Crumbs COVID-19 Risk Register

**Date:** 18/0620

| **Hazard** | **What is the harm that the hazard could cause?** | **What is the likelihood that the harm would occur?** | **What is the level of risk?** | **What controls are currently in place?** | A**re further controls required?** | **Actioned by** | **Date Due** | **Date Complete** | **Maintenance and review** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COVID-19 from Visitors who are infected** | Staff, volunteers or trainees catching COVID-19 (could result in serious illness or death). | Low, there have been few cases locally. | Moderate, while there are only a few local cases the consequences may be severe. | Cleaning and disinfecting in accordance with Government guidance and the local public health authority.  Frequently touched surfaces including counters, handrails, doors, phones, keyboards and all user facilities are regularly cleaned.  Physical distancing – floor has markings to keep workers and visitors at least 2m apart from each other. Limiting the number of people allowed into the Centre at a time to allow for physical distancing and signs placed around the Centre advising of these rules.  Glass screen is installed at Reception Visitors are kept back from counters.  Hand sanitiser is provided at all work stations and on entry (out of reach of children).  Posters on hand washing are prominent and hand washing facilities are available in the toilets. | Encouraging visitors to limit visits to essential | Operations Manager | 18/06/20 | Click here to enter a date. | Click here to enter text. |
| **COVID-19 from staff, trainees or volunteers who are infected** | Other staff , trainees or volunteers catching COVID-19 (could result in serious illness or death). | Low, there have been few cases locally. | Moderate, while there are only a few local cases the consequences may be severe. | Cleaning and disinfecting is done in accordance with guidance  Frequently touched surfaces including counters, handrails, doors, phones, keyboards and user facilities have all been identified for regular cleaning.  Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren’t feeling well.(See Staff Return to Work Policy)  If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.  Only designated Staff have contact with delivery drivers, all paperwork is completed electronically.  Soap and water for hand washing and paper towel hand drying is available in toilets, with instructional signs on hand washing.  Hand sanitiser is also available in all staff areas including toilets, break rooms, the reception and delivery vehicles. Signs are displayed on appropriate use.  Where staff meetings are required, they are held remotely and information sent by email where possible.  Break times are staggered to minimise the number of staff using break room at one time.  Delivery vehicles cleaned between deliveries and drivers. | Update roster so staff are rostered with the same colleagues each shift to minimise exposure. | Ops Manager | 18/06/20 | Click here to enter a date. | Consult with workers at next staff meeting for any feedback on revised roster and effectiveness of control measures |
| **Fatigue from changes in working practices to meet new requirements** | Injury to staff or others from fatigue related accidents or illness resulting from fatigue. | Changes in working practices have increased significantly. | Medium particularly to staff working in production or doing deliveries | Ensure maximum shift lengths and maximum starts per week are observed to prevent fatigue  Ensure breaks are provided.  Staff are rostered to ensure that they regularly get two complete days off work if they are working long hours  Staff numbers reflect work required to deal with production flow, training needs and stock replenishment.  Staff reporting feeling tired are sent home and driven or offered a taxi if necessary. | None as yet | Ops Manager | 18/06/20 | Click here to enter a date. | Click here to enter text. |
| **New delivery service** | Vehicle accidents injuring staff or others | Moderate, based on the experience of similar businesses. | Medium as injuries could be severe. | Vehicles provided are in good working order.  Staff and volunteers are given familiarisation with the vehicles before driving.  Staff and volunteers licences checked before becoming delivery drivers. | Regular checks and maintenance scheduled for van. | Ops Manager | 18/06/20 | Click here to enter a date. | Click here to enter text. |
| **Persistent use of hand sanitiser** | Dermatitis | Moderate, many staff, volunteers for trainees will not have used hand sanitiser regularly before | Moderate, effected individuals may have a significant reaction | Staff volunteers and trainees are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations | Ask staff if they have a history of dermatitis or allergic reactions | Ops Manager | 18/06/20 |  |  |
| **Persistent use of gloves** | New or aggravated sensitivity | Low, most gloves should not cause reactions | Moderate, effected individuals may have a significant reaction | Staff are provided with gloves as required but are encouraged to remove gloves when not necessary. | Ensure latex free or non allergenic gloves are purchased. | Ops Manager | 18/06/20 |  |  |
| **Trainees not following the guidance and operational protocols** | With vulnerable Trainees any misunderstanding or lack of stringency in following the protocols could result in increased risks | Moderate as although detailed training will be it will need content vigilance and reinforcement | Medium as any breaches of guidance will impact on others | Constant monitoring of trainees, one to one pairing with staff and enhanced training | To be kept under review | Ops Manager | 18/06/20 | Click here to enter a date. | Click here to enter text. |