

Williams Manchester

Risk Assessment: Prevention of exposure to Covid 19

Assessed by:

Risk Assessment Objective: To provide a safe environment for employees, customers and other visitors to our premises

The risk assessment addressess the risks of COVID-19 to our business and has been created using advice and guidance from the Government, Motor Industry bodies, Health and Safety Representatives, HSE, PHE in addition to other valuable sources. The document will continue to evolve as improvements, changes and issues come to light and will reflect feedback and consultation with our employees and customers.

Hazard: Exposure to Covid 19

Risk: How likely it is that someone could be exposed and how seriously - mark as Low/Medium/High. If an activity provides a risk that cannot be managed the business will consider whether the activity needs to continue for the busines to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between employees/customers/visitors.

Action: Action taken to eliminate the risk or if this is not possible control the risk as much as possible.

Who could be exposed: Employees, Members of the public, Contractors.

Site Customer Capacity: 70

Inbound and Outbound Delivery Drop Off Point: BMW Reception

Government Guidelines covered in

Williams Risk Assessment:

2.0 - Ensuring those that can work from home wherever possible.

2.1 - Protecting people who are at higher risk - Those who are shielded are strongly advised not to work outside the home. Clinically vulnerable individuals, who are at higher risk of severe illness have been asked to take extra care in social distancing. If clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on site-roles, enabling them to stay 2m away from others. If they have to spend time within 2m others, carefully assess whether this involves an acceptable level of risk. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

2.2 - People who need to self-isolate.

2.3 - Equality in the workplace.

3.0 - Social Distancing - to maintain a 2m social distancing wherever possible, including whilst arriving at and departing from work, whilst in work and travelling between sites.

3.1 - Coming to work and leaving work - Staggering times, parking facilities, reducing congestion, handwashing/sanitising facilities.

3.2 - Moving around buildings - Discouraging non-essential trips - one way signage in buildings, floor markings, reducing maximum capacity in areas, regulating high traffic areas.

3.3 - Workplace and workstations - Workstations assigned to individuals, if sharing required - smallest number of people, workstations 2 metres apart where possible, if not action - taken to reduce risk of transmission.

3.4 - Meetings - Minimise meetings - use remote working tools, no sharing of objects, handsanitiser in meeting rooms, well-ventilated rooms.

3.5 - Common areas - staggering break times, screens for reception or similar common areas, closing canteens, 2 metre distancing, encouraging employees to remain on site, social distancing for all common areas.

3.6 - Accidents, security and other incidents - To

prioritise safety during accidents. In an emergency people do not have to stay 2 metres apart.

4.1 - Managing customers and visitors - Site capacity level, reviewing pinch points, encouraging customers to shop alone and supervise any children, one way systems, accounting for any reasonable adjustments for those who may need them, customer hospitality suspended.

4.2 - Providing and explaining available guidance - Clear guidance for people on arrival - signage etc, providing written or spoken communication on latest guidance to employees and customers.

5.0 - Cleaning.

5.1 - Before Opening - ensuring site has been cleaned and is ready to re-open for business, reviewing cleaning procedures.

5.2 - Keeping the workplace clean - keeping the workplace clean to help prevent transmission. Frequent cleaning of high touch point areas, removing waste, cleaning after a known or suspected case.

5.3 - Hygiene - Handwashing, sanitation facilities and toilets. Using signs to build awareness, handwashing frequency, sanitiser, use of facilities, enhancing cleaning for busy areas, waste collection, hand drying facilities.

5.4 - Customer Fitting Rooms - One person only, cleaning of.

5.5 - Handling goods, merchandise and other materials - reducing transmission through contact with objects in store - encouraging increased handwashing, sanitisers, limiting handling of merchandise (locking all showroom cars), drop off points, staggered collection times, handling large purchase items, minimising touch points of open displays.

6.0 - Personal Protective Equipment and face coverings - current PPE for any work activities to continue.

6.1 - Face Coverings

7.0 - Shift patterns and working groups - To create distinct groups and reduce the number of contacts. Identify areas where people pass things to each other and find ways to remove direct contact.

7.2 - Work Related Travel - Avoiding unnecessary work travel and keeping people safe when travelling between locations or customer premises via good practices, maintaining consistent pairings, minimising contact during payments.

7.3 - Communications and Training - making sure all employees understand COVID-19 related safety procedures. Providing clear, consistent, regular communication, engaging with employees to agree any changes. Developing Employee Briefing for return to work.

8.0 - Inbound and Outbound Goods - maintaining Social distancing for goods entering and leaving the site - Pick up and Drop off points, signage, markings, order larger quantities to reduce frequency of deliveries, using same staff for loads as required, encouraging drivers to stay in their vehicles.

Assessment Points to consider to aid in completion of department review:

2 Metre rule distancing in all areas of the business wherever possible (any exceptions to be noted specifically on each tab).

Employees to work side by side or back to back if necessary

Employees are to be 'paired together' where appropriate to have cohorting working to keep teams small

Teams to have staggered arrival times as required to ease social distancing pressures

Open up work place entrances so there are multiple workplace entrances

Non essential trips/meetings must not take place

Employees to keep their own area clean/sanitised

Lifts - Signs will be in place allowing one person in lift at any time

Canteens - Managed to ensure only one person per table and break times allocated to accommodate this - remove all extra chairs

No cash to be handled on site

Parts Department Customer area - Sign will be displayed allowing only one customer at any one time

Meeting Rooms - Sign will be displayed confirming Social Distancing rules

Corridor Usage - consider all corridors that can be one way traffic only - signs to be used to control flow.

Review of employees using Public Transport
No signing in or out required by contractors
Entrance and Exits points will have sanitiser available

Doors to be wedged open wherever possible - door locks not be in use - where door entry keypads required staff to use gloves/sanitiser before and after use.

Where team work is required (i.e. moving cars/apprentice work/heavy lifting) keep the teams the same and side by side wherever possible

Statutory testing of plant and equipment will continue as normal with social distancing rules applied to outside contractors.

Ensure Shielded/Increased Staff have all appropriate measures in place to keep them safe

Management of capacity onto site - Maximum numbers permitted on site and management of entrance area

No hand shake policy throughout Company
All customer hospitality to be removed - food/beverage, newspapers, magazines, brochures etc.

Remove Childrens play area

Hand sanitiser to be at all entry and exit points, desks, customer service areas, waiting areas, toilets, changin areas, canteens, staff kitchen areas

Only paper towels and hand dryers for toilet areas - all other towels removed

Ensure audit of PPE/Cleaning equipment is carried out weekly

No hospitality to be served in meeting rooms
Microwaves to be removed from canteens.

