

**COVID-19 RISK ASSESSMENT / CLEANING THE WORKPLACE**

Assessment Number	TEMPUR 006	Process, Operation or Activity being Assessed	STANDARD CONTROL MEASURES IN CLEANING THE WORKPLACE		STORES	
Sheet No.	1 of 2					
SPECIFIC HAZARD		Risk(s) Identified and/or person(s) affected	STANDARD CONTROL MEASURES - COVID-19		Further Control Measures	RRP see over
<ul style="list-style-type: none"> <li>Restricting the contamination of Covid-19 in the workplace</li> </ul>		<ul style="list-style-type: none"> <li>All staff</li> <li>Members of the public</li> <li>External delivery drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<ul style="list-style-type: none"> <li>An enhanced cleaning rota has been implemented with increased frequency of cleaning all main contact, high risk areas of the store.</li> <li>The cleaning rota is to be followed and completed daily by all colleagues.</li> <li>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. Rigorous checks will be carried out by cleaning rota in stores and line managers to ensure that the necessary procedures are being followed daily.</li> <li>Store employees will disinfect the areas before and after use in the kitchen areas and clean utensils that are used.</li> <li>Team members that are closing the store, are to complete the final sign-off of cleaning rota, scan and send to the Store Manager / Division Manager, every evening before closing the store.</li> <li>Disposable gloves, masks, visors and aprons are provided for cleaning, if required.</li> <li>Staff to comply with Handwashing and Respiratory hygiene section of the Store Operating Policy (Section 6 to be followed)</li> </ul>		<ul style="list-style-type: none"> <li>Store Operating Policy is available for all staff members on a read and sign basis.</li> <li>Training of the COVID-19 procedures before staff return to work on a read and sign basis and after a lockdown has been imposed.</li> <li>Regular communication announcements and posters to remind staff to follow handwashing &amp; respiratory hygiene and social distancing.</li> </ul>	2
<p><b>TO HELP PREVENT ACCIDENTS THE CONTENTS OF THIS RISK ASSESSMENT MUST BE BRIEFED TO, AND FULLY UNDERSTOOD BY, ALL RELEVANT STAFF. BRIEFINGS MUST BE RECORDED OVERLEAF</b></p>			Prepared by:	M McFarlane	Signed: M McFarlane	Date: 01.05. 2020. (Updated 04.11.2020)
			Authorised by:	T James	Signed: T James	Date: 01.05. 2020. (Updated 04.11.2020)

**DECLARATION RECORD**

**This Declaration Record must be completed by all employees and copies to the HR Manager as soon as each briefing is completed**

<b>Assessment No.</b>	<b>TEMPUR 006</b>
<b>Sheet No.</b>	<b>2 of 2</b>
<b>Issue No.</b>	<b>1</b>
<p><b>RISK RATING PRIORITY (RRP) SYSTEM</b> (as adopted from S Rodway Associates Limited System) This Risk Assessment reflects the conditions observed and information provided at the time of the assessment. The Risk Rating Priority (RRP) system used takes account of many factors to give a relative indication of priority based on:</p> <ol style="list-style-type: none"> <li>a. Likelihood of injury</li> <li>b. Seriousness of potential injury</li> <li>c. How often does the risk arise?</li> <li>d. How many people are affected?</li> <li>e. Would affects of an accident be immediate or long-term?</li> <li>f. Could affects of an accident be catastrophic?</li> <li>g. Specific legal requirements</li> </ol>	
<b>RRP 1</b>	Very high probability of severe harm if all Control Measures are not implemented <b>IMMEDIATE ACTION REQUIRED</b>
<b>RRP 2</b>	Significant probability that major harm will occur if all Control Measures are not implemented. <b>URGENT ACTION REQUIRED</b>
<b>RRP 3</b>	Moderate probability of major harm or very high probability of minor harm if all Control Measures are not implemented. <b>MEDIUM TERM ACTION REQUIRED (up to 3 months)</b>
<b>RRP 4</b>	Majority of Control Measures in place. Probability of minor harm low to moderate. <b>LONGER TERM ACTION REQUIRED (up to 6 months)</b>
<b>RRP 5</b>	All Control Measures in place. Probability of harm none to very low. <b>MONITOR AND MAINTAIN CONTROL MEASURES</b>