



















Activity	COVID 19 Risk Assessment In Store and Concessions				Date	08/06/2020 1 st Review 18/06/2020 2 nd Review 08/07/2020	Assessment No	Store 1
Client/ Contract	Quiz Clothing		Site Address / Location		All stores and Concessions			

Tick all relevant people at risk boxes below - These illustrations are not exhaustive; where 'Other' is selected add a description.

Employees	Older Workers	Public	Disabled	Contractor	Passers By	Young workers	Lone Worker	New or expectant mother	Shift Worker	Night Worker	Client Staff	Emergency Services	Other	Other	Other
✓	✓	✓	✓	✓	✓	✓		✓			✓				

Tick all relevant hazards boxes below - These illustrations are not exhaustive; where 'Other' is selected add a description.

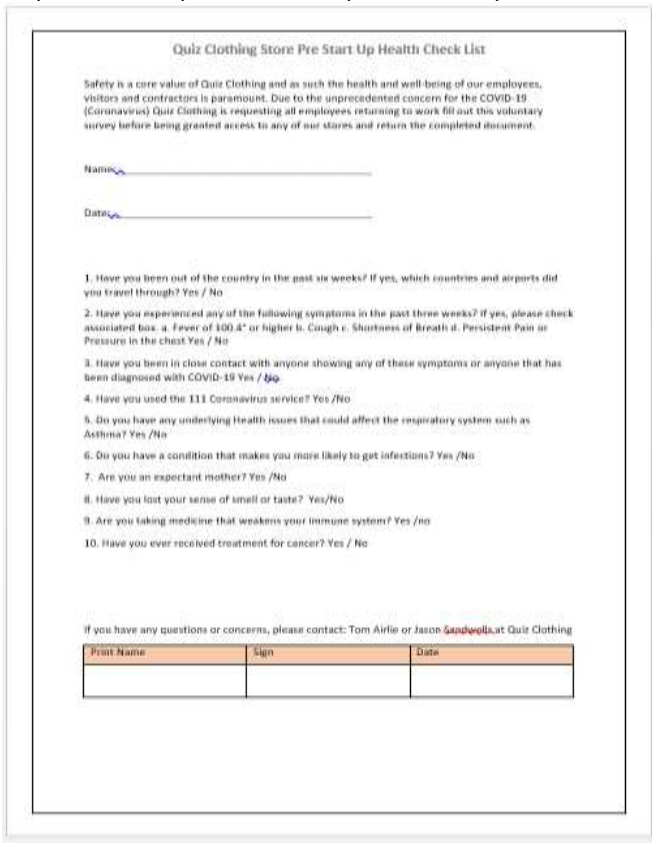
Slip / Trip Hazard	Manual Handling	Machinery parts	Falls from height	Contact with Electricity	Hazardous Substances	Vehicles	Verbal / Physical Assault	Noise / Dust	Confined Spaces	Open Water	Fire / Bomb Risk	Radiation	Biological	Adverse Weather	Other	Other	Other
																	
													✓				

Tick all items of mandatory Personal Protective Equipment (PPE) which have been identified in the risk assessment below. * These illustrations are not exhaustive; where 'Other' is selected add a description.


Rubber Gloves	Hand Protection	Safety Boots / Shoes	Head Protection	Goggles	Safety Glasses	Ear Defender	Hair Net / Chef Hat	Overall	Hi-Visibility Clothing	Apron	White / Chef Coat	Half Respirator	Respirator	Dust Mask	Fume / Vapour Mask	Harness / Lanyards	Air Fed Helmet	Face Visor	Other
																			
✓															✓				

Tick all relevant premises boxes below - These illustrations are not exhaustive; where 'Other' is selected add a description.

Hotel	Garage	Food Chain	Retail	Healthcare	Park/ Gardens	Leisure	Commercial	Transport	Gas	Water	Electric	Manufacturing	Building/ construction Works	Private Sector	Solicitors	Warehouse	Offices	Other
			✓				✓							✓			✓	





Hazard	Risk Rating			Control Measure(s)	Residual Risk		
	Probability	Severity	Rating		Probability	Severity	Rating
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 meters for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	3	4	12	<ul style="list-style-type: none"> All Staff stand alone and Concession follow government guidelines on what to do in the event of any of the situations raised as a hazard. Area managers to monitor situation and advise on any changes to government guidelines. All store staff will self-isolate and continue to follow government guidelines in the event of exposure to COVID-19. Staff are required to complete a Health questionnaire prior to returning to store. 	1	4	4




Suspected case whilst in store or concession	3	4	12	<p>If a staff member worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Advise their Line Manager immediately 2) Return home immediately 3) Avoid touching anything 4) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>	1	4	4
Vulnerable Employees	4	4	16	<ul style="list-style-type: none"> • All employees have to complete a Health questionnaire prior to re start of job • Any vulnerable employees within the business will have to seek medical advice prior to store reopening • Individual Risk Assessment will have to be complete prior to employee recommencing work • Any potential vulnerable employees highlighted by Health Questionnaire to be interviewed by HR and Area manager/Health and Safety from this interview a decision will be made in relation to their return to work. • Any employees with mild conditions such as being slight asthmatic will be subject to staff awareness and support provided by area manager and Health and Safety. 	1	4	4
General Travel to store or concession	4	4	16	<ul style="list-style-type: none"> ▪ Please continue to follow any further national government advice provided ▪ All persons to limit their use of public transport. Where travel is essential, please use Private single occupancy where possible. Area Managers to discuss this with staff who raise concerns ▪ Staff to wear suitable PPE if travelling on public transport ▪ Staff members should be encouraged to use other means of transport to store such as bike or walking where possible 	1	4	4
Infection of COVID-19 inside store	4	4	16	<p><u>In store and concession social distancing</u></p> <ul style="list-style-type: none"> ▪ All staff in standalone stores and concessions have been provided with training packs and a Health Questionnaire prior to starting back. Area Managers should provide the training modules and health questionnaires to all staff prior to start up and make sure they are signed off ▪ Vulnerable employees such as expectant mothers will not start back in standalone or concession stores. ▪ HR provide support to staff with concerns regarding return to work 	2	4	8

<p>Infection of COVID-19 inside store continued</p>	<p>4</p>	<p>4</p>	<p>16</p>	<div><ul style="list-style-type: none">▪ Particular attention will also be paid to employees who live with vulnerable people▪ The company will make sure that individuals who are advised to stay at home under existing government guidance do so <ul style="list-style-type: none">▪ To accommodate social distancing one entry and exit point to be used offering better control mechanism for customers and staff at standalone stores (Block off all other means of entry)<p>Clydebank Store Main Entrance</p> <ul style="list-style-type: none">▪ The amount of customers within standalone stores should be limited depending on the size of the sales area offering a 2 meter social distance zone around each customer. <i>Area managers should develop a procedure for limiting customers to calculated amount. This may be one employee responsible in store for customer management, this could include locking of entry doors when at the limit of customers. However this will be left to the area manager experience to design.</i>▪ In concessions the host is responsible for control of customers within the mat areas.▪ Signage installed in stores and concessions</div>	<p>2</p>	<p>4</p>	<p>8</p>
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<p>Infection of COVID-19 inside store continued</p>	<p>4</p>	<p>4</p>	<p>16</p>	<div data-bbox="943 164 1662 976"> <h3>Staying COVID-19 Secure in 2020</h3> <p>We confirm we have complied with the government's guidance on managing the risk of COVID-19</p> <p>FIVE STEPS TO SAFER WORKING TOGETHER</p> <ul style="list-style-type: none"> ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here ✓ We have cleaning, handwashing and hygiene procedures in line with guidance ✓ We have taken all reasonable steps to help people work from home ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace ✓ Where people cannot be 2m apart, we have done everything practical to manage transmission risk <p>Employer _____ Date _____</p> <p>Who to contact: _____ (or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)</p> </div> <ul style="list-style-type: none"> Where possible using back to back working rather than face to face. Where the two meter rule cannot be applied further suitable control measures will be looked at. Social distance measure will apply to all areas of stores and concessions not just sales areas Tea breaks should be staggered reducing the need for social distancing in eating areas. Area and store managers to introduce single occupancy of eating areas. Area managers to work from home reducing the amount of staff in stores and concessions Sneeze screens introduced at pinch points of the stores and concessions such as till areas 	<p>2</p>	<p>4</p>	<p>8</p>
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<p>Infection of COVID-19 inside store continued</p>	<p>4</p>	<p>4</p>	<p>16</p>	<div data-bbox="960 132 1135 159" data-label="Caption"><p>Store Till Area</p></div> <div data-bbox="918 164 1686 715" data-label="Image"></div> <div data-bbox="936 790 1718 1428" data-label="Image"></div>	<p>2</p>	<p>4</p>	<p>8</p>
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Infection of COVID-19 inside store continued	4	4	16	<div><div><div>▪ One way foot traffic flow introduced in store</div><div>Clydebank</div><div></div></div><div><div><div>▪ Introduced customer queuing systems at till areas with clear markings</div><div>Clydebank Store</div><div></div></div></div></div>	<div><div><div>Spain</div><div></div></div><div><div><div>Spain</div><div></div></div></div></div>	2	4	8

Infection of COVID-19 inside store continued				<div>Kilkenny Concession</div> <div></div>			
	4	4	16	<div><div></div><div></div></div> <div><ul style="list-style-type: none">▪ Only one till point used▪ Fitting areas in standalone stores closed▪ No shoes to be tried on by customers in stores▪ Paper brochures not to be distributed in stores▪ No demonstrations or promotion meetings to take place in store</div>	2	4	8

Infection of COVID-19 inside store continued	4	4	16	<ul style="list-style-type: none"> Encourage workers to stay on site during lunch and if not possible maintain 2 meter social distance at all times Contactless payments encouraged Customers encouraged to shop alone <i>All changes to store processes to be managed by store and concession manager making sure the change in process does not present separate hazards to special need customers such as disabled.</i> Reminding of customers that they are responsible for supervision of children at all times. <i>All Staff should view customer behaviors at all times watching how they walk through the store and provide feedback to line managers in relation to improvements.</i> Shopping center management taking responsibility for regulating number of customers in centers <i>Area managers to designate a COVID-19 champion in each store and concession</i> All recent guidelines available to view in selling and non-selling areas Deliveries planned in advance to prevent an overlap Visors worn during deliveries. <i>Area managers to consider introducing out of hour deliveries this would involve all staff in the off load of product</i> Store audits will be carried out to determine the effectiveness of controls in place <p><u>Accident and Emergencies</u></p> <ul style="list-style-type: none"> In the event of an emergency such as a fire evacuation social distance rules need not apply <i>Staff involved in assistance to others during an emergency should pay particular attention to hand cleaning after the event.</i> 	2	4	8
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Infection of COVID-19 inside store continued	4	4	16	<p><u>In Store Hygiene</u></p> <ul style="list-style-type: none"> • Frequent cleaning of work areas and equipment between uses, using cleaning products provided • Frequent cleaning objects and surfaces that are touched regularly such as till areas, hangers, clothes rails, tables • Cleaning workspaces and removing waste and belongings from work area at the end of each shift • Cleaning after a suspected case of COVID-19 to be carried out by specialist contractors • Toilets cleaned on a regular basis <p><i>Area and store managers to audit cleaning standards in store</i></p> <ul style="list-style-type: none"> • Signage and posters promoting good handwashing techniques • Cleaning of busy areas enhanced • More frequent refuse collections • Hand drying facilities monitored <p><i>Store Managers to limit customer handling of merchandise for example rotate high touch stock</i></p> <ul style="list-style-type: none"> • Returned goods steam cleaned and quarantined for 48 hours 	2	4	8
				<p><u>PPE</u></p> <p><u>Face Coverings</u></p> <p>Face coverings will be available to all our staff while working in store</p> <p><u>Sanitisers and soaps</u></p> <p>Both will be available to all our employees</p> <p><u>Gloves</u></p> <p>Gloves will be provided to our staff .Gloves need to be changed frequently with training module developed for our staff in the correct method of removing.</p>			

Assessors Statement:

Many challenges will be faced prior to and after store opening . Social distancing will have to be monitored and controlled at all times within and outside store areas. Many controls set down with this assessment will have to be closely monitored for effectiveness. Training in store will have to be effective and the needs of staff will have to be supported during this unprecedented time.

A plan should be put in place after senior management decide what the order of store opening will be.

Date Completed: 08/06/2020

Assessment Review Due date: Daily after opening of store

Risk Rating = Likelihood x Severity

S e v e r i t y	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			Likelihood				

Catastrophic	STOP
Unacceptable	URGENT ACTION
Undesirable	ACTION
Acceptable	MONITOR
Desirable	NO ACTION

Notes:

1. Try to eliminate the hazard
2. If possible avoid the risk altogether
3. Where possible combat risk at source
4. Give priority to measures which protect the whole workplace
5. Wherever possible, adapt the work to the individual
6. Take advantage of technological & technical progress

DO NOT COMPLETE A RISK ASSESSMENT UNLESS YOU ARE COMPETENT TO DO SO

- Contact your Manager for advice if the work is outside of your scope of knowledge or experience. Assessments must only be carried out by a competent person.
- All risks must be reduced to the lowest practical level. Personal protective equipment (PPE) should only be used to minimise risk as a last resort

PPE to be considered



Training Provided

1. Safe Removal of disposable Gloves power point presentation



1. COVID-19 Safe
removal of disposable



Glove Safety Sign Off
Sheet.pdf

Health Questionnaire



COVID-19 Bellshill DC
Checklist.pdf

2. Hand Washing Techniques Presentation



Quiz Clothing
Handwashing Techniq



Quiz Clothing
COVID-19 Sign Off Sh

3. Safe Social Distancing Presentation



Quiz Clothing Social
Distancing Presentatic



Quiz Clothing Sign
off sheet Social Distar

4. Seven ways to prevent the spread of COVID-19



7 Ways to prevent
the spread of COVID-



Sign Off sheet Seven
ways to prevent the s1

5. Catch it, Bin it, Kill it presentation



Quiz Clothing
Training Catch it , Bin



Catch it, Bin It, Kill It
Sign off sheet.pdf

6. Mask fitting presentation



Proper fitting of 3 Ply
Safety Masks.pdf

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