

Supported by:

**COVID R.E.A.D.Y Risk Assessment
Developed in association with Primary Authority**

 .
\*\* Subject to Guidance Update & Change. [Click here for updates.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

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| **Hospitality Sector:** | Retail |

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| **Assessment Details** |
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| **EHA Membership No:** | N/A | **Date:** | Click here to enter text. |
| **Business Name:** | Click here to enter text. | **Address:** | Click here to enter text. |
| Click here to enter text. |  |  |
|  | **Post Code:** | Click here to enter text. |
|  |
| **Insurance Certificate:** |[ ]  **Gas Safety Certificate:** |[ ]  **Fire Risk Assessment:** |[ ]  **CO Detectors:** |[ ]
|  |
| **Completion Guide:** |
| The example below demonstrates how this Risk Assessment works. Give the **Severity (S)** and **Likelihood (L)** a score based on the table below. **Multiply (S) by (L) to create a risk score (R)**. Score each job hazard rather than each control measure. |
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| Severity **(S)**: | **6** Multiple Deaths | **5** Single Death | **4** Major  | **3** Lost Time Injury | **2** Minor | **1** Delay |
| Likelihood **(L)**: | **6** Certain | **5** Very Likely | **4** Likely to Happen | **3** May Happen | **2** Unlikely to Happen | **1** Very Unlikely to Happen |

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| The figures will give a risk score between **0** and **36**:**0-10** low risk (Green)**11-20** medium risk (Amber)**21-36** high risk (Red) | **0-10** | **Green****Low Risk** | **11-20** | **Amber****Medium Risk** | **21-36** | **Red****High Risk** |
| Focus should be placed on any high-risk areas and where risk can be mitigated. |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
| **EXAMPLE****Person to person contact during COVID 19 pandemic** | Becoming infected with COVID-19 and further spread the infection | Social distancing measures in place; physical distancing and signage. Use of PPE - face masks, sanitizer by pay machines, gloves. Screens at counter where possible.  | Control number of customers entering the shop. Abide distancing requirements. Card payment only. | **4** | **3** | **12** |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
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| **Person to person contact during COVID-19 pandemic affecting staff and Customers.** | Becoming infected with COVID-19 and further spread the infection. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Ensure team members have signed a fit for work document. Increase in lone working, review risks to fire safety and first aid.Vulnerable groups of staff to remain furloughed/shielded. Staff mental wellness checked regularly.Staff Canteens should remain closed where possible, washrooms and communal areas for staff should be restricted with extra control measures in place in relation to distancing and sanitisation.n washrooms recommend paper towel and a foot operated lidded bin, if using a hand dryer, must have signage in place to adhere to social distancing and use of hand sanitizer available directly outside the cloakroom area.Where possible do not share workstations, tills, where unavoidable thorough cleaning to be carried out at change over and PPE equipment, gloves and masks to be available to staff.Ventilate shops with natural air, where possible, door/window open.Fans and air con can spread viral, **assess usage**, also in back office areas if shared.Ensure the health & safety of the team and customers by: (HASAWA 1974 – employer liable for prosecution)* Ensuring all areas have regular robust cleans adhering to a cleaning schedule.
* Baskets/ trolleys to be sanitised and any other items that are regularly in contact with the public, handrails, door handles.
* Where possible greet customers at the shop entrance to limit numbers of customers and direct to hand sanitizer stations upon entering.
* Social distancing measures are in place for both staff members and customers and these are marked clearly. Limit number of customers entering the shop at any one time. Introduce a one-way system if possible, clearly marked.
* Where there are pinch points in the shop, crosshatch this area to ensure social distancing can be maintained, do not enter until vacant and safe to do so.
* Hand sanitiser available to both staff and customers within the shop.
* Minimising staff numbers in the shop at any one time (keep teams separated; days/ staggered hours to avoid loss of workforce should an outbreak occur).
* Place clear shielding screens, if possible, onto counter tops.
* Card payment only. (Where possible)
* Serve customers where possible to avoid unnecessary touching of product.
 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
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| **Person to person contact during COVID-19 pandemic affecting staff and Customers.** | Becoming infected with COVID-19 and further spread the infection to colleagues and customers | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Ensure staff have signed a fit for work documentStaff to be advised that they **must** inform employer immediately if they (or a household member) begin to suffer Covid-19 symptomsRefunding of items, keep stock separated for a minimum of 72 hours before returning to shop stock to ensure no infection of packaging or product.Clothing items not to be tried on in store, changing rooms to remain closed preferably. If this is not possible, any clothing tried on cannot be returned to the shop floor for 72 hours, rotation of stock necessary.Set up a procedure to protect persons administering first aid, recommend gloves, face masks and hand washing/ sanitising before and after contact.If ecommerce website exists, offer click and collect service, pre paid on line preferable.Follow Guidance for outbreaks and contact:PHE Surrey and Sussex Health Protection Team (South East)<https://www.gov.uk/health-protection-team> | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
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| **Deliveries Goods in/out** | Becoming infected with COVID-19 and further spread the infection Contaminated accommodation / spread of COVID-19 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Check with all your external delivery companies what their updated social distancing procedures are and how does that affect your business Less deliveries/ different time of deliveriesPreference for out of hours.Goods out adhere to guidance and social distancing if goods being picked up | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Contractors** | Becoming infected with COVID-19 and further spread the infection Contamination of premises front of house/back of house / spread of COVID-19 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | By prior appointment only.All works to be carried out with the appropriate level of PPE equipment and social distancing measured adhered to. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
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|  **Wholesale Representatives** | Becoming infected with COVID-19 and further spread the infection Contaminated accommodation / spread of COVID- | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | By prior appointment only.Where possible email or video appointment only.If physical appointment necessary social distancing measures adhered to and appropriate PPE equipment used. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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