

Coronavirus Risk Assessment for Dales Central Motors

Location/Dept:			Date Assessed:			Assessed by:			
Task/Activity: Working in shops and branches during coronavirus			Reference Number:						
			Risk rating before implementing control measures			Risk rating after implementing control measures			
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Controls Measures Required
						Likelihood (1-5)	Severity (1-5)	Risk/Priority	
Working in the shop/branch	Coronavirus	Employees Members of the public Contractors	5	5	25	<p>Emergency Action Plan (EAP) in place and communicated to all employees and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.</p> <p>All employees instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p>	5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						<p>Ellis Whittam’s Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.</p> <p>Employees encouraged to download NHS COVID-19 app on mobile phones and follow instructions received when it is available.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>			
Working in the shop/branch	Contact with persons who may have been exposed to coronavirus – foreign travel	Employees Contractors Visitors	5	5	25	<p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>Employees who have returned from a country which is not on the government’s list of travel corridors should quarantine themselves, even if they do not show any symptoms.</p>	5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Cash handling	Coronavirus	Employees	5	5	25	<p>Card payments to be encouraged.</p> <p>All staff who handle cash to wash hands regularly and instructed not to touch their face until they have washed their hands.</p> <p>Contactless refunds will be given where possible.</p>	5		
Working in the shop/branch	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	5	5	25	<p>Installation of bollards/tape, physical barriers or screens (where possible).</p> <p>Information poster on COVID-19 to be displayed at entrance.</p> <p>'Staying COVID-19 Secure in 2020' poster displayed at the entrance.</p> <p>Undertake Ellis Whittam's COVID-19 Daily Management Checklist.</p> <p>Employees working side-by-side or facing away rather than face-to-face.</p> <p>COVID-19 posters warning customers, contractors and visitors who are showing symptoms not to enter.</p> <p>Communication and training materials will be provided for employees prior to returning to site, especially around new procedures for arrival at work.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>Anyone who can work from home may be asked to do so. Where this cannot be done, the minimum amount of people will be asked to work on site.</p>	5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

					25	<p>Employees who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.</p>			
Working in the shop/branch	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	5	5	25	<p>The business will aim to maintain two-metre social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites. Where this is not possible, a distance of one metre + (one metre with risk mitigation) shall be maintained.</p> <p>In an emergency, for example an accident or fire, people do not have to stay two metres apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others will pay particular attention to sanitation measures immediately afterwards, including washing hands.</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the business to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between employees. Further mitigating actions include:</p> <ul style="list-style-type: none"> • Increasing the frequency of handwashing and surface cleaning; • Keeping the activity time involved as short as possible; • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; and • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 	5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						<p>The business will suspend or reduce customer services that cannot be undertaken without contravening social distancing guidelines. For example test drives.</p> <p>Passengers in corporate vehicles will be limited and will include leaving seats empty.</p> <p>The business will use markings and introduce one-way flow at entry and exit points.</p> <p>The business will provide hand sanitiser at entry and exit points.</p> <p>The business will limit the customer handling of merchandise, for example by keeping cars on display locked.</p> <p>The business will put in place pick-up and drop-off collection points where possible, rather than passing goods hand-to-hand.</p> <p>The business will open windows and doors frequently to encourage ventilation, where possible.</p> <p>We will also remind customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.</p> <p>The business will ensure that any changes to entries, exits and queue management take into account reasonable adjustments for those who need them, including disabled shoppers.</p>				
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Working around the site	Contact with persons suffering from coronavirus – moving around buildings and worksites	Employees Members of the public Contractors	5	5	25	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Reducing movement by discouraging non-essential trips within buildings and between sites, for example restricting access to some areas, encouraging the use of telephones, Limiting the number of staff who are able to move between dealerships s 	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Working around the site	Poor hygiene and welfare conditions leading to staff discomfort or illness	Employees Members of the public Contractors	5	5	25	<p>Toilets to have a regular supply of hot and cold water complete with soap and hand dryers.</p> <p>Hand sanitiser available (where required).</p> <p>Kitchen area to have a safe supply of mains cold water.</p> <p>Toilets and kitchen area to be regularly cleaned.</p> <p>Management to implement controls to prevent overcrowding and ensure two metres between all persons. Where this is not possible, a distance of one metre + (one metre with risk mitigation) shall be maintained.</p>	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Working in the office area	Contact with persons suffering from coronavirus – workstations	Employees	5	5	25	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Reviewing layouts and processes to allow people to work further apart from each other; Using floor tape or paint to mark areas to help workers keep to a two-metre distance; Only where it is not possible to move workstations further apart, arranging for people to work side-by-side or facing away from each other rather than face-to-face; Managing occupancy levels to enable social distancing; and 	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						<ul style="list-style-type: none"> Avoiding the use of hot desks and spaces and, where not possible (for example, call centres or training facilities), cleaning and sanitising workstations between different occupants, including shared equipment. 			
Working in the office area	Contact with persons suffering from coronavirus – workstations	Employees	5	5	25	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings; Allowing only necessary participants to attend meetings and maintaining two-metre (or one metre +) separation throughout; Avoiding transmission during meetings, for example by avoiding sharing pens and other objects; Providing hand sanitiser in meeting rooms; Holding meetings outdoors or in well-ventilated rooms whenever possible; and 		5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Working in the back of house area	Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc.	Employees	5	5	25	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.</p>		5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Working in the back of house area	Contact with persons suffering from coronavirus – common areas	Employees Contractors Visitors	5	5	25	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Staggering break times to reduce pressure on break rooms or canteens; Using safe outside areas for breaks; 		5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>

						<ul style="list-style-type: none"> • Creating additional space by using other parts of the workplace or building that have been freed up by remote working; • Installing screens to protect employees in receptions or similar areas; • Encouraging workers to bring their own food; • Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions; • Encouraging employees to remain on-site and, when not possible, maintain social distancing while off-site; • 			https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Working in the shop/branch	Contact with persons suffering from coronavirus – wearing of PPE	Employees Members of the public Contractors	5	5	25	<p>Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be worn.</p> <p>As the workplace is outside a clinical setting and we do not respond to a suspected or confirmed case of COVID-19, this workplace will not encourage the precautionary use of extra PPE to protect against COVID-19.</p> <p>All visitors, including contractors and customers, will be required to wear a face covering when entering the premises unless medically exempt or exempt under the regulations. Anyone who refuses to follow this will be requested to leave the premises unless there is an acceptable reason why they cannot wear one. Social distancing and personal hygiene measures will be followed by employees who are around anyone that is not wearing a face covering.</p> <p>Wearing a face covering is required for employees in a retail environment unless there is physical separation behind a plexiglass screen.</p>	5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						<p>Staff working behind a screen will be able to work without a mask unless they are with a customer or leave their desk to move around the showroom area.</p> <p>Employees using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. • Change their face covering if it becomes damp or if they have touched it. • Continue to wash their hands regularly. • Change and wash face coverings daily. • If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible. 				
Working in the shop/branch	Contact with persons suffering from coronavirus – shift patterns and travel to work	Employees Members of the public Contractors	5	5	25	<p>The business will:</p> <ul style="list-style-type: none"> • As far as possible, where employees are split into teams or shift groups, fix these teams or shift groups so that, where contact is unavoidable, this happens between the same people. • Minimise non-essential travel. • Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation where possible and avoiding sitting face-to-face. • Clean shared vehicles between shifts or on handover. • Where workers are required to stay away from their home, centrally log the stay and 		5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

					25	make sure any overnight accommodation meets social distancing guidelines.				
Working in the shop/branch	Contracting and spreading of infection	Employees Members of the public Contractors	5	5	25	<p>Basic infection controls should be followed as recommended by the government:</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 straightaway. • 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. <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p>		5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Working in the back of house and front of house areas	Contact with persons suffering from coronavirus – contact with objects that come into the workplace and vehicles at the worksite	Employees Members of the public Visitors	5	5	25	<p>The business will introduce:</p> <ul style="list-style-type: none"> • Cleaning procedures for vehicles; • Greater handwashing and handwashing facilities for workers handling goods and merchandise and provide hand sanitiser where this is not practical; • Regular cleaning of vehicles that workers may take home. 		5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Working in the office/ warehouse	Contact with delivery drivers / contactors to site	Employees Members of the public Contractors	5	5	25	<p>Contractors only allowed on site if the work cannot be completed at another time.</p> <p>Contractors and delivery drivers instructed to keep two metres away from all other persons at all times. Where this is not possible, a distance of one metre + (one metre with risk mitigation) shall be maintained.</p> <p>Contractors and delivery drivers provided with handwashing facilities.</p>		5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
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Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date