

Risk Assessments

Company: JCB Honda		Assessment Date: 26/05/2020		Assessed By: Keith Dowle		Review Date: 26/05/2021		
Description of Activity or Location: Social distancing & hygiene to prevent the spread of contagious diseases. Public areas; car park, showroom, forecourt, reception areas, workshop							Persons at Risk	
Dealing with members of the public and visitors whilst preventing the risk of infection by implementing social distancing and sufficient levels of hygiene in a work environment.							Employee <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Other <input type="checkbox"/>	
Hazards associated with activity	RISK			Existing control measure in place	Further action required, Date to be completed & person responsible	RESIDUAL		
	L	S	R			L	S	R
Ill health from infection and social distancing.	4	5	20	Staff briefed on social distancing and hygiene controls.	No unnecessary physical contact, PPE (nitril gloves and masks to be worn by staff), gloves to be checked and disposed of after contact with face or handling keys or items handled by others that have not been sanitized. Completed 26/05/2020 K.Dowle	2	2	4
				Social distancing from members of the public and employees.	Fully utilise Social Distancing pack which incorporates guidance for the journey from the carpark to individual work stations. Completed 26/05/2020 K.Dowle	2	2	4

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					Workstations to be placed 2m apart, public seating areas to incorporate 2m spacings, unless customers are accompanied on site. Floors to be clearly marked to indicate 2m spacing queuing distances at reception areas. Completed 26/05/2020 - K.Dowle	2	2	4
					Where possible, the company will introduce physical, transparent barriers to protect staff & the public. Completed 26/05/2020 - K.Dowle	2	2	4
					In addition to daily contracted cleaning, when possible, anti-bacterial spray, disposable cloths & PPE (gloves, face masks) will be provided. Completed 26/05/2020 - K.Dowle	2	2	4
					Coffee will only be served in disposable cups (or customers can use their own) Completed 26/05/2020 – K.Dowle	2	2	4
				Collection & Delivery of Parts	Liaising with customers on procedures to ensure social distancing can be achieved. Access to goods in areas and drop off points for paperwork etc. Completed 26/06/2020 – K.Dowle	2	2	4

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					Service advisors, where possible to book even numbers of expected customers to avoid congestion in car parks. Signed areas for 'Service' and 'Sales' and 'THINK! Social distancing' to be clearly displayed in parking areas. Completed 26/05/2020 K.Dowle	2	2	4
				Reduce likelihood of contagion with vehicles by leaving keys in sealed plastic / key drop box bags and fully sanitizing prior to use.	Disposable gloves available in dispensers on reception areas with sanitizer wipes/sprays and bags for customer's vehicle keys. Completed 26/05/2020 K.Dowle	2	2	4
					Where possible, ensure parking attendants, wearing high visibility clothing can direct customers with social distancing being considered. Completed 26/05/2020 K.Dowle	2	2	4
					All staff having contact with customer vehicles will wear appropriate PPE (disposable gloves and masks), vehicles to be sanitized on main touch points i.e. steering wheels, gear change levers, handles keys multimedia controls, boot lids, sliding doors and fuel filler caps.	2	2	4

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					Customer information video produced to demonstrate our sanitization process. Completed 01/06/2020 – K.Dowle	2	2	4
				Workshop Technicians to be socially distanced while working.	Technicians to work on every other ramp in the workshop. Completed 26/05/2020 K.Dowle	2	2	4
					Technicians not to work together for component removal unless full PPE being worn. Completed 26/05/2020 – K.Dowle	1	2	4
				Communal Walkways and staircases	One way system has been put in place	1	2	4

Additional Documentation,

Photographic evidence of Social Distancing Measures in place

Copy of COVID -19 Health and Safety Policy

Copy of Employee PPE and Social Distancing check sheet


2-6-2020

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RISK ASSESSMENT KEY

Severity (S)

Fatality	5
Major injury, disabling illness, major damage	4
Lost time injury, illness, damage	3
Minor injury, minor damage	2
Delay only	1

Likelihood (L)

Certain or imminent	5
Very likely	4
May happen	3
Unlikely	2
Very unlikely	1

RISK RATING

VERY HIGH Risk	20 - 25	Immediate action required to stop the activity or reduce the risk
HIGH Risk	12 - 19	Urgent action required , as soon as practicable and within two weeks at the latest
MEDIUM Risk	8 - 11	Keep under regular review and investigate further measures to reduce the risk
LOW Risk	1 - 7	Acceptable risk







