



This Risk Assessment is to be provided to and read by all employees. It will also be available on the Roman Glass website.

Hazard	Hazard Effect (who could be harmed and how)	Risk Level pre control			Controls / Actions	Risk Level post control		
		H	M	L		H	M	L
Travelling to place of work & driving between site locations	Employees Exposure to COVID-19 virus, further spread of infection	✓			<ul style="list-style-type: none"> • Staff to travel to work alone • Avoid the use of public transport where possible • Regularly clean the inside of vehicle cabs using gloves and standard cleaning products. Pay particular attention to contact points, door handles, vehicle controls etc. • Disposable gloves should be worn whilst refuelling vehicles • Hands to be washed regularly for 20 seconds with soap and water. Where hand washing facilities not available, hand sanitiser to be used if available. 			✓
Use of canteen / Kitchen facilities	Employees Exposure to COVID-19 virus, further spread of infection	✓			<ul style="list-style-type: none"> • Staff to bring their own food to work and avoid using local shops • Only one member of staff should use canteen / kitchen facilities at a time and break times should be staggered to allow for this • Frequently clean surfaces that are touched regularly using standard cleaning products • Hands should be washed with soap and water for 20 seconds when entering and leaving canteen / kitchen facilities. • All rubbish should be put straight in the bin and not left for someone else to clean up. • Crockery, cutlery and eating utensils should not be shared. 			✓
Working at Roman Glass Branches	Employees, customers, delivery drivers Exposure to COVID-19 virus, further spread of infection from infected customer or employee	✓			<ul style="list-style-type: none"> • Managers to ensure questionnaires are completed every Monday morning. • Staff numbers will be reduced to a minimum to allow essential safe operation when initially opening. • Only one customer at a time should be permitted in the shop for collection of items. Sign to be placed on all entrance points and Managers to enforce this rule. 			✓



COVID Secure Risk Assessment

Date: 13/15/2020
Version: 0

<p>Working at Roman Glass Branches</p>	<p>Employees, customers, delivery drivers</p> <p>Exposure to COVID-19 virus, further spread of infection from infected customer or employee</p>	<p>✓</p>	<ul style="list-style-type: none"> • Customers to be encouraged to order and pay over the phone. Managers can then advise customers of collection time and place glass in showroom ready for collection. A notice will be uploaded to the Roman Glass Website asking customers to phone through orders and pay over the phone wherever possible. • Supplier delivery drivers should be asked to remain in their cabs unless they have to pass stock out the back of their vehicle. • All staff to wash their hands more regularly than they normally would and always before consumption of food. Use soap and water and wash for 20 seconds - posters to be displayed at all hand washing stations. • Do not accept cash payments. Card payments only. • Card machines should be wiped down if chip and pin used after every use with surface cleaner and cloth. • Alcohol based hand sanitiser (If available) should be positioned next to card machines for customer use. • Clean and disinfect frequently touched surfaces (wear nitrile or general cleaning gloves when using cleaning products) taps, door handles, hand rails on stair cases, toilet seats, phones, keyboards, machinery controls etc. • Display signage regarding coronavirus at shop door. • Keep 2m+ away from customers, the trade counter should help with this acting as a physical barrier. Staff to step back from counter if payments need to be made using chip and pin. Hazard tape to be used on the floor to mark 2 m distance on customer side of trade counter. • Reusable PPE should be regularly cleaned. • Bins to be regularly emptied into skips. • If any member of staff is displaying symptoms, they must stay home and follow up to date government guidance and report illness to your Manager by phoning in in the usual way. • Staff to Avoid touching the face eyes, nose and mouth • Staff to bring in their own food from home. • Give way in corridors and staircases where 2m rule cannot be observed. • Pens and tools (glass cutters etc) not to be shared. 		<p>✓</p>
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<p>Glazing works - domestic and commercial premises</p>	<p>Employees, customers</p> <p>Exposure to COVID-19 virus, further spread of infection from infected customer or employee</p>	<p>✓</p>		<p>If Roman Glass have to enter a property to undertake works, the following should be addressed:</p> <ul style="list-style-type: none"> • When creating an appointment via phone, ask the customer the following: <ul style="list-style-type: none"> - Are they generally well? - Are they self isolating with symptoms or diagnosed with coronavirus? - Are the occupiers deemed as vulnerable (over 70, underlying health concerns, pregnant)? - Check that the customer is happy for works to take place and that they do not have any additional concerns. • Phone customer again before the proposed visit to ensure the situation has not changed. • Ensure Roman Glass operative is healthy and not showing coronavirus symptoms - questionnaire to be completed every week • When glaziers arrive at the property, once more ask whether the resident is well and not deemed themselves to have corona virus. • Wash hands regularly during the day. When entering or leaving a customers property please ensure you wash your hands to protect you and give the customer reassurance. • Complete your work safely as you usually would following standard Roman Glass RAMS and ensure work area is left safe clean and tidy. • Operatives must keep 2M distance where possible and not make physical contact. • Avoid touching the face, eyes, nose and mouth. • Politely ask customers to remain in separate room during works. • Where works cannot be carried out by one person then duration should be limited. Operatives should avoid facing each other and work side on if possible. • All vans to have a 5L water bottle and soap on board to enable regular hand washing. • Glaziers must NOT accept food or drink from customers - No tea or coffee!! • Glaziers to travel in separate vans. <p>If customers confirm they are self isolating or are showing symptoms, then UNDER NO CIRCUMSTANCES are Roman Glass employees to attend the property.</p>		<p>✓</p>
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COVID Secure Risk Assessment

Date: 13/5/2020
Version: 0

<p>Tasks that involve more than one person (not able to maintain 2m distance)</p>	<p>Employees</p> <p>Exposure to COVID-19 virus, further spread of infection</p>	<p>✓</p>	<p>It will not always be possible to keep a 2m distance for certain tasks and in certain situations such as heavy deliveries and inside vehicles. Mitigating actions should include:</p> <ul style="list-style-type: none">• Further increasing the frequency of hand washing and surface cleaning• keeping the activity time involved as short as possible• using back to back or side to side working (rather than face-to-face) whenever possible• reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Ensure glaziers that work with others always work with those same individuals. This will require more planning when scheduling works.• Increasing ventilation where possible - open windows	<p>✓</p>
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