

RA title:	COVID-19 Protection Measures		
Business name:		Assessment date:	
Address:			
Work scope description:	Prevention of COVID-19 infection at premise.		

Assessment completed by:

Distribution list:	<i>Working copy - kept by the manager</i>	<i>Electronic copy - saved on shop computer</i>	
Comments:			
Guidance and information:	<p>The purpose of this RA is to mitigate against COVID-19 infection at bridal retail premise.</p> <p>In the event of a change arising during the appointment, stop and report to the manager. Prior to work re starting review and update this risk assessment (including a new information for all staff). Where necessary controlling documents should be reviewed and the change correctly managed</p>		
Mandatory safety controls	<p>The following mandatory safety controls will be applied to all tasks:</p> <ul style="list-style-type: none"> Trained and competent personnel PPE 		
TRA title:	COVID-19 Protection Measures		

Job steps	Hazard		Initial risk (pre-mitigation)				Control measures	Residual risk (post-mitigation)			
	Hazard description	Who/what is at risk	Hazard effect	Severity	Likelihood	Risk category		Hazard effect	Severity	Likelihood	Risk category
Separate the job into individual tasks and record in sequence. As per method statement	Identify and describe all hazards for each task.	Identify who/ what at risk e.g. Personnel Environment Equipment	People (P) Environment (E) Damage (D)	Catastrophic (5) Substantial (4) Significant (3) Minor (2) Negligible (1)	Very unlikely (1) Unlikely (2) Possible (3) Likely (4) Very likely (5)	LOW MEDIUM HIGH	Describe control measures for each hazard Note any actions required in table below	People (P) Environment (E) Damage (D)	Catastrophic (5) Substantial (4) Significant (3) Minor (2) Negligible (1)	Very unlikely (1) Unlikely (2) Possible (3) Likely (4) Very likely (5)	LOW MEDIUM HIGH

<p>Customers.</p>	<p>COVID-19 Infection through infected customers</p>	<p>Personnel - Health</p>	<p>P</p>	<p>5</p>	<p>3</p>	<p>HIGH</p>	<p>3-5 days prior to appointments or as appointments are booked provide information to each customer detailing appointment procedures. Contact all customers 24 hours prior to appointment to confirm not showing signs of COVID19 and confirm procedure on arrival.</p> <p>Schedule appointment times to minimise number of customers in premise see suggested guidance.</p> <p>Induction talk to include specific section about COVID-19 preventive measures in the premise (hygiene, ppe, etc.)</p> <p>Regular cleaning protocol continues – Public areas, door handles, handrails, card terminals, tape measures, pens, toilets after each appointment. Cleaning protocol and procedure.</p> <p>Review of customer guests to ensure only essential personnel attend, maximum of 1 person per 5 Square Metres of open retail space. Suggested guidance for number of customers in shop.</p> <p>Move seating to ensure social distancing of customer guests</p> <p>Manage dresses and accessories tried on this can include quarantine items, steaming or airing in a well ventilated room.</p>	<p>P</p>	<p>5</p>	<p>2</p>	<p>MED</p>
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<p>All staff.</p>	<p>COVID-19 Infection passed between staff</p>	<p>Personnel - Health</p>	<p>P</p>	<p>5</p>	<p>3</p>	<p>HIGH</p>	<p>Regular cleaning protocol, start of day and between appointments continues – Public areas, door handles, handrails, toilets, , card terminals, tape measures, pens, etc.</p> <p>Social distancing principles to be used and adhered to wherever possible / practical</p> <p>No physical interaction between staff</p> <p>Kitchen areas to be cleaned more regularly (based on personnel availability)</p> <p>Hand sanitizer to be available all around the premise and at the entrance door</p> <p>If social distancing is not possible (e.g. dressing customer) then additional PPE to be worn (i.e. mask and nitrile gloves)</p> <p>New information to be shared by managers during pre-shift meetings, as required</p>	<p>P</p>	<p>5</p>	<p>2</p>	<p>MED</p>
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<p>Staff coffee break</p>	<p>COVID-19 Infection passed between staff</p>	<p>Personnel - Health</p>	<p>P</p>	<p>5</p>	<p>3</p>	<p>HIGH</p>	<p>Social distancing principles to be used and adhered to wherever possible</p> <p>Increase kitchen cleaning to following each break</p> <p>Regular cleaning protocol continues – Public areas, door handles, handrails, toilets, etc.</p> <p>Snacks to be wrapped individually</p> <p>Use of disposable cups</p> <p>Individual cups to be used</p> <p>Staggered coffee breaks wherever possible / reduce the maximum allowed number of people at the same time</p> <p>Hand wash facilities, hand sanitizer and wipes available in kitchen</p>	<p>P</p>	<p>5</p>	<p>2</p>	<p>MED</p>
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<p>Staff meal times</p>	<p>COVID-19 Infection passed between staff</p>	<p>Personnel - Health</p>	<p>P</p>	<p>5</p>	<p>3</p>	<p>HIGH</p>	<p>Social distancing principles to be used and adhered to wherever possible: leave one seat between persons at tables and sit diagonally where possible</p> <p>Staggered meal times to reduce personnel within kitchen when possible</p> <p>Self-service tolerated while more hygiene precautions are promoted</p> <p>Kitchen closed between mealtimes</p> <p>Sachet condiments to be used where possible</p> <p>Hand sanitizer available in the kitchen</p> <p>Hand washing prior to all meals, signage to be in place to promote, new plate required for refills</p>	<p>P</p>	<p>5</p>	<p>2</p>	<p>MED</p>
<p>Deliveries</p>	<p>COVID-19 Infection through infected delivery contractors</p>	<p>Personnel - Health</p>	<p>P</p>	<p>5</p>	<p>3</p>	<p>HIGH</p>	<p>Signage for delivery contractor to ring doorbell and leave parcel on doorstep</p> <p>Cleaning and disinfecting of delivered items, where possible</p> <p>Wipes, disinfectant to be available</p> <p>PPE (work gloves / nitrile gloves, oversuit, mask)</p>	<p>P</p>	<p>5</p>	<p>2</p>	<p>MED</p>

Actions from task risk assessment				
Action	By who	Action taken	Date	Signature
Cleaning protocol to be produced for the shop				
Produce signage to restrict access to shop on outside door				
Produce signage to restrict access to delivery contractors				
Cleaning product to be made available for staff				
Hand cleaning and sanitising products to be made available at premise for customers to use				
Train staff to deliver the induction talk for customers				
Highlight social distance / segregation within premise (e.g. yellow/black tape on floor)				

Organise area and system rotation for products tried on or returned				
Post signage on door to advise against too many people at premise the same time				

Lessons learned:

Revision	Date	Reason for Issue	Author	Checked	Approved

Suggested guidance for number of customers in shop.

This information can be utilised in conjunction with your shops specific risk assessment.

number of fitting rooms	square feet retail	square feet retail	square feet retail	square feet retail	square feet retail	square feet retail	square feet retail	Guests limits					
	450	650	900	1100	1300	1500	1750+		Caveats				
1 fitting room	3	4	4	n/a	n/a	n/a	n/a	excludes the bride.	Suggested maximum of guests 4 per bride whatever the space				

2 fitting rooms	2	3	4	4	n/a	n/a	n/a	excludes the bride.	Matrix is a guide for one floor space				
3 fitting rooms	n/a	2	3	4	4	n/a	n/a	excludes the bride.	Calculate individual floors separately				
4 fitting rooms	n/a	n/a	2	3	4	4	n/a	excludes the bride.					
5 fitting rooms	n/a	n/a	n/a	2	3	4	4	excludes the bride.					
6 fitting rooms	n/a	n/a	n/a	n/a	2	3	4	excludes the bride.					
7 fitting rooms	n/a	n/a	n/a	n/a	n/a	2	3	excludes the bride.					
8 fitting rooms	n/a	n/a	n/a	n/a	n/a	n/a	2	excludes the bride.					
9 fitting rooms	n/a	n/a	n/a	n/a	n/a	n/a	2	excludes the bride.					
10 fitting rooms	n/a	n/a	n/a	n/a	n/a	n/a	n/a	excludes the bride.					

Cleaning protocol and procedure.

Suggested cleaning protocol for bridal retailers, to be used in conjunction with your COVID19 risk assessment.

PPE - personnel conducting the cleaning should wear disposable apron and gloves.

Equipment - Detergent, water, disinfectant, disposable cloth.

Procedure - Surfaces to be cleaned with detergent and water followed by disinfectant. This procedure will reduce kill germs on surfaces cleaned. Therefore minimising the number of transferrable germs in your boutique.

Checklist - Make a checklist for each area of your boutique e.g. reception area, fitting room, stock room, staff room, staff toilet etc. This ensures that all areas are cleaned as required, this should include start of each day, in between appointments for high touch surfaces and at the end of the day.

Example Checklist:-

High touch surfaces - clean frequently.

- Tables
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Toilets
- Taps
- Sinks
- Chairs
- Card machine

Start / end of each day / between appointments as appropriate.

Staff room

- Wipe clean worktops
- Wash all crockery

- Wipe and clean the outside of cupboards, drawers, and refrigerators
- Wash and clean the sink
- Empty refuse, wash, and replace liners
- Vacuum or mop the floor
- Wipe clean doors and handles

Reception area

- Empty refuse bins
- Wipe and polish the table, desks, lamps, and trays
- Wipe and sanitize the telephones
- Vacuum carpeted areas, including those below tables and chairs
- Vacuum soft furnishings
- Mop and clean hard flooring
- Sanitise desktop
- Clean card machine
- Clean pens
- Clean screens
- Clean Computer/Keyboard/iPad

Retail area

- Wipe glass display units
- Wipe and clean all glass surfaces, glass partitions and mirrors
- Clean Shelves

- Vacuum clean the carpeted area
- Mop clean hard floors
- Empty refuse, replace liners.

Fitting rooms

- Clean Furniture
- Clean Tape measure
- Clean Clips
- Rotate Pins
- Clean wall hooks
- Spray carpet or floors or Hoover.

Toilet

- Clean mirrors and glass surfaces
- Empty refuse bins
- Vacuum and sanitize the floor
- Clean the doors and handles
- Replenish the soap and paper dispensers
- Clean and disinfect the toilet bowls, seat, and rim
- Clean the wash basin and taps
- Wipe and clean tiles.

