

Risk assessment Controlling the transmission of Covid 19 in the Shops-WINCHESTER- Reeve the baker updated 29/05/2020

Reviewed 014/09/20

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 MGR 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 MGR to ensure compliance. Docs stored 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. Recorded Driver training completed on starting work and health declaration. No lifts given to staff. Refresher training.	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 currently displaying above symptoms. <i>Absolutely No mobile phones allowed in work areas.</i> Shop training completed on returning to work with health declaration	SM/AM/AREA MGR to ensure compliance

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4. Covid 19 brought onto the site by RTB staff.CONT		Return to work form completed before starting work after a period of absence for sickness or A / L. (Symptoms for Covid 19 as well as vomiting and diarrhoea covered)	
5. Transmission of covid 19 between staff not displaying symptoms.	Staff and essential contractors.	<p>Staff training regarding Covid 19 covering</p> <ul style="list-style-type: none"> • Social distancing. • Good personal hygiene • Good respiratory hygiene. • Social distancing • Any improved hygiene measures • Social distancing during comfort breaks • PPE use. <p>Work stations considered and floor markings in place to keep staff apart. Staff in teams to reduce contact wherever possible. Breaks times considered to enable social distancing Start/ end shift times considered to avoid congestion in changing rm. When an area has restricted access the area has details on the door. Staff have their own pens. Social distancing and hand wash reminders in place around the shop. Return to work form completed after sick leave. Return to work following ANNUAL LEAVE FORM issued to shops. Refresher training.</p>	<p>SM/AM/AREA MGR to ensure compliance</p> <p>On going review as staff return.</p> <p>Manager to ensure completion.</p>
6. Possible transfer of Covid 19 to product		<p>All staff and contractors wash their hands for at least 20 seconds before entering the SHOP <i>EVERY TIME. This is in addition to starting work.</i> Cleaning and sanitising of work surfaces throughout the day. Cleaning and sanitising of hand contact surfaces throughout the day and recorded. Sanitiser changed regularly if unused and Daydotted /dated on mixing. Product on display wrapped/shielded by counter. PPE available for use when required.</p>	SM/AM/AREA MGR to ensure compliance
7. Transfer of Covid 19 between staff/customers	Customers Staff	<p>Gel available for customer use Any queue /admittance to shop controlled by RTB. Floor markings in place to direct customers. Perspex screens in place at key points in the shop. Social distancing in place throughout the shop</p>	Duty manager to monitor. Audit checks

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<p>7. Transfer of Covid 19 between staff/customers.CONT</p>		<p>Signage in place to ask customers to not come into the shop if they are experiencing symptoms. Card payment preferred. Sanitising card machines after EVERY non contactless card. Staff sanitise hands and surface after cash payment. 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 outside.</p>	<p>Staff and customers.</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. Chairs facing away from other parties. Instruction to customers not to move furniture. Reminder to keep children seated at all times. 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 wearing gloves. Gloves disposed of after use. Tables and chairs cleaned after every use with Holquat sanitiser. Contact time observed. Trays put through dishwasher and sanitised. 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>	<p>SM/AM/AREA MGR to ensure compliance</p>

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9. Customers being unaware of procedures in place.		Signage advising customer of changes and procedures. Information and R.A available on the R T B website.	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 narrow stairs.	Staff and customers	Shop toilets closed. Customers advised and informed of nearest open toilet facilities.	

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