

AMANDA AUSTIN FLOWERS

490A Kings Road, SW10 OLF
London, United Kingdom

+44 (0)20 7351 3151
amanda@amandaaustinflowers.co.uk
www.amandaaustinflowers.co.uk

Hazards	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Corona virus	Staff Visitors to our premises Guests at Venue Drivers Crew High Risk groups- ie. Elderly, Pregnant workers, Those with existing underlying health conditions Anyone who comes into physical contact with our Business	<u>Hand Washing</u> Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly Gel sanitizers in any area where washing facilities not readily available <u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency We have reviewed work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in outside and smoking area. <u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.	Amanda	Daily	✓
			To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - Masks to be worn in closed areas if working for more than 20mins	Lydia Amanda	Daily.	✓
			Rigorous checks will be carried out by Manager to ensure that the necessary procedures are being followed.	Lydia Amanda		✓
			Staff to be reminded of the importance of social distancing both in the workplace and outside of it.			✓
			All staff to be lateral flow tested before entering any new venue	Lydia Amanda	Daily.	
			We will employ Management checks to ensure this is adhered to.			✓
Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	Lydia Amanda	Daily.	✓			

		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>RPE Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed- Tight-fitting respirators such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Drivers Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference -</p>	<p>All Vases and surfaces shall be bleach cleaned Daily. All handles and switches to be wiped with disinfectant daily</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out -</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask)</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. Providing gloves and masks when required.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Lydia Amanda</p> <p>Lydia Amanda</p> <p>Lydia Amanda</p> <p>Lydia Amanda</p> <p>Lydia Amanda</p>	<p>Daily</p> <p>When Ness.</p> <p>When Ness.</p> <p>When Ness.</p> <p>When Ness.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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