

- **FINESSE COVID 19 : REVISED RISK ASSESSMENT & RULES—FROM DECEMBER 2021**



- **This guide has been compiled to provide revised guidance as to how we will approach our behaviour & processes to minimise risk to staff and to customers in line with the new Government guidelines published on 30 November 2021**

**The main requirements we must comply with are:**

1. Complete a health and safety risk assessment that includes the risk from COVID-19
2. Provide adequate ventilation
3. Clean more often
4. Turn away people with COVID-19 symptoms
5. Enable people to check in at your venue
6. Communicate and train

● RISK ASSESSMENT 01/12/21



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 needs to carry out the action?	When is the action needed by?	Done
<b>Coronavirus particles build up due to poor ventilation</b>	Staff & customers	Large up & over door remains open throughout the day when possible – staff encouraged to leave doors open when appropriate	None – just maintain existing	All staff	02/12/21	Yes
<b>Coronavirus particles build up due to poor cleaning / poor hygiene</b>	Staff & customers	Increased cleaning routine in factory & showrooms from one to twice per week. Staff encouraged to carry on cleaning as we go using wipes provided and using hand sanitiser stations provided.	None – just maintain existing	Cleaning staff	02/12/21	Yes
<b>Coronavirus transmission due to staff and customers infected with Covid-19</b>	Staff & customers	Ensure no staff or visitors infected with Coronavirus enter our building. Ensure customers isolating with Coronavirus inform us so we do not enter their homes. Encourage visitors to sign in on NHS app	Re-emphasise requirements to staff and customers. Re-issue signage to simplify messages.	Russell Bridge	02/12/21	Yes

## • KEY MESSAGES FOR STAFF INSIDE BUILDING

### 1) Complete a health and safety risk assessment that includes the risk from COVID-19

Familiarise yourself with the risk assessment published & inform line manager of any concerns

### 2) Provide adequate ventilation

Please keep large up & over doors in open position when appropriate. Open office doors when appropriate to maintain air flow

### 3) Clean more often

We are continuing with twice weekly cleaning routines—please use the hand sanitiser and anti-bacterial wipes provided to clean items you touch

### 4) Turn away people with COVID-19 symptoms: Please ensure that you do not come to work if:

- \* You have Covid-19 symptoms
- \* You are required to self-isolate as part of NHS Test & Trace.
- \* You are not vaccinated and you have been in close contact with somebody who has tested positive for Covid-19.
- \* If you've been in contact with a person suspected of having the Omicron variant. In which case you must self-isolate, regardless of your age or vaccination status.

### 5) Enable people to check in at our venue

Please encourage visitors to sign in on NHS app by scanning in on the QR code displayed on entrance doors

### 4) Masks & distance

As a general courtesy to fellow staff we respectfully request that you wear a mask when distance cannot be maintained and please try to keep your distance whenever possible

*Please*



**WEAR A**

*mask*

**KEEP SOCIAL DISTANCE**

● **KEY MESSAGES FOR SALES / SURVEY / INSTALLS / SERVICE STAFF INSIDE CUSTOMER'S HOMES**



**1) Complete a health and safety risk assessment that includes the risk from COVID-19**

Familiarise yourself with the risk assessment published & inform line manager of any concerns

**2) Provide adequate ventilation**

Please keep vehicle windows open when travelling with other staff where possible

Ensure windows and internal doors are kept open when working in homes to help with air circulation

**3) Clean more often**

Please wash hands regularly & use hand sanitiser and anti-bacterial wipes provided to clean items you touch in customer's homes

**4) Turn away people with COVID-19 symptoms:** Please ensure that you do not come to work if:

- \* You have Covid-19 symptoms
- \* You are required to self-isolate as part of NHS Test & Trace.
- \* You are not vaccinated and you have been in close contact with somebody who has tested positive for Covid-19.
- \* If you've been in contact with a person suspected of having the Omicron variant. In which case you must self-isolate, regardless of your age or vaccination status.

**5) Communicate and train**

Ensure you comply with updated rules & inform your line manager of any concerns

**6) Masks & distance**

As a general courtesy to fellow staff and customers we respectfully request that you wear a mask when distance cannot be maintained and please try to keep your distance whenever possible

*Please*



**WEAR A**

*mask*

**KEEP SOCIAL DISTANCE**