

Risk assessment

Company name: **Savoir Beds Limited**

Date of risk assessment: **06/05/2020**

Locations: Showrooms

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Employees Customers Contractors (cleaners, maintenance personnel)	<u>Hygiene Procedures:</u> Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly. Gel sanitisers in additional places to back-up hand washing.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.		Actions already on place	Done
		<u>Manage the transmission risk</u> Appointments only Showroom visits arranged strictly by appointment only to limit the number of people within the showroom and ensure any specific customer requirements for the visit to minimize risk.	Ensure that showrooms operate appointment only and support the business through marketing and website information.		Appointments to be offered.	Done
		Replaceable pillowcases Each client to have use of clean washed pillowcases for their own visit	Keep stocks of fresh laundered pillow-cases, ensure that strict handling and washing protocols are in place to deal with used pillowcases.		Pillow cases in stock and being used	
		Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.		Showroom Manager	Done

		<p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England</p>	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.			Done
		<p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough, a high temperature or loss of taste or smell in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p>	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.			Done
		<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	Regular communication of mental health information and open-door policy for those who need additional support.			Done