

Risk assessment Controlling the transmission of Covid 19 in the Shops-Romsey Reeve the baker updated 28/05/2020

Updated 07/09/20

What are the hazards	Who might be harmed and how	What controls are already in place to control the risks	What further action required to control the risks
1. Covid 19 being brought onto the site by external delivery personnel.	Staff	Delivery personnel (milk) keeping social distance. Staff wash hands after putting delivery away	SM/AM/AREA M to ensure compliance.
2. Covid 19 brought onto the site by contractors	Staff	<ul style="list-style-type: none"> • Contractors <i>only</i> brought onto site for emergency work /essential planned work which is required for safety reasons. • Contractors enter and gel / wash their hands. • Contractors complete the visitor health declaration. This has been up dated to declare • Not experiencing a new cough • Not experiencing a high temperature • A loss of, or change to, your sense of smell or taste. • No one in their household/support bubble currently displaying above symptoms or have had symptoms in the last 14 days. 	SM/AM/AREA M to ensure compliance. Manager stores information in Covid file
3. Covid 19 brought on site by RTB drivers.	STAFF	Drivers issued sanitising gel Drivers sanitising hand contact points in cab after shift. Drivers always wash hands/gel hands on arrival at the shop. Drivers issued with personal visor to wear when 2m distance cannot be maintained. Driver training completed on starting work and health declaration. No lifts given to staff.	Bakery trail check to ensure compliance.
4. Covid 19 brought onto the site by RTB staff.	staff	All staff wash hands or gel hands on arrival at work. Staff declare daily on arrival at work that they are; <ul style="list-style-type: none"> • Not experiencing a new cough • Not experiencing a high temperature • No one in their household/support bubble currently displaying above symptoms. <i>Absolutely No mobile phones allowed in work areas.</i> Shop training completed on returning to work with health declaration	Ongoing training. SM/AM/AREA M to ensure compliance.

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<p>7. Transfer of Covid 19 between staff/customers in the shop.CONT</p>		<p>Perspex screens in place at key points in the shop. Social distancing in place throughout the shop Signage in place to ask customers to not come into the shop if they are experiencing symptoms. Contactless card preferred. Sanitising card machines after EVERY non contactless card. Staff sanitise hands/surfaces after cash payment One way systems in place wherever possible-with signage in place. Responsible glove use. Customers to wear a face covering on entering the shop. Visor available for staff for use when social distancing cannot be maintained and there is no alternative.</p>	
<p>8. Transfer of Covid 19 between staff / customers in seated areas inside/outside.</p>	<p>Customers / staff</p>	<p>Government guidelines followed regarding Gatherings, public spaces and activities followed at all times. Guidance available on the premises. Customer details collected and kept for 21 days to help with NHS track and trace. Removal of some tables and chairs to enable social distancing. Chairs facing away from other parties. Instruction to customers not to move furniture. Walkway in place to separate seated customers and shop customers exiting. Reminder to keep children seated at all times. 2 x doors open to increase ventilation. Individual sugars / condiments given at point of sale. Removal of all essential multi-use items EXCEPT TRAYS. Disposable cups/ stirrers/ plates / bags used. Once tables have been cleared by customer to bin area R T B staff will clean. If gloves used disposed of after use and hands washed. Tables and chairs cleaned after every use with Holquat sanitiser. Contact time observed. Trays put through dishwasher and sanitised.</p>	<p>SM/AM/AREA MGR to ensure compliance.</p>

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		<p>Rubbish area regularly serviced wearing gloves.</p> <ul style="list-style-type: none"> • Bin emptied • Trays removed • Sanitiser/ blue roll replenished • Table cleaned and sanitised. <p>All products taken at the point of sale. A visor is available for use in the event of a situation arising where social distancing cannot be maintained.</p>	
9. Customers being unaware of procedures in place.	Customers and staff	<p>Signage advising customer of changes and procedures. Information and R.A available on the R T B website.</p>	Staff to direct and help.
10. Security and customer safety hazard due to Customer toilet facilities in a remote area of the shop unmanned and up 1 flight of stairs.	Customers and staff.	<p>Shop toilets closed. Customers advised and informed of nearest open toilet facilities.</p>	

Shop manager.....Signed..... Date.....