

RISK ASSESSMENT

Company:	Hutchings Motor Group	Date of Assessment:	11th May 2020
Area / Location:	Pontypridd, Bridgend & Swansea	Updated 18 th Jan 2021	
Description of work activity / process being assessed:	Exposure to Covid-19 as a result of any work-based activities.		

Persons exposed:		Type of assessment:	
Employees	<input checked="" type="checkbox"/>	Initial	<input checked="" type="checkbox"/>
Contractors	<input checked="" type="checkbox"/>	Change in process / activity / legislation / following an accident etc	<input type="checkbox"/>
Visitors / Members of the public	<input checked="" type="checkbox"/>	Operational review	<input type="checkbox"/>

COVID – 19 (Corona Virus)

Symptoms

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

At the time of writing the following risk assessment includes Government guidance <https://www.gov.uk/coronavirus> You should keep up to date with Government guidance in case the control measures you have implemented need adapting.

This risk assessment will focus on several areas you need to consider, including around your site, your colleagues, your customers and insurance implications.

Some key headlines to consider include:

Communicating with colleagues

- Managing their anxiety
- Health checking / occupational health
- Action required if employees are unwell
- Understanding specific needs such as:
 - Vulnerable persons and pregnant women to remain working from home
 - Domestic circumstances
 - De-furloughing, e.g. who comes back and when? (People will need to know in advance so they can plan)

- Public Transport, e.g. is public transport available to colleagues who use this form of transport to come to work? Are there alternate ways to commute?
- Break down of functions to improve social distancing and business resilience
- Who can continue to work remotely?
- Consider shift work

Infrastructure of the business looking at the various business functions

- Customer interaction
 - Viewing the product
 - Sales
 - Service and repair
- Colleague working conditions

Introduction of controls

- Social distancing
- Cleaning
- Facilities to wash
- Personal Protective Equipment (PPE)
- Appoint person(s) to control the COVID-19 risk
- Adequate coverage for first aid and fire wardens (the Health and Safety Executive (HSE) have published guidance during the Coronavirus outbreak – see Further Reading)

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Potential Exposure to Covid – 19 (corona Virus):	<p>Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.</p> <p>Follow UK Government guidelines in reducing the likelihood of exposure. https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Limit travel where possible to reduce potential exposure. • Ensure vulnerable persons (elderly, pre-existing health condition, lower immunity etc.) employees are individually assessed. 				
Staying at home if you, or someone in your household, has symptoms of coronavirus (COVID-19) on site	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be advised to follow the stay at home guidance for households with possible coronavirus (COVID-19) infection. If these symptoms develop whilst at work they should be sent home, they should return home quickly and directly. If they have to 				

	<p>use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue.</p> <ul style="list-style-type: none"> • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus (COVID-19) infection. • It is not necessary to close the business or workplace or send any staff home, unless government policy changes. Keep monitoring the government response page for the latest details. • If you, or an employee, need clinical advice, they should go to NHS 111 online, or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the stay at home guidance. 				
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	<p>delivery times agreed, number of persons allowed in the building monitored etc.</p> <ul style="list-style-type: none"> • Play areas have been closed. • Work areas divided into zones, with personnel allocated to work within each zone. Movement between zones is minimised and controlled. • One- way system in place for showroom etc. • Staff density reduced on site reduced by: <ul style="list-style-type: none"> - Altering working hour patterns to reduce worker numbers. - Shift handover arrangements altered to ensure the appropriate routines are followed. - Reducing office density/support staff through working from home or split shift arrangements. - Reducing workshop density e.g. 2 lifting tables apart rather than occupying lifting tables next to each other. - Prohibit shared use of small rooms and convert them to single occupant use only. - Specify seating arrangements for employees to ensure staff adhere to minimum work distances. - Isolating individual buildings. - Use of technology for video/virtual meetings. - Limiting the number of meetings, including length and proximity of gatherings between colleagues/others. 				
<p>Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> • Surgical masks provided. • Disposable gloves (nitrile) provided 				

<p>Cleaning</p>	<ul style="list-style-type: none"> • Site deep cleaned prior to opening with products from approved lists from governing authorities. • On-going cleaning regimes on site have been reviewed e.g. children’s play areas, vehicles in showrooms, vehicles outside / in the showroom etc (members of the public may be constantly touching door handles, steering wheels, gearstick, handbrake, keys etc.) • Clear desk policy in place. • High-touch shared tools such as whiteboard markers, remote controls etc have been removed. 				
<p>Hygiene</p>	<ul style="list-style-type: none"> • Additional wash and gel stations installed at strategic points around the site, including entrance and exit as well as key areas in sales, service, valeting / cleaning, parts etc. • Hygiene practices are important to prevent spread of Covid-19. Appropriate signage in place to prevent infection spread: <ul style="list-style-type: none"> - Wash hands properly and regularly and especially after coughing or sneezing, after toilet use, before eating, if in contact with a sick person (especially those with respiratory symptoms). It is important to follow good practices for hand washing, which includes using soap and water and washing for over 20 seconds. - Touching of the face should be avoided. Regular hand washing with soap and water is effective for the removal of Covid-19. Where washing is not available, use of hand sanitisers is recommended. - Cover your mouth when coughing and sneezing. Cover your nose and mouth 				

	<p>with disposable tissues. If you don't have a tissue, cough or sneeze into your arm or sleeve (not hand), put used tissues into a sealed bin and then wash your hands.</p> <ul style="list-style-type: none"> - Avoiding making close contact with people e.g. do not shake hands. 				
Facilities	<ul style="list-style-type: none"> • The use of canteen facilities (bringing food/drinks to people) has been restricted/staggered. • The number of tables/chairs have been reduced in the canteen and number of staff per table is restricted. • The number of seats and tables have been reduced in the waiting/reception area. • All self-service activities such as provision of food that is pre-wrapped have ceased. • Vending machines have been removed from site / taken out of service. 	Canteen facilities closed.			
Legionella	<ul style="list-style-type: none"> • Legionella checks undertaken prior to the site re-opening e.g. chlorination, flushing the system etc. 				
Plant and Equipment	<ul style="list-style-type: none"> • Thorough examination and testing of lifting and pressure equipment during the Coronavirus outbreak are undertaken. Site follows HSE guidance. The HSE have published further detailed guidance during Coronavirus outbreak. See further reading. • Internal inspections e.g. ladder checks etc are undertaken. 	No additional checks due	NC		
Vehicles e.g. demonstrators, vehicles for sale, courtesy cars, customer vehicles, collection / delivery etc.	<ul style="list-style-type: none"> • Cleaning regime in place for vehicles including external door handles, steering wheels, gearstick, handbrake, keys etc • Key management system in place e.g. limit access and therefore reduce numbers of 	Technicians & Service Advisers given guidance on sanitisation methods for vehicles & keys.	CH, LP, PS	Completed	Revisit Monthly

	<p>people handling them. Clean keys on receipt and prior to handover to customer.</p> <ul style="list-style-type: none"> • If accompanied test drive then PPE must be worn, position colleague in rear seat behind front passenger seat – however social distancing rules could be breached. • Revert to unaccompanied demonstration to ensure safe distancing (check insurance is in place). • Collection and delivery of vehicles reviewed e.g. allocating times, hand over procedures, cleaning regime etc. 	Customer instructed to leave just 1 key for vehicle.			
First Aid and Fire Warden	<ul style="list-style-type: none"> • Adequate numbers of “first aiders” on site. • Adequate number of fire wardens on site. • Internal checks e.g. fire call point checks, emergency lighting, first aid box checks etc are undertaken. 				
Waste	<ul style="list-style-type: none"> • Waste collections have been reinstated. 	Waste disposal companies notified.	NC	From 18 th May 2020	
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	<ul style="list-style-type: none"> • Site follows HSE guidance. The HSE have published further detailed guidance during Coronavirus outbreak. See further reading. 		NC		
Occupational Health Surveillance	<ul style="list-style-type: none"> • Site follows HSE guidance. The HSE have published further detailed guidance during Coronavirus outbreak. See further reading. 	Reschedule Staff Health Checks with Company Health Services.	NC	13.5.2020	

Review period: After any UK Governmental Department announcement.

Further Reading

Government

<https://www.gov.uk/coronavirus>

HSE

www.hse.gov.uk/news/coronavirus.htm

First Aid

www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm

RIDDOR

www.hse.gov.uk/news/riddor-reporting-coronavirus.htm

Health Surveillance

www.hse.gov.uk/news/health-surveillance-coronavirus.htm

Examination (work equipment)

www.hse.gov.uk/news/work-equipment-coronavirus.htm

PPE

www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm