

Covid 19 Risk Assessment

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Assessment Date: 2/6/20

Revision 1: 28.8.20

Review Date: 2/12/20

Hazard	Who might be harmed and how?	What we are doing to control the risk?	What further action do we need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Done
Person to person contact	Staff & customers	Posters to remind everyone to keep 2m apart. Every customer to be attended by only 1 member of staff. Handover to be limited to less than 15 minutes. Signage advising customers to wait in the car on the drive until we advise them that it is safe to deliver if another customer is in the building. Staff will have allocated corridor to work in and allocated individual equipment. Individual coloured pens per member of staff will be allocated.	Buy different colour pens. Produce posters and distance markers.	LC	June 2020	June 2020
Usage of tools/equipment	Staff	Each staff member to have their own set of tools and their own area in which to use them. These to be cleaned at the end of each day. Only 1 member of staff to answer the telephone during an opening period and phone to be wiped down at the end of each opening period.	Pen purchase	LC	June 2020	June 2020
Surface Contamination	Staff and customers	Staff to be encouraged to wash hands between pens and every 20 mins whichever is the most frequent, to wear provided gloves. Anigene spray to be used on door latches and surfaces between customers	Sanitation station to be set up outside each day with information board. Hand gel and disposable gloves to be provided.	LC	June 2020	June 2020

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		and any other used surfaces. Customers to be encouraged to wear gloves provided outside the cattery or use the hand gel provided. Anigene spray to be made available for them to clean their pet carriers.				
Staff toilets	Staff	Toilet to be cleaned daily. Notice about correct handwashing procedures and to keep the lid down when flushing the toilet. Toilet to be used by one member of staff only in the main house. Disposable towels, soap and cleaning equipment to be available.	Make sure we have stock of disinfectant, Anti- bacterial wipes, disposable towels, soap.	LC	June 2020	June 2020
Illness	Staff & Customers	If any member of staff has symptoms they should not attend work for 7 days. They should inform LC as soon as possible. If any customer is suffering symptoms they must inform the cattery by telephone as soon as possible and separate arrangements for drop off and collection of their cat will be made.	Check with customers on the telephone and when they arrive. Remind staff of procedure if ill.	All staff	Ongoing	Ongoing
Kitchen Area/Reception	Staff and Customers	This will be cleaned at the end of each opening session ready for the next session (twice a day). Staff to use this area one at a time. Staff to wash/sanitise hands before use of kitchen/reception area. Staff to bring their own mug/spoon or use disposable cups. Kettle/fridge handles to be wiped after every use. Customers to be encouraged to pay by bank transfer otherwise cash to be	Inform staff of new risk assessment. Make sure we have stock of disinfectant, Anti- bacterial wipes, disposable towels, gloves, soap. Inform customers by telephone and email about our preferred method of payment and appointment making.	LC	Ongoing	Ongoing

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		taken wearing gloves in the central corridor. Receipts will be clipped onto front of the cat's run for collection by customer. Appointments to be made by telephone or email so that the computer can only be accessed by 1 person.				
Work Experience & volunteers	Staff, Customers and Volunteers	Work experience and volunteers except direct family to be put on hold until further notice.	All have been informed that were already booked to come.	N/Aplicable	June 2020	June 2020
Visitors	Staff, Customers and Visitor	Any visitors to the site will have their details logged in a visitors' book so that, if necessary, they could be contacted at a later date. Customer information will already be registered	Get a book to record this information. Label with date, name, contact number.	LC	June 2020	June 2020