



50 Years of Quality - Made in the UK

Company name : **Swift Direct Blinds Ltd**

Date of Assessment : **13/05/2020** Revised

Date of Assessment Review : **12/06/2020**

What are the hazards?	Who Might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Covid -19 Risk Assessment</b>						
<b>General warehouse.</b>						
General office / Customer Services	All staff and visitors , Close contact could spread / contract the virus.	Staff are working from home where possible.Limited staff in office, aware of 2m social distancing rules.Notices posted advising staff to keep to the 2m social distancing rules,to wash hands regularly and for longer,to contain coughs and sneezes in a tissue and bin immediately .Visitors are asked to wait outside if possible or keep to the 2m social distancing rules.	No further action required.	No further action required. SPL	13/05/2020	13/05/2020
Despatch area	All staff and visitors working in or passing through this area. Close contact could spread / contract the virus.	All staff made aware of 2m social distancing rules , example markings on floor.Notices posted advising staff to keep to the 2m social distancing rules ,to wash hands regularly and for longer,to contain coughs and sneezes in a tissue and bin immediately .Visitors are asked to wait outside if possible or keep to the 2m social distancing rules .PPE is available and encouraged,Masks and Gloves.Entrance and Exit doors left open where possible. Seperate doors marked for entry and exit.	No further action required.	No further action required. SPL	13/05/2020	13/05/2020
Production area	All staff and visitors working in or passing through this area. Close contact could spread / contract the virus.	All staff made aware of 2m social distancing rules , example markings on floor.Notices posted advising staff to keep to the 2m social distancing rules ,to wash hands regularly and for longer,to contain coughs and sneezes in a tissue and bin immediately .Visitors are asked to wait outside if possible or keep to the 2m social distancing rules .PPE is available and encouraged,Masks and Gloves.Entrance and Exit doors left open where possible.	No further action required.	No further action required. SPL	13/05/2020	13/05/2020
Hygiene / Comfort / Toilets	All staff and visitors using toilets. Communal contact could spread / contract the virus.	Toilets cleaned daily by contract cleaners.Daily alcohol spray applied to all door handles,toilet flushers,soap dispensers ,water taps,coffe machines.Toilet doors left open where possible.Hot water and soap available for hand washing.Wipes avialable for general use .One out - One in rule applied.Social distancing notices posted.PPE available and encouraged ,Masks and Gloves.	No further action required.	No further action required. SPL	13/05/2020	13/05/2020
Canteens	All staff and visitors .Communal contact could spread / contract the virus.	Canteen cleaned daily by contract cleaners.Daily alcohol spray applied to all door handles,and water taps.Wipes available for general use.Seating arranged to allow for the 2M social distancing.Hot water and soap available for hand washing .Social distancing notices posted .PPE available and encouraged ,Masks and Gloves.	No further action required.	No further action required. SPL	13/05/2020	13/05/2020