## RETAIL RISK ASSESSMENT - COVID 19

JOE BROWNS LIMITED Kandy Works, Brown Lane East, Holbeck, Leeds, LS11 0BT

Title: Coronavirus Risk Assessment Reference: TH003	Date of assessment: 02/12/2021 People involved in making this assessment: Andrew Smith.Tony Brown
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Hazard: Looking after vulnerable individuals	
Control measures: From April 12th 2021 the advice to shield has ended, clinically extremely vulnerable people must continue to follow the rules that	sare in place for everyone and can return to work
These individuals are no longer advised that they do not attend the workplace and should return to work and will be required to ta	ke steps the Company have implemented to reduce the risk of exposure to COVID-19 in the workplace to keep them safe at work
Hazard: Maintaining social distancing upon arrival at work to reduce potential spread of the virus	
Control measures:	
Staggered shift pattern to avoid multiple staff arriving at the same time Clocking in systems must be sanitised prior to and after use	
All Back of House areas marked out with 2m distancing spacing floor signage, 'keep left' and 'give way' signage and wall posters used	where needed
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Hazard: Telephone orders and reducing the potential spread of the virus Control measures:	
When processing telephone orders the telephone must be sanitised and placed down on the counter for the customer to take up to After the call has ended the customer should place the phone back down on the counter so the staff member can again sanitise it b	
Hazard: Maintaining social distancing around store areas to reduce potential spread of the virus	
Control measures: Face coverings must be worn by staff in the store at all times unless sat eating in designated area.	
Office corridor areas marked out with 2m distancing floor signage with wall posters acting as reminders and mirrors to help in area Office, staffroom and Back of House storage areas limited to one person occupancy to avoid unnecessary contact	s where viewing is difficult
Office tidied up with any unnecessary items discarded safely and gangways cleared where possible	
Stockroom limited to two people occupancy whilst maintaining social distancing to avoid unnecessary contact Employees required to maintain social distancing at all times whilst on company premises	
More space made between furniture to allow social distancing throughout and routes for customers to navigate around one anoth Regular cleaning for all main touch points around shop floor and back of house area. Such as door key pads and push bars etc	er
Where possible, doors to remain open to reduce touch points	
Stairways limited to one employee use at all times - clearly indicated with signage Give way signs clearly denote where corridors are more narrow and where corners restrict view	
Hazard: Keeping all touch points clean to reduce potential spread of the virus Control measures:	
Face coverings must be worn by staff in the store at all times unless sat eating in designated area.	
Clocking in machine to be wiped down before and after every use using company provided cleaning products specific for use Cleaning expectations implemented for all areas of the store to keep all touch points sanitised	
Sanitisation stations created and clearly signed all round the store Staff are instructed not to share equipment where possible, to reduce potential transfer. Any swapped equipment must be sanitise	d correctly prior to exchange
Till areas cleaned prior to any staff swapping use and in between every transaction	a serveri krist ve energe
Store telephone to be sanitised before and after each use	
Hazard: People showing symptoms of Coronavirus in the store	
Control measures: A clear policy is in place for employees showing signs of the virus to call the store contact number ahead of making a journey into w	rark
All those with symptoms are required to follow government guidance with regards to them and family members isolating.	
Thermometer available in the store. All individuals are instructed to take their temperature upon arrival in the building and to rep Temperature checks are taken at the start, during breaks and at the end of every shift	ort any incidences above 37.5 degrees to their line manager
Any issues of temperatures higher than 37.5 degrees are to be escalated to management to follow company and government guida	nce on the matter
Hazard: General building cleanliness and hygiene	
Control measures:	
Cleaning rota implemented with tasks allocated daily, by the same individual to minimise risk. All touchpoints are regularly disinfe Sanitisation stations have been installed around the building for employee and customer use. These are clearly signposted and easi	
All employees are instructed to clean their area of work regularly each shift Employee belongings are removed at the end of each day wherever possible and stored in lockers throughout shifts	
Crockery and glasses provided by the store have been removed to avoid chance of contamination	
Individuals must only use their own eating and drinking equipment and store in lockers when not in use No deliveries into the building apart from those required in the normal course of business.	
Hazard: Safe use of kitchen and canteen area	
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Ongoing action list / Retail Code of pra

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