

RISK ASSESSMENT						COVID19 - Sales	Location:	Various		
Severity: 1=Minor, 2=Serious, 3=Major						Date: 24th September 2020 Rev: 3				
Likelihood: 1=Unlikely, 2=Likely, 3=Certain						Key - Who affected (complete to suit your site)				
Risk: Severity x Likelihood						P	Public / Visitors	Statement		
Health, Safety and Environment Manager - Kerri Grocock						E	Employees	Controls are in line with current Government guidelines. The risk assessment will be reviewed on a regular basis to ensure it continue to meet best practice standards.		
Hazards	Risk	Who	S	L	R	Existing Control Methods	Additional Control Methods	S	L	R
Working within 2 metres of another person	Severe illness, Death	All	3	3	9	Only one sales person to be within the Show Home at any time. Social distancing is maintained at where reasonably practicable during viewings. Markers are on the floor to remind visitors of the social distancing requirement within the building. <b>Maximum of 2 adults</b> at a time to attend viewings. This will be monitored.	A screen is available for use around the desk to be used if the sales executive deems it is required for personal comfort. Existing controls are sufficient to manage risk without the screen in place but is to be assessed on a case by case basis	3	1	3
Travelling to and from the place of work	Severe illness, Death	All	3	3	9	Vehicle sharing and public transport is to be prevented where reasonably practicable		3	1	3
Movement around the property	Severe illness, Death	All	3	3	9	Sales executive to remain in the 'Dining Area' during viewings. Hand wash facilities are located around the building (hand sanitisers)	Visitors are instructed not to touch anything and are reminded through the installation of clear signs. Face coverings are to be worn by ALL individuals when inside the property	3	1	3
Cleaning	Severe illness, Death	All	3	3	9	Sales executives will clean door handles, counters, tables surfaces and banisters between each viewing	<b>Visitors are welcome by appointment only</b>	3	1	3
Hygiene of individuals	Severe illness, Death	All	3	3	9	Employees are instructed to wash hands with hot water and soap on a regular basis (approx every 2 hours) Additional hand sanitisers are available on 2 floors of the building. Paper towels and a bin are to be made available in the ground floor toilet to prevent sharing of the existing towel.		3	1	3
Viewings	Severe illness, Death	All	3	3	9	Individuals are asked to ask themselves the following questions before entering the building - 1. Have you got a new persistent cough or have difficulty breathing? 2. Have you got a fever or high temperature? Have you loss sense of smell or taste? 3. Have you got flu like aches and pains? 4. Have you been in contact with anyone who has shown signs of the above? Should they answer yes to the above questions they should not enter the building	The questions are to be asked when making appointments as well as upon arrival. During dry weather, discussions and meetings are to take place outside and social distancing is to be followed. <b>All individuals arriving at the building will be required to scan the NHS COVID-19 QR Code using their phone. The QR Code is to be displayed in a prominent location and its use is to be actively encouraged.</b>	3	1	3
Lack of up to date information	Severe illness, Death	All	3	3	9	A regular briefing will be issued by the Company Directors.	Additional briefings will be given as and when deemed necessary (ie an additional update given during the day by SLT etc)	3	1	3
Use of kitchen and toilet facilities	Severe illness, Death	All	3	3	9	At this time, hot drinks will not be made available to vistors during viewings. Cold drinking water is available for those who have an appointment to go through contracts, sample etc	Visitors are permitted to use the toilet facilities. Risk of transmitting virus is significantly reduced through the implementation of the existing control measures	3	1	3
<b>COVID 19 Specific - Following knowledge of a confirmed case of COVID 19 following a viewing, consult with HSE Manager immediately</b>										