

## COVID RISK ASSESSMENT

<b>Site Address:</b>	<b>Business Unit:</b>				<b>Details of Assessment/Activity:</b>			
Filco Markets	<b>Date of Assessment:</b>	MAY 2020	<b>Review Date:</b>	MAY 2021	Covid 19			
	<b>Name of Assessor:</b>	R. ARMITAGE	<b>Signature:</b>					
	<b>Manager:</b>		<b>Signature:</b>					
<b>GENERAL HAZARDS RELEVANT TO THIS SITE</b>	<b>PEOPLE AT RISK</b>	<b>Risk Before Control Measures</b>			<b>CONTROL MEASURES</b>	<b>Residual Risk</b>		
		<i>Likelihood</i>	<i>Severity</i>	<i>Risk</i>		<i>Likelihood</i>	<i>Severity</i>	<i>Risk</i>
Car Parks and Store Entrance	Staff, Customers, Visitors	3	5	<b>15</b>	<p><i>Stores with large entrance areas or two entrances – two way system of ingress/egress to maintain social distancing measures.</i></p> <p><i>Structured queuing system in operation.</i></p> <p><i>2 metre social distancing markers positioned to ensure correct distancing between customers whilst queuing</i></p> <p><i>Stores with door only entrances – manned when necessary to control numbers entering the store thus enabling social distancing to be maintained.</i></p> <p><i>Limited amount of customers allowed into the store based on store size</i></p>	2	5	<b>10</b>

Likelihood: 1 = Very Unlikely; 2 = Unlikely; 3 = Possible; 4 = Very Likely; 5 = Almost Certain  
Severity: 1 Negligible Impact; 2 = Minor Injury; 3 = Major Injury; 4 = Long term Illness/Injury; 5 = Death

## COVID RISK ASSESSMENT

<b>GENERAL HAZARDS RELEVANT TO THIS SITE</b>	<b>PEOPLE AT RISK</b>	<b>Risk Before Control Measures</b>			<b>CONTROL MEASURES</b>	<b>Residual Risk</b>		
		<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>		<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
Car parks and store entrance	Staff, Customers, Visitors	3	5	<b>15</b>	<p><b><u>BRYNTIRION STORE ONLY</u></b></p> <p>Customer facing traffic light system in the doorway which shows green to enter and will change red to stop entry when the requisite amount of customers have entered the store. The red light will change to green on a one in, one out basis until number of customers in the store return to the required level.</p> <p>Cleaning stations set up before entering the store. Cleaning stations include anti-bacterial sanitizer spray and blue paper roll to allow customers to wipe and dry trolley/basket handles. Anti-bacterial hand sanitizer also available for customer and staff personal use.</p> <p>Used blue paper roll for the cleaning of handles/hands are placed into a black bag. When full, black bags are tied off and placed in the store rubbish skip and replaced with a fresh bag</p>	2	5	<b>10</b>

Likelihood: 1 = Very Unlikely; 2 = Unlikely; 3 = Possible; 4 = Very Likely; 5 = Almost Certain  
Severity: 1 Negligible Impact; 2 = Minor Injury; 3 = Major Injury; 4 = Long term Illness/Injury; 5 = Death

## COVID RISK ASSESSMENT

<b>GENERAL HAZARDS RELEVANT TO THIS SITE</b>	<b>PEOPLE AT RISK</b>	<b>Risk Before Control Measures</b>			<b>CONTROL MEASURES</b>	<b>Residual Risk</b>		
		<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>		<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
<i>Inside the store</i>	<i>Staff, Customers, Visitors</i>	3	5	<b>15</b>	<p><i>Cleaning stations set up inside store for customer use before shopping. Cleaning stations include anti-bacterial sanitizer spray and blue paper roll to allow customers to wipe and dry trolley/basket handles. Anti-bacterial hand sanitizer also available for customer and staff personal use.</i></p> <p><i>Used blue paper roll for the cleaning of handles/hands are placed into the bins provided. The bins are emptied regularly to avoid the risk of contamination</i></p> <p><i>Large stores (Llantwit, Sarn) – yellow directional chevrons have been painted on the floor at 2 metre intervals to maintain social distancing and indicate a preferred direction to be followed when shopping.. These are for customers to follow to try and maintain a one-way system of shopping the store.</i></p> <p><i>In smaller stores where there are fewer aisles, black and yellow tape chevrons have been placed at 2 metre intervals to maintain social distancing and direct customers to shop in one direction only</i></p> <p><i>Social distancing posters are placed at regular intervals around the store to remind customers of their responsibilities to maintain 2 metre distancing wherever possible.</i></p>	2	5	<b>10</b>

Likelihood: 1 = Very Unlikely; 2 = Unlikely; 3 = Possible; 4 = Very Likely; 5 = Almost Certain  
Severity: 1 Negligible Impact; 2 = Minor Injury; 3 = Major Injury; 4 = Long term Illness/Injury; 5 = Death

## COVID RISK ASSESSMENT

GENERAL HAZARDS RELEVANT TO THIS SITE	PEOPLE AT RISK	Risk Before Control Measures			CONTROL MEASURES	Residual Risk		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
Inside the store	Staff, Customers, Visitors	3	5	15	<p>At all staff manned serve over counters a 2 metre social distancing line has been placed on the floor to ensure staff/customer distancing when serving products over the counter . Products when served are placed on the top of the counter, the staff member moves away and the customer moves forward to collect</p> <p>2 metre distancing indicators at all checkouts to maintain social distancing whilst queuing.</p> <p>Where practicable every other checkout is left empty to maintain 2 metre staff/customer distancing</p> <p>All checkouts fitted with protective Perspex screens to avoid airborne contamination</p> <p>Checkout chip and pin pads, till screens, conveyor belts and bagging areas cleaned down regularly by operators using Anti-bacterial spray and dried with blue paper roll. Till area and equipment fully cleaned down at shift change/close down, following set cleaning schedule</p> <p>Regular messages over the stores public address system to remind customers of social distancing whilst in the store. These messages are given via the Nisa radio channel in stores, with the announcements being made regularly between the music</p> <p>Face masks to be worn on the sales floor by members of staff, customers and authorised visitors. As per Welsh Government directive</p>	2	5	10

Likelihood: 1 = Very Unlikely; 2 = Unlikely; 3 = Possible; 4 = Very Likely; 5 = Almost Certain  
Severity: 1 Negligible Impact; 2 = Minor Injury; 3 = Major Injury; 4 = Long term Illness/Injury; 5 = Death

## COVID RISK ASSESSMENT

<b>GENERAL HAZARDS RELEVANT TO THIS SITE</b>	<b>PEOPLE AT RISK</b>	<b>Risk Before Control Measures</b>			<b>CONTROL MEASURES</b>	<b>Residual Risk</b>		
		<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>		<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
Protection of the workforce	Staff	3	5	<b>15</b>	<p><i>All staff supplied with own bottle of anti-bacterial hand gel, re-fillable as required.</i></p> <p><i>Disposable gloves are available the wearing of which is optional. However, the company places more emphasis on hand washing and using Anti-bacterial hand wash as an alternative to the wearing of disposable gloves.</i></p> <p><i>Cleaning schedules implemented for checkout areas, staff areas, offices.</i></p> <p><i>Loco-soco cleaning station positioned at checkouts (except Llantwit: dis-abled toilet). Stations contain anti-bacterial sanitiser, hard surface cleaner and washroom cleaner. The cleaning station is for staff usage to maintain the implemented cleaning schedule. Ready to use hand sanitiser is also available for staff/customer use and can also be used to re-fill the staffs personal hand sanitiser bottles</i></p> <p><i>Limited number of staff on break at any one time, this will be dependent on the staff room size and based on the room being able to accommodate and maintain safe 2 metre social distancing measure. Tea breaks and lunch breaks staggered to avoid too many people in staff room at any one time thus maintaining social distancing measures</i></p> <p><i>Staff rotas re-arranged to maximise 4 hour shift patterns and therefore remove the need for staff breaks</i></p> <p><i>Introduction of twilight store filling starting at 18.00hours to minimise contact time with customers whilst merchandising the sales floor</i></p>	2	5	<b>10</b>

Likelihood: 1 = Very Unlikely; 2 = Unlikely; 3 = Possible; 4 = Very Likely; 5 = Almost Certain

Severity: 1 Negligible Impact; 2 = Minor Injury; 3 = Major Injury; 4 = Long term Illness/Injury; 5 = Death

## COVID RISK ASSESSMENT

<b>GENERAL HAZARDS RELEVANT TO THIS SITE</b>	<b>PEOPLE AT RISK</b>	<b>Risk Before Control Measures</b>			<b>CONTROL MEASURES</b>	<b>Residual Risk</b>		
		<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>		<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
Protection of the workforce	Staff	3	5	<b>15</b>	Stock trollies filled throughout the day and placed ready on the sales floor for 18.00 start to avoid staff having to congregate in the warehouse	2	5	<b>10</b>
Protection of the workforce	Staff	3	5	<b>15</b>	Staff limited to one person per aisle when merchandising to reduce contact with customers and other members of staff	2	5	<b>10</b>

<b>ACTIONS TO BE TAKEN</b>	<b>Completed By:</b>	<b>Date:</b>
Review and revise action plan:		

### Explanatory Note

1-5 - Low

6-10 - Medium

12-15 - High

16-25 - Very high, do not proceed without authorisation from management

Likelihood: 1 = Very Unlikely; 2 = Unlikely; 3 = Possible; 4 = Very Likely; 5 = Almost Certain  
 Severity: 1 Negligible Impact; 2 = Minor Injury; 3 = Major Injury; 4 = Long term Illness/Injury; 5 = Death