

Risk assessment

Company name: **BSD Uniform Supplies**

Assessment carried out by: **Lynn Briffett**

Date of next review: **22.03.21**

Date assessment was carried out: **22.09.20**

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
Collection of ordered items	Customers and staff in 1:1 contact with others in receiving items and Covid risks	Minimising 1:1 contact by having a collection point at the venue which already has Covid safety procedures in place (signage, handwash, one way system, ventilation with doors open) Items in stock are kept in sealed containers and tubs before being added	Items in individual bags labelled for collection means customers and staff do not have to be together in the same space and thus, minimising risk. Ensuring customers are informed of steps to collect safely. Encouraging limited people collecting e.g. 1 per family. Customers and staff attending the collection area to wear face coverings	Myself in conjunction with principal of dance school	Prior to collection	

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		to collection bags.	(unless exempt) All customers to receive email details of covid safe procedures for collection via email and on dance school website			
Trying on items at home	Customers and staff in 1:1 contact with others in receiving items and Covid risks	Advice in terms of returning items	Advising customers to wear underwear when trying on leotards or other close fitting items in case return is required and advising customers re: return of goods (see section below) Customers NOT to try on items at Great Hornead Hall	Lynn to advise in procedures sent out and on website	Prior to collection	
Fitting of dance shoes	Customers and staff in 1:1 contact with others in receiving items	Minimising 1:1 contact by having a collection point at the venue which	Staff fitting to wear disposable gloves and face covering for fitting and ask customers to put shoes on	Staff carrying out fittings	Prior to fitting	

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	and Covid risks	already has Covid safety procedures in place (signage, handwash, one way system, ventilation with doors open) Items in stock are kept in sealed containers and tubs before being added to collection bags.	themselves (or parent if young child). Customers to wear disposable foot socks provided and face coverings. Customers and staff to use hand sanitiser or hand wash available. Gloves and foot socks to be provided and disposed of in disposable bag. 2 metre distance at fitting and only one customer (and parent) at a time at the venue foyer or covered outside area. Fitting times pre-arranged and in ventilated foyer. Shoes not chosen to be placed back in bag and stored separately for 48 hours before being added back to stock. Encouraging limited people			

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			collecting e.g. 1 per family. All customers to be provided with details of covid safe procedures for fittings via email and on dance school website			
Receipt of return items	Staff and customers in contact with items	Customers attending the venue for making returns have a number of covid safety measures including (signage, handwash, one way system, ventilation with doors open).	Providing a return box at the venue for customers to place return items. All customers returning items to do so 1 at a time and must wear a face covering. This minimises 1:1 contact. Customers to be advised via email of how and when to do this e.g. in packaging and bag. Items to be kept separately for 48 hours before adding back to stock. Uniform supplies staff to collect items for storage and	Uniform supplies staff and dance school staff	On website straight away and at ordering point	

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			re-stocking. Encouraging limited people returning items e.g. 1 per family. Customers advised of returns procedures including covid safety procedures via email and on dance school website			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/