

Company name: Arleigh Group

Assessment carried out by: P Taylor – Head of Safety - Branch

Date of assessment 140520

Last Review 240621

Next Review due 240921

Activity Covered – Branch Retail

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
<p>Exposure to Covid – Hard surface to Staff</p>	<p>Staff Vulnerable Persons</p>	<p>Increased cleaning hygiene regime is on place at all branches Poster on personal hygiene are displayed at all branches Cleaning material are readily available at the retail counter. Transactions are contactless whenever possible</p>	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	<p>Branch Manager Retail Staff</p>	<p>Immediate and ongoing</p>	<p>Yes</p>

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
<p>Exposure to Covid – Customer/Visitor to Staff</p>	<p>Staff Customers Visitors Vulnerable Persons</p>	<p>Retail area is restricted by headcount. Floor markings indicate 2m social distancing Staff and customers are separated by Perspex screens at counter. Staff to wear face covering when serving customers Hand sanitisers are available. Temp checks in place at start of shift. All touch points – card machines etc are wiped after every use. Increased cleaning regime on all touch points – door handles etc. Prominent signage to display control measures to customers.</p>	<p>Monitor and Maintain – adjust as necessary. Report any confirmed cases to HRBP/BM</p>	<p>Branch Manager Retail Staff</p>	<p>Immediate and ongoing</p>	<p>Yes</p>

More information

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www.hse.gov.uk/