

Hereford Hair LTD

Risk Assessment for Covid 19v2

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority

1. Increasing the frequency of handwashing and surface cleaning.
2. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

3. Further mitigating actions include:
 - increasing the frequency of hand washing and surface cleaning
 - keeping the activity time involved as short as possible
 - using back-to-back or side-to-side working (rather than face-to-face) whenever possible
 - reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

People who need to self-isolate

Individuals who are advised to stay at home under [existing government guidance](#) do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.

Social distancing at work

Maintain social distancing between individuals when they are at their workstations.

Workstations should allow them to maintain social distancing wherever possible.

Workstations should be assigned to an individual as much as possible.

Meetings

1. Using remote working tools to avoid in person meetings.
2. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.
3. Avoiding transmission during meetings, for example avoiding sharing pens and other objects.
4. Providing hand sanitiser in meeting rooms.
5. Holding meetings outdoors or in well-ventilated rooms whenever possible.

Common areas

Reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

1. Staggering break times to reduce pressure on the staff break rooms or places to eat.
2. Using safe outside areas for breaks.
3. Creating additional space by using other parts of the working area or building that have been freed. Reconfiguring seating and tables to optimise spacing and reduce face-to-face interactions.
4. Encouraging workers to remain on-site and, when not possible, maintaining social distancing while off-site.

Accidents, security and other incidents

Objective: To prioritise safety during incidents.

In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Manage contacts

Objective: To minimise the contact resulting from visits to stores or outlets.

Steps that will usually be needed:

1. Defining the number of customers that can reasonably follow 2m social distancing within the store and any outdoor selling areas. Take into account total floorspace as well as likely pinch points and busy areas.
2. Limiting the number of customers in the store, overall and in any particular congestion areas, for example doorways between outside and inside spaces.
3. Encouraging customers to come alone where possible, unless they need specific assistance.
4. Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.
5. Looking at how people walk through the shop and how you could adjust this to reduce congestion and contact between customers, for example, queue management or one-way flow, where possible.
6. Ensuring any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled shoppers.
7. Using outside premises for queuing where available and safe, for example some car parks..
8. Having clearly designated positions from which colleagues can provide advice or assistance to customers whilst maintaining social distance.

Providing and explaining available guidance

Objective: To make sure people understand what they need to do to maintain safety.

Steps that will usually be needed:

1. Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage and visual aids.
2. Providing written or spoken communication of the latest guidelines to both workers and customers inside and outside the store.
3. Creating social distancing champions to demonstrate social distancing guidelines to customers, if helpful.
4. Ensuring latest guidelines are visible in selling and non-selling areas.

Keeping the workplace clean

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.

Steps that will usually be needed:

1. Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.
2. Frequent cleaning objects and surfaces that are touched regularly such as self-checkouts, trolleys, coffee machines, or staff handheld devices, and making sure there are adequate disposal arrangements.
3. Clearing workspaces and removing waste and belongings from the work area at the end of a shift.
4. If you are cleaning after a known or suspected case of COVID-19 then refer to the [specific guidance](#).

5.3 Hygiene: handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene through the working day.

Steps that will usually be needed:

1. Build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
2. Providing regular reminders to maintain hygiene standards.
3. Providing hand sanitiser in multiple locations in addition to washrooms.
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
5. Enhancing cleaning for busy areas.
6. Providing more waste facilities and more frequent rubbish collection.

7. Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.

. Personal protective equipment (PPE) and face coverings

In this section

- [6.1 Face coverings](#)

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, visors, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and staying 2m away from each other in the workplace if at all possible. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE, for example, first responders and immigration enforcement officers. If you are in one of these groups you should refer to the advice at:

- [COVID-19: personal protective equipment \(PPE\) plan](#)
- [COVID-19: cleaning in non-healthcare settings](#)

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must

provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

6.1 Face coverings

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it

- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
- practise social distancing wherever possible

You can make face-coverings at home and can find guidance on how to do this and use them safely on [GOV.UK](https://www.gov.uk).