

Vosper Motor House		OH&S Risk Assessment																				
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Area/ Activity:		Novel Coronavirus (2019 nCoV)																				
Assessment Date: 30/03/21		Consultation Team: (Names & Titles)		HR, Health & Safety																		
Department: All	Risk Assessor: R Griffin	Process Owner: (Area Manager) Vospers Group	Report Communication Method: Email	Reason for Assessment	<input checked="" type="checkbox"/>	Planned Review	Last review date: 01/02/2021		Reference Documents	Applicable Legislation: HSAW Regs 1974 WHO PHE Process Instructions, SSOW etc.												
					<input type="checkbox"/>	Legislative Requirement or Change																
					<input type="checkbox"/>	Organisation Change (Personnel Restructure)																
					<input type="checkbox"/>	New or Changed Process/ Equip	Ref:															
					<input checked="" type="checkbox"/>	Incident	Ref:		Training Records, Qualifications etc.													
					<input checked="" type="checkbox"/>	Other: Novel Coronavirus																
Current Hazards & Controls																						
Potential Hazards - Refer to SR6017 Hazard Definitions																						
Physical	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	1.10	1.11	1.12										
Chemical	2.1	2.2	2.3	2.4	2.5	2.6	Indicate current hazards relating to area/ activity						Initial Risk Rating	Action Plan	Final Risk Rating							
Biological	3.1	3.2	3.3																			
Human Factors	4.1	4.2	4.3	4.4	4.5																	
What are the Hazards?	Who might be affected & how?		What controls are already in place?									L	S	Total	What further action is required?			By who?	By when?	L	S	Total
3. Biological Hazards Novel Coronavirus (2019 nCoV) Inhalation Absorption Musculoskeletal disorders	Employees, Contractors, Visitors Anybody who has recently returned from any of the countries listed by the World Health Organisation Anybody coming into contact with anybody who has recently returned from the countries mentioned by the WHO. and come onto site, experiencing the following symptoms: Cough Fever Shortness of breath. Not using the hand sanitiser provided Members of staff coming into contact with customers who have recently returned from any of the countries mentioned by the WHO. Not maintaining the 2mtr distance rule Vulnerable members of staff with underlying medical conditions, Female members of staff who are pregnant Members of staff still working to ensure essential vehicles are kept on the road: Ambulances Medical Staff vehicles etc. spreading the virus by not washing hands or using the supplied hand sanitiser High traffic areas such as canteens and corridors, toilets and lifts Mental health and wellbeing through isolation or anxiety about COVID-19 Unable to keep to the 2m distance rule Working from home for long periods Poor workplace ventilation Vulnerable staff Visitors to site not following the COVID protocols for Vospers.		Regular updates about the virus so that individuals can take their own precautions against contracting the virus. Alcoholic hand sanitiser made available throughout the group. Staff informed to wash their hands with soap and water. Information posters distributed throughout the group. Disinfectant spray issued to all staff to clean down commonly used items before starting and finishing work. All staff advised not to share vehicles. Any member of staff experiencing symptoms to report to their manager who at which point will be sent home and told to seek medical attention immediately by contacting NHS 119. Vulnerable members of staff and female members of staff who are pregnant have been highlighted to ensure their health and wellbeing during the COVID-19 outbreak. Facilities being made available for staff to work in separate areas so as to reduce the time spent in close proximity to other members of staff. Female staff who are pregnant offered different locations within the group to maintain social distancing. PPE in the form of FFP2 masks, disposable gloves obtained and made available for staff still working. Full vehicle sanitisation units obtained and used. Coveralls for steering wheels, handbrakes and gear shifts and seats. Toilets restricted to one in one out - Cone system put in place and canteens closed off to staff. Hand sanitising units in all areas of the business with posters in place informing all to hand sanitise. All staff made aware of the 2mtr distance rule. All areas where distance rules cannot be maintained have been identified and screens and floor markers have been put in place. All staff who cannot work from home kept at a 2m distance from each other. Shift patterns changed so that staff can swap from working at home or coming into work. Near miss system in place which can be used to identify where controls cannot be followed. One way systems in place throughout the group including main buildings and showrooms Meetings being carried out via Microsoft Teams. Perspex screens in place in customer facing areas. Fire doors kept open with quick release units that allow the doors to close on sound of the fire alarm. Cleaning company clean down all touchable surfaces every day. Call centre staff given their own keyboards and when covering the reception area. Two mental health first aiders available to talk to if required. Bike racks in place for employees who ride bikes to work. All staff who work from home have to carry out a self DSE assessment to ensure they do not put themselves at risk of musculoskeletal injuries. Staff permitted to take home equipment such as screens and office chairs. Staff advised to take regular breaks away from the screen and to set up the equipment correctly.									2	30	60	Continual updates throughout the group until advised by the World Health Organisation that the risk of contracting the virus has now been eliminated.  <b>Ensure the safe system of work (Vospers COVID-19 Barrier Protocols) Is followed by all staff.</b>			HR H&S  ALL	When req'd	2	10	20