

Watchtree Nature Reserve

Great Orton, Carlisle, CA5 6NL

Location: Watchtree

Title : Cycle Sales and Service Covid 19	Date of Assessment : 10/06/2020	Risk Assessor : Ryan Dobson
Risk Assessment Reference : RA085	People involved in making this assessment : Matthew Wind, Ryan Dobson	
Task/ Process : Managing Cycle Sales during Covid 19 Pandemic	People at Risk : Employees, Members of the Public	

Hazard : Infection Spread of Covid 19 during the donation, retail, repair or servicing of cycles.
Control Measures:
1. Donated bikes will be quarantined, outdoors, for 72 hours before being handled, entering the workshop/indoor storage areas.
2. Customers bringing cycles to Watchtree for servicing or repair will be instructed to clean the cycle beforehand, thus ensuring that the surfaces of the cycle are less likely to harbour the virus and are easily sanitised on arrival..
3. All bikes arriving at Watchtree for service or repair will be cleaned by Watchtree staff with sanitiser.
4. All cycles leaving Watchtree following sale, service or repair will be cleaned with sanitiser by Watchtree staff before collection
5. All customers collecting cycles (purchases, services and repairs) will be advised to clean the contact points of the cycle on receipt as a minimum.
6. Control measures 1 - 5 will apply also to any cycle parts or accessories which are donated, sold, serviced or repaired.
7. Customers will be advised that card payment is preferred.
8. Staff must wash there hands regularly and specifically following receipt of payment, customer contact or shared contact point contact.
9. Paperwork for each transaction will be completed and filed by the same staff member. The paperwork can be photographed by the customer or emailed to them.
10. Where possible servicing and repair work will be conducted outside. All transactions with members of the public will be conducted outside. Access to all indoor office, workshop or storage areas is restricted to staff only.
11. Customers wishing to ride cycles before purchasing may only do so if they wash their hands (before and after) using the sink and products (hand soap or alcohol based hand-gel) provided.
12. Signage and road markings will be used to cordoned off bikes which are available for sale. Customers can view the bikes from outside the cordoned off area, or enter the area one person at a time (unless they are from the same household).
13. Gloves, face masks and guidance for safe use of PPE are issued to all staff should they feel that a scenario requires them.

Documents Associated with this Risk Assessment:	
Review Date : 23/12/2021	Reviewer : Matthew Wind