

COVID-19 Risk Assessment:

Instyle Direct Ltd, Studio 13, The Courtyard, NW2 5JP

Assessment date: 7th July 2020

Review date: 7th October 2020

Assessed by: Josh Uddin

Hazards	Control measures	Further actions	Persons at risk
Poor hygiene control	<ul style="list-style-type: none"> - Posters and memos attached throughout the office to remind all about good hygiene practice: - Reminders to staff to wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. - Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS - Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. - Additional hand washing facilities to the usual welfare 	Management to monitor washing facilities and conduct safe practice tests to ensure procedures are followed correctly	Staff and visitors

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Distillery Wharf
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Nine Elms Showroom
Unit C, Nine Elms Point
6 Hebden Place
London SW8 2LF

	<p>provided</p> <ul style="list-style-type: none"> - Hand washing facilities regularly cleaned and soap and sanitiser levels monitored - Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal. - Office equipped with extra supplies of soap, hand sanitiser and paper towels which are securely stored - Restrictions implemented on the number of people using toilet facilities at any one time - Restrictions implemented on the number of people using the kitchen facilities at any one time - Memos to remind all staff to wash hands before and after using the facilities - Kitchen and toilet cleaning regimes enhanced particularly to door handles, locks and the toilet flush 		
Safe working distance and environment	<ul style="list-style-type: none"> - Always consider if the task can be performed differently without having to breach the 1m social distancing rule - Staff encouraged to work from home where possible - Staff desks points are adequately and face-to-face working is limited face - Work frequency is limited to working within 1m to an absolute minimum and ensured that it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins - Staff working hours have been saturated and the rota has been divided into multiple shift time to reduce the number of staff in the office at any one time 	<p>Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).</p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places</p> <p>Staff meetings conducted via Zoom</p>	Staff and visitors

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	<ul style="list-style-type: none"> - Increased ventilation in the office spaces - Disposable gloves and masks available to prevent and reduce potential contamination - Where possible staff are 		
Slips and trips	<ul style="list-style-type: none"> - Good housekeeping. - Suitable lighting to all areas including stairs - Cables and leads are clipped and secured - Staff keep work areas clear, eg no boxes left in walkways, - Office is cleaned everyday including staircase, handles and all door and window furniture 	All staff, supervisors to monitor and highlight and report any hazards	Staff and visitors may be injured if they trip over objects or slip on spillages or boxes etc.
Display screen equipment	<ul style="list-style-type: none"> - DSE training and assessments of workstation carried out by all new starters. - Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting. - Workstation and equipment set up to ensure good posture and to avoid glare and reflections on the screen. - Work planned to include regular breaks or change of activity. - Lighting and temperature suitably controlled. - Adjustable blinds at window to control natural light on screen - Eye tests provided when needed 	<p>Supervisors to monitor to ensure staff continue to get breaks away from the computer</p> <p>Tell staff that they are to inform their manager of any pain they have that may be linked to computer use.</p>	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor

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Stress	<ul style="list-style-type: none"> - Staff understand what their duties and responsibilities are. - Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. - 'No bullying' policy. 	Remind staff they can speak confidentially to their manager or supervisors if they are feeling unwell or or ill at ease because of work	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc
Electrical	<ul style="list-style-type: none"> - Staff trained to spot and report to office administrator any defective plugs, dis-coloured sockets or damaged, loose cables/ equipment. - Defective equipment taken out of use safely and promptly replaced. - PAT testing carried out periodically - Staff advised that any personal electrical equipment brought into the office must be PAT tested for its use if necessary 	<p>Ask landlord when the next electrical installation safety check is due.</p> <p>Confirm the system with landlord for making safe any damage to building installation electrics, eg broken light switches or sockets</p>	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.
Fire	<ul style="list-style-type: none"> - Working with landlord - Fire risk assessments carried out - All fire safety and instructions clearly visible - Fire Alarm drills carried out - Fire Emergency Escape routes clearly visible 	Ensure the actions identified as necessary by the fire risk assessment are done	Staff and visitors If trapped, staff could suffer fatal injuries from smoke inhalation/ burns

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Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred.
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your staff on site where any issues can be openly discussed and addressed.

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