

**MORLEYS STORES FURNITURE DELIVERY
HEALTH & SAFETY RISK ASSESSMENT**

ACTIVITY: Store re-opening following COVID-19 outbreak	LOCATION:
CORE ASSESSOR:	DATE:
<p><i>This Risk Assessment deals with the management of the provision of Health, Safety, & Wellbeing for colleagues working across the business during, the “Delay”, “Research”, and “Mitigation” phases of the Covid-19 Pandemic.</i></p>	

What are the hazards?	Who might be harmed and how?	Current Control Measures	Further Actions required	Action by whom?	Action by when?	Done
<p><u>SPECIFIC</u> <i>This section of the risk assessment deals with matters directly related to the COVID-19 Coronavirus and outlines special measures required to prevent the spread of the virus.</i></p>						
<p>The spread of Covid-19 Coronavirus</p>	<p>Colleagues working on site. Visitors Contractors.</p>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and hot water in place. • Stringent hand washing regime. • Paper towels/hand dyers for drying of hands • See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p>Hand Sanitiser Stations set up and clearly identified for customers and colleagues</p>	<p>Colleagues to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap, and the importance of proper drying. 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.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Zone leaders and security to monitor and refill stations throughout the course of the day</p>			

What are the hazards?	Who might be harmed and how?	Current Control Measures	Further Actions required	Action by whom?	Action by when?	Done
		<p>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.</p> <p>Vehicles Cleaning kits available in all vehicles drivers are responsible to review stocks and replenish each evening. Vehicle cab to be fully cleaned at the end of each shift including door handles tail gate and any other touch points Steering wheels, door handles, sun visors and gear stick and dash to be cleaned after each delivery. Where possible keep the vehicle well ventilated and windows open.</p> <p>Social Distancing Fixed schedule for driver and drivers mate Fixed allocation of Vehicle to each team Customers phoned day before delivery to confirm no touch deliver; Questions must confirmed; Customer confirms no-one in the household is ill or showing any symptoms of Covid 19 Area to deliver to is identified and agreed</p>	<p>Each area will have a cleaning kit available colleagues are required to clean all till points, desks work areas regularly. Rigorous checks will be carried out by line managers/ supervisors to ensure that the necessary procedures are being followed. Store Cleaners protocols adjusted to focus on doors, handles, handrails and general surfaces throughout store where customers and staff may routinely touch</p> <p>Manager is responsible to keep adequate supply of PPE, including face masks and visors.</p>			

What are the hazards?	Who might be harmed and how?	Current Control Measures	Further Actions required	Action by whom?	Action by when?	Done
		<p>All doors, banisters and handles will be cleaned prior to delivery by the customer</p> <p>Customer opens door then moves to a safe area i.e. another room or garden until delivery is complete</p> <p>Delivery team must wear mask, gloves and shoe protectors when making the delivery</p> <p>Sanitise before and after every delivery and clean vehicle as above</p> <p>No disposals are offered at this stage</p> <p>Driver signs that delivery is complete</p>				
<p>Suspected case of Covid-19 Coronavirus whilst working on site</p>		<p><u>Temperature checks</u> All staff including cleaners, concession and visitors will have a temperature check on entry to the store</p> <p>If a colleague, including colleagues working on concession departments, develops a high temperature or a persistent cough whilst at work, they should:</p> <ul style="list-style-type: none"> • Go home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have a tissue, cough and sneeze into the crook of their elbow • Follow the guidance on self-isolation and not return to work until their period of self- 	<p>Anyone showing a raised temperature will be sent home immediately</p> <p>Management/ supervisor will identify any other persons who have been in contact with the suspected infected person, and take advice on further actions</p>			

What are the hazards?	Who might be harmed and how?	Current Control Measures	Further Actions required	Action by whom?	Action by when?	Done
		<p><i>isolation has been completed</i></p> <p><i>If any other person whilst on site develops a high temperature or a persistent cough whilst at work, they should be advised to leave the building immediately and follow the above advice.</i></p>				
Psychological/ Colleague wellbeing. <i>(Personal impacts of the developing pandemic)</i>	<i>All colleagues – may result in anxiety or fear</i>	<p><i>Teams to establish strong relationships, maintain communication, and operate in a supportive way.</i></p> <p><i>Regular information sharing and communication.</i></p> <p><i>All colleagues connected to Morsay</i></p> <p><i>Provision of colleague counselling</i></p>	<p><i>Encourage colleagues who are in vulnerable groups themselves or caring for others to speak with their managers to discuss their support needs.</i></p> <p><i>Encourage team to use Morsay group</i></p> <p><i>Managers to highlight any well-being issues to HR for further support and guidance</i></p>			
Canteen – exposure to infection	<i>All colleagues</i>	<p><i>Team members should be encouraged to remain on site once they have entered, and not to visit local shops.</i></p> <p><i>Dedicated eating area.</i></p> <p><i>Break times staggered to reduce contact.</i></p> <p><i>Hand cleaning facilities available.</i></p> <p><i>Hand sanitiser available.</i></p> <p><i>Team members should bring in pre-prepared meals and refillable drink bottles from home.</i></p> <p><i>Colleagues should sit a minimum of 2 metres apart from each other whilst eating and avoid all physical contact.</i></p>	<p><i>All cutlery, crockery must be washed immediately and stored in locker for own use only. Counters Kettles and fridge doors to be wiped down after each use by colleague</i></p> <p><i>Relay canteen if necessary</i></p>			

What are the hazards?	Who might be harmed and how?	Current Control Measures	Further Actions required	Action by whom?	Action by when?	Done
		<p><i>Tables should be cleaned between each use.</i></p> <p><i>All rubbish should be placed directly into the bin and not left for others to clear away.</i></p> <p><i>All areas used for eating must be thoroughly cleaned and the end of each shift, including tables, chairs, door handles, and vending machines.</i></p>				
Warehouse Layout	<i>Colleagues if social distancing guidelines are not adhered to</i>	<p><u>Warehouse Layout</u></p> <p><i>Split into Zones and each zones has a leader to ensure compliance.</i></p> <p><i>Floor markers and other signage positioned throughout warehouse to remind them of distancing</i></p> <p><i>Messages every 30 minutes to remind customers and staff of the protocols</i></p> <p><i>All work areas to be relayed to two metres apart, zones where this cannot be achieved must have controlled entry and exit ensuring only 1 person in the space at any given time.</i></p> <p><i>Desks to be repositioned and staggered to ensure 2 metres are adhered to at all times</i></p>	<i>Zone leader takes ownership to ensure compliance.</i>			
Staff Scheduling	<i>All Colleagues</i>	<p><i>Schedules to be set up to limit the number of colleagues each person comes in contact with</i></p> <p><i>Schedules logged to provide audit trail for contact tracing if needed</i></p> <p><i>Vulnerable or shielding employees are not requested to work until it is safe to do so</i></p> <p><i>Part-time work and temporary amendments to contracts must be considered to support returning</i></p>	<i>Hard copies stored for future reference</i>			

What are the hazards?	Who might be harmed and how?	Current Control Measures	Further Actions required	Action by whom?	Action by when?	Done
		<p>employees with caring responsibilities</p> <p>Consider travel arrangements including mode of transport and distance for all returning employees</p>				

<u>Name:</u> (Assessor)	<u>Signature:</u> (Assessor)
<u>Name:</u> (Health & Safety)	<u>Signature:</u> (Health & Safety)
<p><u>Suggested date of review:</u> <i>To be reviewed in conjunction with information supplied by HM Government, and other partner agencies</i></p>	