

Glass By Design Ltd

COVID 19 Specific Risk Assessment

Assessment carried out by: A Hall

Date assessment was carried out: 16th June 2020

Date of next review: 16th September 2020

What are the hazards?	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 ?	When ?	Done
COVID 19	All staff, course delegates, and retail customers	<p>Frequent air changes in the premises are ensured via industrial mechanical extraction providing through-flow of fresh air.</p> <p>Hand sanitiser provided for customers when entering store, at cash desk for staff, and in training area for tutor and delegates.</p> <p>Staff & delegates should wash hands frequently and on arrival / departure – facilities are provided with warm water, soap and paper towels.</p>	<p>Ensure that windows are opened and extraction is switched on at the start of every business day.</p> <p>Course delegates will be given a toolbox talk at the start of the course.</p>	Staff	Daily	
COVID 19	Shop Staff	<p>Social distancing from customers ensured via Perspex screen installed at cash desk.</p> <p>To ensure social distancing between staff, usually one staff member will run the shop, with other staff working at home or in the rear studio.</p> <p>When running a training course, shop staff will be physically distant from the course tutor & delegates.</p>	<p>When entering the shop floor, staff should keep 2 metres from all customers.</p>	Staff	Ongoing	

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		Payments to be made by card (preferably contactless) to minimise handling of cash.				
COVID 19	Retail Customers	<p>Shop floor marked with tape to assist social distancing between customers.</p> <p>Maximum of 2 retail customers permitted at any one time for social distancing.</p> <p>Signage at shop door to remind customers to keep 2 metres apart for social distancing, and of 2 customer limit in the shop at any one time. 2 metre floor markings will be applied to the pavement outside to facilitate socially distanced queuing for customers waiting to enter the shop.</p>	<p>Customers are asked to only handle stock that they intend to purchase – post signs to this effect.</p> <p>Stock that has been handled, but not purchased will be put aside for a minimum of 72 hours before returning to display.</p> <p>Provide a “quarantine crate” for this purpose, and label all goods “hold until x date”.</p>	Staff	Daily	
COVID 19	Course Delegates & Tutors	<p>Delegates who are “extremely clinically vulnerable” are not permitted to join courses at the current time, and will have their booking postponed.</p> <p>Delegates who are “clinically vulnerable” are advised to consider postponing their course.</p> <p>All delegates will have their temperature checked on arrival, and will not be permitted to join the course if</p>	In course joining instructions, delegates will be asked not to attend courses if they have COVID 19 symptoms (a temperature / new continuous cough). In these circumstances, delegates are to contact Glass By	Staff	Daily	

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		<p>their temperature is 37.5 Celsius or above. In these circumstances, we will postpone their booking until a later date without penalty.</p> <p>Physical Perspex screens have been installed between delegates and tutor, with each delegate in their own private booth, screened from all others.</p> <p>Tools and equipment have been boxed up into complete sets for each individual delegate, specific to them for the duration of their course. These sets of tool and equipment will be prepared a minimum of 72 hours prior to a course commencing, giving adequate time for any virus to decay fully.</p> <p>On completion of each course, all delegate desks and chairs will be sanitised & wiped down with anti-viral disinfectant. This will also apply to the tutors drop-in table.</p> <p>Tutors and delegates will be provided with an apron that they may wear at their option. This does not constitute PPE. All aprons will be laundered after use.</p>	<p>Design to postpone their booking until a later date without penalty.</p> <p>When preparing each set of tools and equipment, label each set with a note giving the date & time of preparation, and stating “hold until x time & date” which will be 72 hours after preparation.</p>			

This risk ass't and risk control measures are based on guidance for “Shops and Branches” by HM Government 11th May 20, rev 15th June 20:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

and guidance published by Health & Safety Executive “Working safely during the coronavirus outbreak – a short guide”, published May 2020:

<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>