



Coronavirus Risk Assessment for All Shops

Assessed on 29/09/2020 by the H&S Group - updated on 19/01/21, 05/05/21, 14/07/21, 10/09/21, 29/11/21, 28/02/22

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Additional Controls Required
Working in store	Contact with person suffering from Covid-19	All Staff	<p>Self-isolation You no longer legally need to self-isolate if you test positive for Covid-19. However, the Government and Ableworld strongly encourage you to follow safe behaviours, stay at home for 5 full days and avoid contact with other people. After 5 days you may choose to take a LFT followed by another the next day – if both are negative and you do not have a temperature you can return to your normal routine. You should also avoid contact with anyone in the ‘at risk’ group</p> <p>If you get symptoms of coronavirus You are advised to get a test as soon as possible if you get any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste – symptoms differ for the Omicron variant – headache, aches and pains and scratchy throat) and report the result to HR human.resources@ableworld.co.uk</p>	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible. https://www.gov.uk/coronavirus Further advice on working in people’s homes can be found at https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes</p> <p>Cleaning advice can be found at the above link</p> <p>Avoid any unnecessary contact e.g. telephone Head Office instead of visiting.</p>
Infection control	Coronavirus	Staff, members of public (MOP), contractors	<ul style="list-style-type: none"> • Marker tape should remain in place as a guide for those of you and your customers who wish to maintain a sensible distance. • Plexiglass screens to remain in place on all till points and cleaned and disinfected regularly in line with standard cleaning procedures. • Updated Information posters on COVID-19 will be provided for display when available. These must be displayed at the entrance and throughout the stores and updated when required • Staff should continue working side-by-side or facing away rather than face-to-face. • COVID-19 posters should be displayed on the door warning customers, contractors and visitors who are showing symptoms not to enter. 	<p>Provision/supply of tape to ensure stores are able to comply</p> <p>Provision/supply of suitable cleaning (or the use of petty cash to purchase) products</p> <p>Provision/supply of posters to ensure stores are able to comply</p> <p>H&S group to monitor online</p> <p>Provision/supply of posters to ensure stores are able to comply</p>



Coronavirus Risk Assessment for All Shops

Assessed on 29/09/2020 by the H&S Group - updated on 19/01/21, 05/05/21, 14/07/21, 10/09/21, 29/11/21, 28/02/22

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Additional Controls Required
			<p>Display a Covid-19 QR poster for track and trace purposes.</p> <p>Face Coverings If you feel comfortable and you do not have customers in store, you may remove your face covering. Once a customer(s) enters the store and they or a member of their group is wearing a face covering, staff should follow suit and wear a face covering until it is agreed with the customer(s) that it may be removed. Store Managers have the right to ask colleagues to wear a face covering in their store e.g. delivery drivers/assistants, engineers etc.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>Employees who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.</p> <p>The Company recommends that you maintain one to two-metre social distancing, including while arriving at and departing from work and while in work.</p> <p>In an emergency, for example an accident or fire, people do not have to stay one to two metres apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others e.g. demonstrating products to customers, will pay particular attention to sanitation measures immediately afterwards, including:</p> <ul style="list-style-type: none"> • Increasing the frequency of handwashing and surface cleaning; 	<p>Provision of suitable cleaning materials.</p> <p>Store Managers will guide staff in this instance.</p>



Coronavirus Risk Assessment for All Shops

Assessed on 29/09/2020 by the H&S Group - updated on 19/01/21, 05/05/21, 14/07/21, 10/09/21, 29/11/21, 28/02/22

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Additional Controls Required
			<ul style="list-style-type: none"> • Keeping the activity time involved as short as possible; • Using screens or barriers to separate people from each other; • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; and • The Company will provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points • Staff should open windows and doors frequently to encourage ventilation, where possible. 	<p>Provision/supply of sanitiser/handwash etc to ensure stores are able to comply</p>
Working around the store	Contact with persons suffering from coronavirus – common areas	Staff, members of public (MOP), contractors	<p>The Company will continue to look to reduce contact with others by:</p> <ul style="list-style-type: none"> • Staggering break times to reduce pressure on break rooms. • Using safe outside areas for breaks. • Creating additional space by using other parts of the workplace where available • Installing screens to protect staff at till points. • Encouraging workers to bring their own food. • Encouraging staff to remain in-store and, when not possible, maintain social distancing while away from the store 	<p>Store Managers and SDM's to be responsible for putting these controls in place</p>
Working around the store	Contact with persons suffering from coronavirus – common areas	Staff, members of public (MoP), contractors	<p>The Company will be minimising contact by continuing to:</p> <ul style="list-style-type: none"> • Keep a watchful eye on any particular congestion areas in store, for example aisles, doorways between outside and inside spaces. • Consider how people walk through the shop and how this could be adjusted to reduce congestion and contact between customers. 	<p>Store Managers and SDM's to be responsible for putting these controls in place</p>

Coronavirus Risk Assessment for All Shops

Assessed on 29/09/2020 by the H&S Group - updated on 19/01/21, 05/05/21, 14/07/21, 10/09/21, 29/11/21, 28/02/22

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Additional Controls Required
Welfare / Hand- contact points	Poor hygiene and welfare conditions leading to staff discomfort or illness	Staff, members of public (MoP), visitors	<ul style="list-style-type: none"> ● Toilets to have a regular supply of hot and cold water complete with soap and paper towels. ● Hand sanitiser available (where required). ● Kitchen area to have a safe supply of mains cold water. ● Hand-contact points cleaned regularly ● Toilets and kitchen area to be regularly cleaned. ● Store Staff to implement one to two metres between all persons. 	Store Managers and SDM's to be responsible for putting these controls in place
Working in the back of house and front of house areas	Contact with packages or items handled by persons who may have been exposed to coronavirus		There is still no perceived increase in risk for handling post or freight from specified areas.	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK webstore wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>
Working in the back of house and front of house areas	Contact with persons suffering from coronavirus – contact with objects that come into the workplace and vehicles at the store	Staff, members of public (MOP), visitors	<p>The Company has introduced procedures and these instructions should still be followed:</p> <ul style="list-style-type: none"> ● Cleaning procedures for goods and merchandise entering the store. ● Instruction to clean vehicles daily including sanitisation. ● Greater handwashing and handwashing facilities for workers handling goods and merchandise and provide hand sanitiser where this is not practical. <p>Regular cleaning of vehicles that workers may take home.</p>	



Coronavirus Risk Assessment for All Shops

Assessed on 29/09/2020 by the H&S Group - updated on 19/01/21, 05/05/21, 14/07/21, 10/09/21, 29/11/21, 28/02/22

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Additional Controls Required
Working in the office/ warehouse	Contact with delivery drivers / contactors to store	Employees Contractors	<p>All contractors / delivery drivers / suppliers expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub.</p> <p>Contractors only allowed in store if the work cannot be completed at another time.</p> <p>Contractors and delivery drivers instructed to keep one to two metres away from all other persons at all times.</p> <p>Contractors and delivery drivers provided with handwashing facilities.</p> <p>Contractors and delivery drivers supervised at all times.</p>	
Working in store	<p>Contact with persons suffering from coronavirus – wearing of personal protective equipment (PPE)</p> <p>Contact with persons suffering from coronavirus –travel to work</p>	Employees Contractors Visitors	<p>Existing PPE worn in a work activity to protect against non-COVID-19 risks should be worn</p> <p>As the workplace is outside a clinical setting, and we do not respond to a suspected or confirmed case of COVID-19, this workplace will not encourage the precautionary use of extra PPE to protect against COVID-19.</p> <p>Wearing a face covering is mandatory in shops</p> <p>Employees using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. Change their face covering if it becomes damp or if they have touched it. • Continue to wash their hands regularly. • Change and wash face coverings daily 	



Coronavirus Risk Assessment for All Shops

Assessed on 29/09/2020 by the H&S Group - updated on 19/01/21, 05/05/21, 14/07/21, 10/09/21, 29/11/21, 28/02/22

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Additional Controls Required
			<ul style="list-style-type: none"> • If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste. <p>The Company will:</p> <ul style="list-style-type: none"> • As far as possible, where staff are split into teams fix these teams or so that, where contact is unavoidable, this happens between the same people. • Minimise non-essential travel. • Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. • Clean shared vehicles between shifts or on handover. <p>Where workers are required to stay away from their home, centrally log the stay and make sure any overnight accommodation meets social distancing guidelines.</p>	
Testing and Vaccination	Lateral Flow Tests	Applies to All Staff	<p>All staff entering a CQC Registered Care Home will need to be fully vaccinated and produce an NHS passport to the care home's 'registered person'. This is the person registered with the CQC as the care home's manager or service provider.</p> <p>Care homes etc – if asked by a care home to undertake a LFT then please do so, even if you have undertaken a weekly test at home or offered by the company.</p> <p>Home testing – home testing is still available for free up to 01/04/2022 and can be collected from pharmacies (with a downloaded code) or ordered on line at https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p>	HR to compile and maintain a staff database to show their vaccination status.