

**Covid-19 Risk Assessment - Area: Chelsea Harbour Showroom**

Date: 29/05/2020

Who: M Whieldon

**Severity**

High exposure to possible Covid 19 source/High Risk = 3  
 Some exposure to possible Covid 19 source/Medium Risk = 2  
 Minimal exposure to possible Covid 19 source/Low Risk = 1

**Likelihood**

Likely = 3  
 Possible = 2  
 Unlikely = 1

**Risk Rating**

Very High = 9  
 High = 6  
 Moderate = 4  
 Slight = 2

Signature:




What are the risks/issues	Who might be at risk and how?	What are we already doing?	What further action is necessary	Original Risk			Residual Risk			Action By	Action Due	Complete
				S	L	Risk Rating	S	L	Risk Rating			
<b>1 Entry/Exit &amp; Movement</b>												
a Maintaining social distance when arriving in the showroom	Staff/contractors/visitors arriving/leaving, sometimes without appointment	Marked out 2m distance markers with signs on product stands. Requested appointment-making where possible. Maximum 4 people in showroom at one time. Procedures put in place for managing visitors/contractors/deliveries. PPE/sanitizer made available at entry point and throughout showroom.		2	3	6	2	2	4			
b Cleaning products touched by visitors/staff	Staff/contractors/visitors in the showroom	Signage requesting to ask permission before touching. Wipes available for staff to clean products afterwards. PPE made available for staff and visitors. Wipe down brochures or finish samples before handing to visitors. Wipe down deliveries from couriers whilst wearing gloves.		2	3	6	2	2	4			
c Risk for staff travelling to the Design Centre	Staff working in the showroom	Making use of free parking at Chelsea Harbour and recommending staff drive to work. Taking note of Design Centre's own advice which is marked throughout the centre (eg take stairs rather than the lift).	We are unsure how long free parking will be available. Ensure any staff travelling on public transport are offered PPE (mask & gloves) if they feel it is necessary to use it.	2	3	6	2	1	2	GH	30-Jun	
d Touch points especially door handle on entry door	Staff and visitors to the showroom	Cleaning door handles after every visitor. Consider leaving door open as long as signage is visible on entry.		2	3	6	2	1	2			
<b>2 Workstations/Desks</b>												
a Visitors approaching work desk from showroom side	Staff at work desk	Signage placed on ledge requesting a 2m distance	Consider a perspex shield - needs to be well designed, safe and in keeping with the brand - NL to source?	2	3	6	2	2	4	MW	30-Jun	
b Staff working to close together	Staff at work desk	Remove one of the two workstations		3	2	6	1	1	1			
<b>3 Shared Equipment/Housekeeping</b>												
a Minimising shared use of IT equipment (phones, keyboards, touch screens etc)	Staff	Asking staff to bring own equipment		2	3	6	2	1	2			
b Shared use of kitchen area	Staff	Wash hands on arrival. Wipe down handles. Wash up using gloves.	Ensure 'One Person At A Time' sign is put on the door to this area.	2	2	4	2	1	2	GH	30-Jun	
c Are all waste/recycling bins regularly emptied	Staff	Bin emptying cycle still in place and operating		2	2	4	2	1	2			
<b>4 Welfare Procedures Facilities &amp; Breaks</b>												
a Exposure to individuals with symptoms of Covid 19	Staff and visitors	Communicated need for individuals to ensure they follow self isolation guidance - Daily list of absentees and isolation dates kept and circulated each day to senior management	Summarise all the Covid 19 measures/rules in an easy to follow rules guide for all returnees/employees Look at merit of measuring temperature of individuals when they arrive, or having facility to if someone says they are unwell	3	3	9	3	1	3	AT	30-Jun	
b PPE availability for Covid 19 protection	Staff and visitors	Made nitrile gloves available to any employee or visitor that wants them		2	2	4	2	1	2			
c Risk to vulnerable people	Vulnerable staff	Check done to ensure no staff in the vulnerable category are working in Chelsea Harbour		3	3	9	1	1	1			
d First aid	Staff and visitors	First aid cover provided by trained Chelsea Harbour staff	Verify Chelsea Harbour have enough First Aid cover	3	2	6	2	1	2	GH	30-Jun	
e Covid safety communication - area has sufficient signage & information available about Covid 19	Staff and visitors	Some signage already in place	Additional signage identified in this RA to be rolled out Covid-19 info file to be made available to staff containing the relevant RA's and Covid-19 information e.g. guidelines, mental health support links etc.	3	2	6	2	1	2	AT	30-Jun	

Note: This risk assessment should be used in conjunction with any advice issued by Chelsea Harbour Design Centre ref <https://www.dch.co.uk/corona-virus-update/>