

Covid-19 Risk Assessment – One Stop – General Channels.

Scope		Commentary
Areas Included / Not Included	Includes: One Stop Channels – Retail, Distribution and Offices	Our approach to managing risk throughout the COVID19 response is aligned with our organisational commitment that "Nothing is more important than the safety of our customers and colleagues". Our focus has been to align with the developing guidelines from Public Health England, the devolved Governments and the Department for Business, Energy & Industrial Strategy (BEIS). The control measures in place will be subject to ongoing and developing assurance activities and are supported by detailed Instruction, Information, Training and Supervision. Our controls centre around the principles of maintaining safe distancing and good hygiene standards for our customers and colleagues. In line with our safety management system and our duty as an employer, our aim has been to reduce workplace risk to the lowest reasonably practicable level. We have achieved this by implementing preventative measures to minimise any potential residual risk based on the scientific guidance and advice available as the situation develops. Colleague representatives have been consulted on this risk assessment.
Format	One Stop – All	
Last Reviewed and Updated	04.03.22	

Activity	Hazard	People at Risk	Controls	Relevant Training / Supporting Information	Assurance
Colleagues confirmed as having or displaying symptoms of Coronavirus being at work	Risk of contracting/spreading the virus through personal contact or contact surfaces or equipment e.g. baskets, trays Colleague returns to work too soon	Colleague, customers, contractors, visitors	<ul style="list-style-type: none"> Colleagues follow the relevant rules for self-isolation as laid down by their devolved Government 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Review conducted by Safety Teams
Wearing of face masks and coverings	Incorrectly wearing face masks leading to contamination Not changing them frequently enough Perception that safe distancing is not required whilst wearing a face mask Disposal of potentially contaminated masks	Colleagues	<ul style="list-style-type: none"> Guidance provided to all sites on the provision, use and disposal of face masks World Health Organisation Video shared with colleagues on how to wear a face mask safely Face masks and face coverings are not considered personal protective equipment To ensure a continual supply for colleagues, sites receive allocations Information provided to colleagues on safe disposal of face coverings Colleagues using public transport to get to work must follow the local requirements for wearing a face covering (i.e. devolved Government or transport company) <p>Note: The requirements for wearing face coverings is included within the relevant business areas Covid-19 Risk Assessment</p>	<ul style="list-style-type: none"> Disposable gloves, face masks and visors – Information and guidance for use in stores and DC's WHO video guide on when and how to put on face mask 	<ul style="list-style-type: none"> Review conducted by Safety Teams
Managing Ventilation	Increased risk of contracting/spreading the virus through personal contact	Colleagues, contractors, visitors, customers	<ul style="list-style-type: none"> In Store, whilst there is no fresh air make up, lower occupancy and frequency of front door opening alleviates CO2 build up. Small meeting rooms and offices will not have sufficient air flow and therefore where the door is closed and more than one occupant, face coverings are required to be worn. 	<ul style="list-style-type: none"> https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm 	<ul style="list-style-type: none"> N/A
Managing sites after multiple positive tests	Increased risk of contracting/spreading the virus through personal contact or common touch points	Colleagues, customers	<ul style="list-style-type: none"> Sites with multiple positive cases investigated Coronavirus RAT Team Where a number of colleagues test positive and we suspect an outbreak, One Stop will notify the local PHE Health Protection Team 	<ul style="list-style-type: none"> Government guidance documents – Offices and Contact Centres; Shops; vehicles; Restaurants and Takeaways – GPS SharePoint 	<ul style="list-style-type: none"> NA

Activity	Hazard	People at Risk	Controls	Relevant Training / Supporting Information	Assurance
Supporting pregnant colleagues to return to work	Greater susceptibility and more adverse reaction to virus for colleagues in this group	Colleagues	<ul style="list-style-type: none"> Colleagues who have work related health concerns are able to request an Occupational Health referral Colleagues who confirmed pregnancies prior to 15.11.21: <ul style="list-style-type: none"> Were offered an occupational health referral and where identified being at higher risk, moved to maternity suspension All colleagues beyond 28 weeks of pregnancy moved to Maternity suspension, unless able to work from home Pregnant colleagues can, if they wish, sign the updated Declaration, to allow them to return to work without completing the Occupational Health Referral. However, pregnant colleagues must complete the Pregnancy Risk Assessment as per normal policy. From 15.11.21 colleagues who confirm their pregnancy will complete the pregnancy risk assessment and only be referred to occupational health if they are unvaccinated, anxious about their pregnancy in relation to Covid-19 or have an underlying health condition 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> NA
Colleagues returning to work after visiting another country (excluding the United Kingdom and the Republic of Ireland)	Contracting the virus whilst abroad and spreading it on return to work	Colleagues, customers, members of the public	<ul style="list-style-type: none"> Colleagues returning from visiting countries outside of the common travel area (UK, Republic of Ireland, the Isle of Man and the Channel Islands), must follow their own devolved governments requirements regarding self-isolation 	<ul style="list-style-type: none"> https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors 	<ul style="list-style-type: none"> NA
Local Restrictions	Complying with legislation/guidance; and ensuring sites respond to changes in restrictions.	Colleagues, customers, contractors, members of the public	<ul style="list-style-type: none"> Government guidance/restrictions can across different regions within the UK. Sites are to comply with any local restrictions set out in relevant guidance/legislation. 	<ul style="list-style-type: none"> Wales – Covid-19 Alert Level (https://gov.wales/covid-19-alert-levels) 	<ul style="list-style-type: none"> NA
Protecting Colleagues Mental Health	Psychological distress from feeling isolated or concerned due to the Coronavirus outbreak	Colleagues	<ul style="list-style-type: none"> Access to Headspace online resources – meditation, sleep and movement exercises Access to the Silver Cloud tool – skills and techniques to maintain wellbeing Access to Headnosis – digital hypnotherapy, offering soothing, reassuring audio to help calm worries. Colleagues encouraged to be active and exercise and provided with online resources that can be used Employee Assistance Programme in place Occupational Health support Virtual GP service available Colleague Health checks available 		<ul style="list-style-type: none"> NA