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| **RISK ASSESSMENT** |
| **Operation:** | **Sales process throughout COVID19 outbreak** | **Actions controlled by:** | Sales Managers / Designers |
| **Risk Assessment no:** | SEH-BAC RA33 | **Assessed by:** | S. Timbers |
| **Reviewed by:** | P. Wheeler / A. Race | **Date:** | 27/04/20 |
| **HAZARDS IDENTIFIED** | **Persons Affected** | **RISK(S)** | **Risk****Rating** | **CONTROL MEASURES** | **Residual Risk** |
|  |  |  | **S** | **L** | **RF** |  | **S** | **L** | **RF** |
| **Spread of COVID19 at Show Sites** | DemonstratorsDesignersMembers of the PublicGarden Centre Staff (where applicable)Visitors | Minor to serious illness or death caused by contraction of COVID19 | 5 | 4 | 20 | * Training on social distancing requirements and the use of provided PPE given to all demonstrators and designers.
* 2.0m social distancing limit for initial greeting marked on the floor and sign posted for customers to adhere to.
* All demonstrators and designers to utilise disposable masks and gloves.
* Disposable masks and gloves made available to members of the public visiting the show site.
* Hand Sinister made available and details of the nearest wash station with soap and water clearly displayed.
* High contact areas wiped with antiseptic wipes following each customer visit.
* Sanitise all hard surfaces and concentrate especially on high-traffic areas such as door handles and lights switches twice a day by demonstrator or designer, fully documented on Jotform. Leave sanitiser on surfaces for 5 minutes before wiping off.
* Any demonstrator or designer showing any symptoms of COVID19 to remain at home and to advise their line manager immediately.
* Request copy of risk assessments from all Garden Centres.
 | 5 | 2 | 10 |
| **Spread of COVID19 at Sales Appointment**  | DesignersMembers of the Public | Minor to serious illness or death caused by contraction of COVID19 | 5 | 4 | 20 | * Training on social distancing requirements and the use of provided PPE given to all designers.
* Website updated for customers to review COVID19 safe operating procedure guide.
* Designer must contact client prior to visit to explain the social distancing requirements for the visit.
* All discussions between designer and client to take place outdoors (where feasible) or via email following the appointment where possible.
* All designers to utilise disposable masks and gloves for the full duration of all visits.
* Designers to wash hands upon entry and exit to clients’ property or utilise hand sanitiser.
* Any designer showing any symptoms of COVID19 to remain at home and to advise the Sales and Marketing Director immediately.
 | 5 | 1 | 5 |

**NB - Sign off sheet must be completed and returned to office**

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| 5 | 5 | 10 | 15 | 20 | 25 |
| 4Severity | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |

 | **Likelihood**Rating 1 = Very unlikelyRating 2 = UnlikelyRating 3 = LikelyRating 4 = Very likelyRating 5 = Almost certain | SeverityRating 1 = No injuryRating 2 = Minor injury or illnessRating 3 = “3 day” injury or illnessRating 4 = Major injury or illnessRating 5 = Fatality, disabling injury, etc |

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| ***Please sign below confirming you have had this risk assessment explained to you and that you fully understand its contents, will comply fully with controls in place and will report any additional hazards to line Manager*** | ***Please sign below confirming you have delivered and explained the risk assessment fully in accordance with company policy*** |
| **Name (Print)** | **Signature** | **Date** | **Name (Print)** | **Signature** | **Date** |
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