


SHOWROOM ACCESS
METHOD STATEMENT / RISK ASSESSMENT

Activity 1	Showroom Access
Method of Work	<ul style="list-style-type: none"> • All visits to the showroom will be made with the customer by prior appointment. • The customer will call on arrival and a Silver Birch Interiors staff member will unlock the door and allow access to the showroom. • Silver Birch Staff member will show the customer around the showroom and samples of merchandise. • Silver Birch staff member and the customer will agree specifics and sign off any relevant paperwork. • Once the visit is complete, Silver Birch staff member will accompany the customer to the exit. • After each appointment all surfaces and touchpoints will be wiped down to prevent further infection from contact with the virus.
Hazards	<ul style="list-style-type: none"> • Contact with Members of the Public • Contracting Covid 19 through contact with hard surfaces or inhalation of droplets from an infected person.
Risk	<ul style="list-style-type: none"> • Staff or members of the public contracting Covid19 virus through contact with surfaces or inhalation of droplets from an infected person.
Control Measures	<ul style="list-style-type: none"> • All visits to the showroom must only be carried out by appointment to ensure arrangements can be made to restrict access to any non-essential staff and visitors. • A maximum of two appointments per day will be permitted to allow staff to clean and sanitise surfaces and to reduce the potential of airborne droplets to a minimum. • An email will be sent to the customer on confirmation of the appointment detailing measures in place to reduce the potential to contract Covid 19 and to agree on any additional PPE requirements. • Before any appointment, all hard surfaces will be wiped down using a suitable antibacterial/alcohol wipes and windows will be opened where possible to ensure sufficient ventilation. • The customer will call when they arrive at the showroom and the Silver Birch staff member will unlock the door and then step back ensuring the 2m safe distance is maintained. • The Silver Birch staff member will then relock the door to prevent any unauthorised access • The customer will then be asked to wash or sanitise their hands and will be provided with FFP1 mask to wear should they wish to do so.

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Control Measures (cont.)	<ul style="list-style-type: none"> • In addition, if requested prior to the appointment, the Silver Birch staff member will wear a face shield to prevent the exhalation of airborne droplets when coughing or sneezing. • The Silver Birch staff member will then escort the customer through the showroom maintaining a 2m distance at all times. • The customer will then proceed to agree paperwork with the Silver Birch staff member. • The desk is of a sufficient size that the 2m safe distance can be maintained at all times when seated on either side. • Customers will be asked to bring their own pen to sign any relevant paperwork. • Where Silver Birch provide a pen for signing paperwork, suitable wipes will be provided, and the customer will be asked to clean the pen thoroughly before and after use. • Once all paperwork has been agreed and the visit is complete the Silver Birch staff member will escort the customer out the door maintaining the 2m safe distance at all times. • The Silver Birch staff member will then relock the door to prevent any member of the public from gaining unauthorised access. • After the appointment is complete, all hard surfaces will be wiped down using a suitable antibacterial/alcohol wipes and windows closed/locked.
PPE	<p>The following items of PPE shall be worn by Silver Birch Interiors staff members where the 2m safe distance cannot be maintained and/or on request of the customer:</p> <ul style="list-style-type: none"> • Face Shield/Visor conforming to BS EN 166:2012 standard • Disposable Dust Masks to BS EN 149:2001 FFP1 standard as a minimum <p>In addition, Silver Birch Interiors will provide the following PPE to customers to be worn where the 2m safe distance cannot be maintained and/or on request of the customer: -</p> <ul style="list-style-type: none"> • Disposable Dust Masks to BS EN 149:2001 FFP1 standard as a minimum <p>NB Any loss of or damage to PPE must be reported to the Director immediately to ensure a prompt replacement.</p>
Training	<ul style="list-style-type: none"> • All staff members will be made aware of the potential risks relating to Covid 19 virus.
Information	<ul style="list-style-type: none"> • Staff members will undertake this task only after attending a Silver Birch Interiors site induction by the Director including the COVID 19 'Safe Working Procedures for Site Staff'.

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Monitoring	<ul style="list-style-type: none"> Regular inspections will be made by the Director.
Residual Risks	<ul style="list-style-type: none"> The risk of persons being harmed is assessed as being <i>low</i> if the identified control measures are fully implemented.
Assessor	Alan McClusky
	
	AMC Safety Management Ltd
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