











## RISK ASSESSMENT - CORONAVIRUS

Risk assessment - topic/area covered	
Location(s):	SCS Various
Department/staff:	Retail Stores {Scotland}
Tasks/activities:	Working during the coronavirus pandemic
Other information:	This risk assessment should be used along-side all other risk assessments and Standard operating procedures [S.O.P] used within Retail outlets. .

Risk assessment sign off					
Prepared by:	Ray Hall	Signature:	Ray Hall	Date:	19.5.20
Reviewed by:	Ray Hall	Signature:	Ray Hall	Date:	15.7.20
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. Review time for this risk assessment should be 2 months or if there are any change to the government guide lines.				

Key								
L: Likelihood	5	5	10	15	20	25	<b>High risk: 15-25</b>	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	<b>Medium risk: 8-12</b>	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	<b>Low risk: 1-6</b>	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
<b>S: Severity</b>				<b>DR: Degree of risk</b>		<b>RR: Residual risk</b>		
Guidance.	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</li> </ol>							

<b>PPE assessment</b>		<b>Note.</b> In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye <b>Yes</b>	Hand <b>Yes</b>	Hearing	Hi-visibility	PPE <b>Yes</b>	Fall arrest
Additional requirements:		Gloves should be worn whenever it is practicable to do so. Face masks and Visors should be worn whenever it is practicable to do so.						
<b>Note.</b> PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Working during coronavirus Pandemic	Staff contractors Members of the public	Serious ill health conditions	3	5	15	<ul style="list-style-type: none"> <li>You must follow the government's guidance on working during the pandemic. (<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>)</li> <li>You must only travel to your workplace if your work absolutely cannot be done from home.</li> <li>If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone not in your household. If you are unable to maintain this distance, measures should be taken to limit exposure. These rules must be followed at all times.</li> <li>Where possible travel alone or only with people from your household.</li> <li>If you are transporting people then you should try and sit as far apart as possible and ensure there is constant ventilation throughout the vehicle. Include the opening of windows.</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
If you may be exposed to the Covid-19 virus	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms.</li> <li>BAME groups are seen to be a higher risk than others. Currently there is no specific guidance or measures recommended from the government for this group therefore we highly recommend that you follow the normal government guidance on coronavirus. (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a>).</li> <li>We will be monitoring the government guidelines and update as and when any further guidance is issued.</li> </ul>	1	5	5
Preventing infection spreading	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Wash your hands with soap and water often - do this for at least 20 seconds.</li> <li>Use hand sanitiser gel if soap and water are not available.</li> <li>Wash your hands regularly throughout the day but also before and after each delivery.</li> <li>Use hand sanitiser regularly throughout the day if soap and water not available.</li> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Dispose of tissues in appropriate waste receptacles as quickly as possible. {Dust/ pedal bin}.</li> <li>Maintain the two-metre distance rule at all times where possible.</li> <li>If not possible to keep to the two-metre distance rule then relevant PPE (Face Mask, Face Visor or a combination of the two) this is mandatory for all shop staff to wear .</li> <li>Do not touch your face or eyes if your</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<p>hands are not clean.</p> <ul style="list-style-type: none"> <li>Dispose of wipes in appropriate waste receptacles as quickly as possible.</li> <li>All frequently touched surfaces are to be cleaned using wipes throughout the day including but not limited to computers telephones printers tablets etc .</li> <li>Staff should make sure that from the 10.7.20 customers are only allowed to enter the store if they are wearing a face mask. It is not our duty to supply them a mask .</li> <li>Children under 5 and any-one with a disability that means they cannot were a mask are exempt.</li> </ul>			
Using welfare facilities	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Wash your hands with soap and water before and after entering a welfare facility.[Toilets / Kitchens ]</li> <li>Do not use the facility if you are unable to maintain the two-metre distance rule at all times.</li> <li>Break times are to be staggered and monitored by management to ensure overcrowding does not take place.</li> <li>If you are unable to take breaks in the welfare facilities due to overcrowding, you should report this to your manager immediately.</li> <li>Toilet facilities are for SCS staff only Not for customer use</li> </ul>	1	5	5
Following prescribed safe systems of work	Staff, contractors and others	Accident or injury caused by working in an unsafe manner.	3	5	15	<ul style="list-style-type: none"> <li>Under no circumstances are you to complete tasks that you're not deemed competent or unauthorised to perform. There are to be no exceptions to this rule. If you need to complete new duties, you will be trained in the safe systems of work prior to completing it.</li> <li>Prescribed safe systems of work must be followed at all times.{Safety First} leaflet. The safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job or anyone else who may be affected.</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Following prescribed safe systems of work (cont.)	Staff, contractors and others	Accident or injury caused by working in an unsafe manner	3	5	15	<ul style="list-style-type: none"> <li>If your pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe. {trolleys lifts ladders etc }</li> <li>If training that has a fixed expiry date runs out, site management will speak to the training provider to seek guidance. In All cases {work-rite} modules will have to be completed within 7 days of the return to work.</li> <li>Follow all standard operating procedures for managing contractors and visitors making sure all government guide lines are adhered to.</li> </ul>	1	5	5