

Risk assessment – COVID 19

Company name: The Watch Lab

Assessment carried out by: Dave Webb (Operations Director)

Date of next review: 1st July 2020

Date assessment was carried out: 19th May 2020

What are the hazards? Infection due to ...	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Direct or indirect contact with infected employee or customer	Customer or employee	PPE including face masks and hand sanitiser available to all employees.	Use of floor markers and directional signage to encourage and enforce social distancing	Branch Manager ahead of branch opening	Branch opening	
Direct or indirect contact with infected employee or customer	Customer or employee	Most branches and kiosks already fitted with Perspex partitions and counter screens	Fitting of additional permanent and temporary Perspex desk and counter shields	Contractor before a relevant branch re-opens, schedule of openings takes this into account	Opening of specific branch	Scheduled

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Direct or indirect contact with infected employee or customer	Customer or employee	Social distancing and increased hygiene measures in branches and service centre	Reduced staff cover and trading hours to reduce contact with other employees	Operations Manager	Branch Opening	
Contact with cash	Transmission of virus through passing of cash payments in branch	Cash will not be accepted as payment, contactless where possible and PDQ wiped before and after every use	None	N/A	N/A	
Contact with infected stainless steel or plastic surface	Customers and Employees	PPE and alcohol wipes available, tools not to be shared, watch trays in use	LED UV sanitisation equipment ordered contingency of 72h quarantine until in place	Operations Manager	N/A	
G4S and Postal deliveries	Employees	Anti-bac wipes available and plastic postal bags quarantined for 72hrs	No additional actions	N/A	N/A	

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<p>Same day services on stainless steel watches could increase risk of infection due to lack of 72h quarantine contingency</p>	<p>Customers and employees</p>	<p>Suspension of same day services and introduction of 72hr quarantine process until LED UV sanitisers are received</p>	<p>LED UV sanitisation equipment ordered</p>	<p>Operations Manager</p>	<p>Before relaxing 72h quarantine</p>	<p>Ordered</p>
<p>Use of public transport</p>	<p>Employees and subsequently customers</p>	<p>Discouraging use of public transport and promotion of cycle to work scheme, strategic phasing of staff redeployment and the provision of relevant PPE where use of public transport is unavoidable</p>	<p>None</p>	<p>N/A</p>	<p>N/A</p>	

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<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels. Gel sanitisers in any area where washing facilities not readily available</p> <p>Cleaning 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>Employees to be 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>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p>	<p>Operations Director</p> <p>Service Centre Manager</p> <p>Finance Manager</p> <p>Central Services and Operations Manager</p> <p>National Sales Manager</p>	<p>Ongoing</p>	

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		<p>Social Distancing 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>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</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 to.</p>			

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		<p>Conference calls to be used instead of face to face meetings. Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Wearing of Gloves 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> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</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</p>			

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		<p>workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p>	<p>or has a family member affected.</p>			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/