

RISK ASSESSMENT - SHOWROOM

Company Name: Solihull Windows

Date of Risk Assessment: 05.2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Coronavirus COVID19	<p>Staff and visitors may transmit or contract the virus from being on the premises.</p> <p>The mental wellbeing of staff may be affected by the side effects of the virus such as death of family members, prolonged isolation etc.</p>	<ul style="list-style-type: none"> <li>• General good housekeeping</li> <li>• Staff keep working areas clear</li> <li>• Office and showroom cleaned regularly</li> <li>• Staff can talk to manager if they are feeling unwell, have mental health issues or are at ill-at-ease about things at work or home</li> <li>• Closing office during Government enforced lockdown.</li> </ul>	<ul style="list-style-type: none"> <li>• During Government enforced periods of Lockdown, the office is to be locked – open only to receive deliveries &amp; staff during Government enforced lockdown.</li> <li>• Ideally, unless absolutely impractical, only 1 member of staff on the premises at any time. If other staff require access, they must make the appropriate arrangements to minimise contact. Remote working to be undertaken where possible.</li> <li>• At the start of each day, staff should take their temperature to ensure they are not running a fever of 37.8° or above. If they are, they should not go to the office and make the necessary arrangements for office cover.</li> <li>• Staff presenting with any of the symptoms of Coronavirus should self-isolate immediately and arrange for a test to be undertaken. Return to work only following negative testing or after a 7-day quarantine period.</li> <li>• Staff who have come in to contact with anyone infected by Coronavirus should self-isolate immediately and arrange for a test to be undertaken. Return to work only following negative testing or after a 14-day quarantine period.</li> <li>• If staff present with mental health issues relating to the virus, professional help can be provided if required or alternative options discussed and agreed.</li> <li>• Extra housekeeping measures to include, but not limited to, daily sanitisation of surfaces, handles, kitchen and toilet area, keyboards, telephones, etc.</li> </ul>	All staff	From now on.	13.01.2021

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			<ul style="list-style-type: none"> <li>• Changing towels daily for laundering.</li> <li>• None sharing of any equipment - pens, phones, keyboards, cups, etc.</li> <li>• Handwashing to be undertaken on a regular basis and the use of hand sanitiser. Sanitiser also to be left out for visitors of the Showroom to use.</li> <li>• Coughs or sneezes to be caught in tissues and thrown away – bins to be emptied regularly.</li> <li>• Teams to collect stock or paperwork from the office outside of manned hours. Queries to be dealt with by phone or email.</li> <li>• Visitors to the office by appointment only. Limited to one family group at a time. To ring bell for assistance.</li> <li>• Social distancing to be observed as much as possible. Where impractical, face masks should be worn.</li> <li>• No handshaking or any bodily contact.</li> <li>• No refreshments to be offered to visitors. Staff refreshments to be made in designated mugs.</li> <li>• Product demonstrations to be kept as short a time as possible. Questions can be answered remotely by phone or email.</li> <li>• Keep a log of visitors to the Showroom for contact tracing should a member of staff present with Coronavirus.</li> <li>• Order sign-ups to be done as remotely as possible. Customers can confirm their choices and the order can be drawn up once they have left the premises and forwarded to them by post.</li> <li>• Payments to be taken as far as possible over the phone by credit card or by bank transfer. If alternative methods are required, prior</li> </ul>			

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			arrangements must be made to ensure safe management.			
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> <li>• General good housekeeping</li> <li>• All areas well lit</li> <li>• No trailing leads or cables</li> <li>• Staff keep working areas clear</li> <li>• Office and showroom cleaned regularly</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure spillages or wet floors caused by weather cleaned immediately.</li> <li>• Ensure spare equipment put into garage immediately.</li> </ul>	All staff to monitor	From now on	12.05.2020
Manual handling of office equipment, etc	<p>Staff risk injuries or back pain from handling heavy/bulky objects.</p> <p>Transmitting Coronavirus through handling equipment</p>	<ul style="list-style-type: none"> <li>• Ensure large items are moved by more than one employee to minimise lift risk.</li> <li>• Put light weight objects on higher shelves.</li> <li>• General good housekeeping.</li> </ul>	<ul style="list-style-type: none"> <li>• Remind staff that they should not try to lift objects that look or appear too heavy to handle.</li> <li>• Use trolley located in front of Showroom where necessary to move heavy items.</li> <li>• Ensure all equipment is regularly wiped down with sanitising spray to reduce possibility of spread of virus.</li> </ul>	Manager	From now on	12.05.2020
Display screen equipment	Staff risk posture problems and pain, discomfort or injuries from overuse or improper use or from poorly designed workstations or work environments, Headaches or sore eyes can also occur.	<ul style="list-style-type: none"> <li>• Display Screen Equipment (DSE) Training Course from highspeedtraining for all new starters. Any actions to be carried out asap.</li> <li>• Reassessment to be carried out at</li> </ul>	<ul style="list-style-type: none"> <li>• Manager to monitor staff to ensure they get breaks away from the computer.</li> <li>• Tell staff to inform manager of any pain they have that may be linked to computer use.</li> <li>• Ensure workstations are not shared and regularly sanitised under general housekeeping.</li> </ul>	<p>Manager</p> <p>All staff</p>	From now on	12.05.2020

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	<p>Transmitting Coronavirus through sharing equipment</p>	<p>any change to work feature, e.g. equipment, furniture or the work environment such as lighting.</p> <ul style="list-style-type: none"> <li>• Workstation and equipment set to ensure good posture and to avoid glare on the screen.</li> <li>• Work planned to include regular breaks or change of activity.</li> <li>• Lighting and temperature suitably controlled.</li> <li>• Noise levels controlled.</li> <li>• Eye tests provided for those who need them, duty holder to pay for basic spectacles specific for VDU use (or portion cost on other cases).</li> </ul>				

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Working at height Filing on top shelves, putting up decorations, etc	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> <li>• Stepladder used to file on high shelves, put up decorations etc.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	N/A	N/A	
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role, etc.	<ul style="list-style-type: none"> <li>• Staff understand what their duties and responsibilities are.</li> <li>• Staff can talk to manager if they are feeling unwell or ill-at-ease about things at work.</li> <li>• No bullying policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Remind staff that they can speak confidentially to manager (on a non-blame basis) if they are feeling unwell or ill at ease because of work.</li> </ul>	Manager	From now on	12.05.2020
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> <li>• Staff spot and report any defective plugs, discoloured sockets or damaged cable/equipment.</li> <li>• Defective equipment taken out of use safely and promptly replaced.</li> </ul>	<ul style="list-style-type: none"> <li>• None at present</li> </ul>	All staff	N/A	
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> <li>• Ensure fire exits kept free of rubbish, stock &amp; equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure spare equipment or hazards near to rear door put into garage immediately.</li> </ul>	Manager	From now on	12.05.2020

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		<ul style="list-style-type: none"> <li>Ensure fire extinguisher is serviced annually or replaced as required.</li> </ul>				
Lone working	<p>Staff could suffer injury or ill health while out of the office, e.g. when visiting clients' homes or while working alone in the office</p> <p>Staff may transmit or contract Coronavirus while being out of the office on appointments.</p>	<ul style="list-style-type: none"> <li>Staff write visit details in office diary, give a contact number and keep their mobile phone turned on and with them.</li> <li>If feeling insecure, staff can lock Showroom front door to allow visitors by invitation only.</li> </ul>	<ul style="list-style-type: none"> <li>Whereabouts of staff "out of office" to be monitored by office-based staff.</li> <li>See new Risk Assessment - APPOINTMENTS</li> </ul>	All staff	From now on	12.05.2020

I acknowledge that I have read and will abide by the above Risk Assessment / Method Statement.

Stephen Nejedly - MD \_\_\_\_\_

Date: \_\_\_\_\_

I acknowledge that I have read and will abide by the above Risk Assessment / Method Statement.

Anne Ryan - Admin \_\_\_\_\_

Date: \_\_\_\_\_