

RISK ASSESSMENT FORM

| Name (Competent Person carrying out the Risk Assessment) | | Role (Job Title/Department) | | Date (DD/MM/YYYY) | | |
|--|---|--|---|--|---|--------------------------------------|
| Ann Smith | | Store Manager | | 01/06/2020 | | |
| Department (Enter details of the department that the risk assessment is being carried out on, including site information if multiple sites) | | Shop Floor/ Customer-Facing areas | | | | |
| Hazards identified (Consider the hazards specific to the type of activities being assessed) | Person(s) at risk (Enter details of anyone who might be at risk of harm and how) | Control measures currently in place (Enter details of all control measures that are currently in place on site) | Additional control measures required (Enter details of any new actions that need to be taken to reduce, control or eliminate the risks of each hazard) | Name (Person responsible for implementing controls) | Date of when the controls must be actioned by (DD/MM/YYYY) | Completed (DD/MM/YYYY, Signature) |
| Shop floor staff all work the same 9-5 shift, all on the floor together | Shop floor employees | Currently no appropriate COVID-19 controls | Stagger shifts of staff - reduce staff to part-time for 6 weeks to avoid prolonged contact | Ann Smith | 30/06/2020 | 10/06/2020 |
| Checkout desk is small, no distance between staff and customers | Customers to the shop | Currently no appropriate COVID-19 controls | Set up perspex screen around desk to reduce contact between staff and customers | Ann Smith | 30/06/2020 | |
| Shop floor is a small area, impossible to keep customers 2m apart | Cleaners | Currently no appropriate COVID-19 controls | Implement 1-way system around shop, put 2m tape markings on floor, create 2m queuing area outside for customers to wait safely | Ann Smith | 30/06/2020 | |
| No handwashing procedure in place. | Customers and staff. | Currently no appropriate COVID-19 controls | Remind staff of handwashing procedures and put sanitiser on desk and at store entry. | Ann Smith | 30/06/2020 | |

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|---|--|---|--|---|--|---|
| Cleaning is only done once a day. | Customers and staff. | Currently no appropriate COVID-19 controls | Increase cleaning schedule for shop floor, only allow 1 cleaner per shift | Ann Smith | 30/06/2020 | |
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ⓘ Don't forget to sign and date this Risk Assessment document once complete

Risk Assessment shared with

(Enter details of which departments and roles the risk assessment must be shared with)

All shop floor colleagues, cleaning team, posted on company website

| Name (Competent Person carrying out Assessment) | Signed (Signature) | Current Date (DD/MM/YYYY) | Latest Date for Review (DD/MM/YYYY) |
|---|------------------------------|-------------------------------------|---|
| Ann Smith | Ann Smith | 01/06/2020 | 30/06/2020 |