



your local vape shop

Store Risk Assessment – Covid -19 (May 2020)

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<p><u>Colleagues / Customers</u></p>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Gel sanitisers in any area where washing facilities not readily available 	<p>Employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 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.</p> <p>All store either have access to water and sink facilities either in store or where in a shopping centre in communal areas.</p> <p>Tissues are made available throughout the workplace. These should be purchased locally and the duty manager should ensure that these are in place each day before opening</p> <p>Encourage staff to report any problems and carry out skin checks as part of a surveillance programme.</p> <p>https://www.hse.gov.uk/skin/professional/health-</p>	<p>All</p>	<p>On-going</p>	

		<p><u>Cleaning</u></p> <p>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><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Social distancing also to be adhered to in back of house areas as well as on the shop floor.</p> <p>Conference calls to be used instead of face to face meetings</p>	<p>surveillance.htm</p> <p>Appropriate cleaning materials should be purchased locally and the duty manager should ensure that these are in place each day before opening.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Stores are provided with posters advising customers. These should be displayed prominently and in accordance with head office instruction</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Hazard tape has been provided and the floor should be marked 2m back from the till to aid queuing.</p> <p>No more than two customers are permitted in the store at any one time. Posters displayed advising this.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered</p>	<p>All</p> <p>All</p>	<p>On-going</p> <p>On-going</p>	
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		<p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed in accordance with Head Office instructions.	All	On-going	
		<p><u>PPE</u></p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to <u>health care</u> settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p>	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	All	On-going	
		<p><u>Till Sneeze Screens</u></p>	Stores will be provided with face masks and visors. Although there is no clear direction from the government on the need to have these, the company will provide these for colleague use if they so wish. This will continue to be monitored should the situation change.	All	On-going	
		<p><u>Payment Methods</u></p>	For better fitting and so effectiveness of masks colleagues should be clean shaven.	All	On-going	
			Stores have each been provided with a Sneeze screen so as to restrict the risk of the disease being transferred to them whilst serving a customer at the till. These must be used at all times.	All	On-going	
			To minimise contact, customers should be	All	On-going	

		<p><u>Flavour Bar & Testing</u></p>	<p>encouraged to make payment by card, ideally contactless. Cash is still accepted, if they so wish. Signs provided by Head Office should be displayed at the till requesting this.</p>			
		<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the work-place they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://www.publichealth.hscni.net/</p>	<p>As before the lockdown, all flavour bar and testing of product has been withdrawn until further notice.</p> <p>All stools should be removed from the sales floor as customers are no longer permitted to congregate.</p>	All	On-going	
				All	On-going	

		<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	All	On-going	
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