

TILEFLAIR LIMITED

RISK ASSESSMENT

Assessment Date: 23 June 2020																					
Assessor's Name: Lee Russell																					
Hazard: Viral Infection (COVID-19)																					
Uncontrolled Level of Risk: Likelihood: <u> 4 </u> Severity: <u> 5 </u> Risk: <u> 20 </u> <table><thead><tr><th></th><th>Likelihood</th><th>Severity</th></tr></thead><tbody><tr><td>0</td><td>Zero to very low</td><td>No injury or illness</td></tr><tr><td>1</td><td>Very unlikely</td><td>First aid injury or illness</td></tr><tr><td>2</td><td>Unlikely</td><td>Minor injury or illness</td></tr><tr><td>3</td><td>Likely</td><td>"3 day" injury or illness</td></tr><tr><td>4</td><td>Very likely</td><td>Major injury or illness</td></tr><tr><td>5</td><td>Almost certain</td><td>Fatality, disabling injury</td></tr></tbody></table>		Likelihood	Severity	0	Zero to very low	No injury or illness	1	Very unlikely	First aid injury or illness	2	Unlikely	Minor injury or illness	3	Likely	"3 day" injury or illness	4	Very likely	Major injury or illness	5	Almost certain	Fatality, disabling injury
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Key Risks	
1.	Serious illness
2.	Fatality
3.	
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10.	

Workplace Precautions (measures to reduce risk to as low as reasonably practicable):

Managers, Assistant Managers, and Branch Development Assistants ensure workplaces are kept hygienic by ensuring surfaces (e.g desks, counters, protective screens) and objects that are used regularly (e.g phones, PDQ machines, keyboards, door handles) are regularly wiped with disinfectant and in between use by different people.

All staff ensure colleagues and customers follow social distancing guidelines (currently 2 metres apart from each other wherever possible and a minimum of 1 metre). Measures to assist include floor markings, limiting the number of customers in store at any one time, a change of staff area seating arrangements, and changes to store entrances and exits.

All staff wear disposable gloves when coming into any contact with non company sanitised surfaces eg external deliveries

All staff undertake thorough and regular handwashing following the handwash guideline poster. Where handwashing is not possible, use hand sanitiser supplied to drivers and available at all trade/store counters, each warehouse location and office.

Any staff who develop at work a fever that exceeds 37.3c, a sudden change in their sense of taste or smell or continuous, dry cough must leave work immediately and may be required to wear a mask (if available) before exiting the premises. Any staff who develop any of these symptoms outside work must not return to work but phone their line manager for advice. Staff who develop such symptoms will be required to obtain an acceptable test and provide evidence of the result to their line manager.

Leave non-essential doors open to avoid multiple use. Do NOT leave fire doors open.

Windows and non-essential doors must be left open to provide adequate ventilation and can be partially opened in colder temperatures. .

Recirculation units (air conditioning) for heating and cooling that do not draw in a supply of fresh air can remain in operation provided there is a supply of outdoor air, for example windows and non-essential doors left open. If windows and non-essential doors cannot be left open, the recirculation units must be switched off.

Deliveries should not be made in to residential or commercial premises but kerbside only.

Drivers may refuse to complete any delivery if the customer appears unwell, fails to maintain their distance or they do not feel it is safe to continue. If it is deemed essential to enter premises, drivers should ask customers to maintain a 2 metre distance wherever possible and a minimum of 1 metre. Hands should be washed with soap and water on arrival and departure or hand sanitiser used when it is not possible to wash hand and unless exempted, wear a face covering.

Sanitiser and wipes should be provided in all company vehicles. Drivers should use the wipes to frequently wipe down touch points on their vehicles (eg steering wheel, gear knob, door handle) and use the sanitiser when it is not possible to wash hands.

Drivers should photograph each delivery showing both the delivery and its location and record the name of the recipient on the advice note together with their initials instead of obtaining a signature.

When goods are collected, staff should not ask customers to sign the advice note but instead record the name of the person collecting the goods on the advice note together with their initials. Staff should not hand invoices or credit notes to customers but, if requested, email them instead.

As far as possible, drivers will be allocated a vehicle for their exclusive use which must be sanitised before another driver uses it.

Staff are divided into teams to share toilets, canteen breaks, heavy lifting tasks etc so that only the other team member(s) are put at risk of transmission from a team member rather than potentially all staff.

Only essential maintenance work should be carried out by contractors who must be informed of and follow the requirements for social distancing and hygiene

Near miss reporting is essential for identifying pinch points and ensuring all risks are kept to a minimum. If you find a pinch point, meaning areas where people can't meet social distancing rules, please ensure you report these to a manager, senior manager or director
Unless exempted, all customers and visitors must wear face coverings whilst in our showrooms, this includes Tileflair drivers delivering to Tileflair branches. In this instance, both driver and branch staff must wear a face covering.

In the event of a widespread outbreak

Ensure those that can, work from home to limit the potential spread of the virus
Cancel or decline all unnecessary visits and meetings.
Close premises as required.

Risk Control Systems (ensure workplace precautions are maintained):

Branch and Depot Managers, Assistant Managers, Senior Managers and Branch Development Assistants ensure staff, customers, contractors and visitors follow the precautions.
Directors follow government guidance throughout any widespread outbreak.

Effect on Risk of Workplace Precautions and Risk Control Systems:

Likelihood: ___2___ Severity: ___5___ Risk: ___10___