, or asked to leave if they are already in situ. 		<p>Low</p>		

CARPETRIGHT HEALTH AND SAFETY MANUAL

		<ul style="list-style-type: none"> ➤ Where possible, carpet stock to be dropped ready for the fitting teams, prior to their arrival ➤ Staggered fitting team collections to be organised/rostered in, to ensure that only one team is present in the warehouse, at any one time. ➤ Fitters are prohibited from the shop floor area ➤ Fitters are to wear PPE, and to use hand sanitising gel, during and after their visit to the warehouse. 				
	<p>Colleagues and Fitters</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 of 2 metres to be maintained at all times, if this cannot be maintained, face coverings are to be worn 				
<p>Covid-19 transmission through colleague interaction with contractors and visitors</p>	<p>Colleagues, Contractors, and visitors</p> <p>Physical risk</p>	<p>Contractors/visitors in store</p> <ul style="list-style-type: none"> ➤ Covid-19 risk assessment supplied to the Facilities/Store Dev teams, prior to any contractor visit ➤ Contractors/Visitors to supply and wear their own PPE ➤ Contractors/visitors will anti-bac wipe any items they have touched during their visit, and before leaving site. 		Low		

CARPETRIGHT HEALTH AND SAFETY MANUAL

		<ul style="list-style-type: none"> ➤ Contractors to use the anti-bac gel stations, to sanitise their hands, on commencement, and after their visit. 				
	<p>Colleagues, Contractors, and visitors</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ PPE available for all colleagues, including facemasks/shields, sneeze guards, and protective gloves ➤ Contractor/visitor to wear their own PPE during the store visit ➤ Store colleagues to maintain 2 metre social distancing, whilst the contractor/visitor is on site 				
<p>Covid-19 transmission carrying out first aid duties</p>	<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 ➤ An appointed person in store, ensures that any first aid kit always fully, and correctly stocked, and will call the emergency services if required, and that is the extent of their duties ➤ 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 		Low		

CARPETRIGHT HEALTH AND SAFETY MANUAL

		<ul style="list-style-type: none"> ➤ 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 				
	<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 				
<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

--	--	--	--	--	--	--