P. Thomson Upholstery COVID-19 Plan

**TO HELP REDUCE THE SPREAD OF THE INFECTION (COVID-19) IN P. THOMSON UPHOLSTERY**

A duty to look after yourself and others around you.

Practical guidelines:

* Keep and respect the 2m distance rule
* Wash hands regularly
* Clean surfaces with disinfectant between each use

# Risk Assessment

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| **Activity** | **Who may be Harmed** | **Control Measure** |
| **Estimating / Fabric selection** | **Customers / P Thomson** | * Estimating to be done remotely when possible
* Customers must be in other room at all times
* P Thomson will wear a mask when entering customer home
* Doors must be open before P Thomson enters to ensure clear access
* Books will be cleaned with disinfectant before being dropped off
* Books to be cleaned by customer with disinfectant supplied before being returned to P Thomson
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| **Delivery / collection of****Upholstery** | **Customers / Employees / P Thomson** | * Customers must be in other room at all times
* P Thomson will wear a mask when entering customer home / another workshop
* Doors must be open before P Thomson enters to ensure clear access
* All upholstery being collected by P Thomson to be cleaned with disinfectant
* All upholstery being delivered will have been cleaned with disinfectant by P Thomson
* No exchange of money – bank transfer only (unless otherwise agreed)
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| **Workshop** | **Employees / P Thomson** | * Practice 2m distancing at all times between persons
* Masks must be worn at all times when max 2 persons in workshop
* Keep door open when working in the workshop as means of ventilation
* All upholstery to be cleaned with disinfectant before entering the workshop area
* Gloves that have been worn must be disposed of correctly
* Working surfaces to be cleaned after use with disinfectant
* Wash your hands regularly
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| **Vehicle** | **P Thomson** | * Cargo space to be cleaned with disinfectant after collecting any upholstery, books, material etc.
* Only 1 person permitted in transport vehicle.
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