

# LOVEJOYS WHOLESALE MAY 2020 B Mortimer

This is a **Risk Assessment** for dealing with the current Covid-19 situation. Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Lovejoys are taking every possible step to ensure the safety of our people during the Covid-19 (Coronavirus) outbreak. We have listed below all the measures that we have implemented in all areas of our business to enable us to trade safely and in compliance with the current UK Government guidelines. We ask that our customers respect and comply with these so that we can continue to trade.

We are continuing to monitor the UK Government guidelines and will make any changes, as may be necessary. We follow and are compliant on all guidelines listed at

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

## All Areas of our Business

- Training of all staff to ensure compliance with all the guidelines
- Any staff who show any of the Covid-19 symptoms are advised to isolate for the recommended period of time
- Daily reporting by our staff on whether any Covid-19 symptoms are shown by any members of their household
- Surfaces and contact points are routinely sanitized
- Cashless, contactless payments are actively encouraged (most contactless limits have been increased to £45). We do however continue to accept cash but politely request that this is a last resort

## Staff

- Staff have the option of wearing face masks provided
- All staff to wash their hands regularly throughout the day
- Staff have minimal contact with our drivers and in any event, at a distance of 2 meters
- Every workstation is 2 meters apart
- Drivers sanitise their hands after every stop

**This Risk Assessment will be read by all staff.**

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with you in relation to your business</b></li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><b>Social Distancing</b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>			

		<p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p><b><u>Wearing of Gloves</u></b>  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>PPE</u></b>  <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –  Both the fit tester and those being fit tested should wash their hands before and after the test.</p>			
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