

Operations Re-start Company Level Risk Assessment



Jardine Motors Group

Overview

Jardine Motors Group have produced this risk assessment as part of the planning process for the gradual return to work of operations and bringing the organisation back to full capacity in compliance with UK government guidelines. The output from this risk assessment is the new Ways of Working Documents and training modules all colleagues must complete through Oli, our online learning platform and the site specific local arrangements checklists.

This document represents part of our responsibilities under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 to complete a suitable and sufficient risk assessment. The risk assessment covers the significant hazards related to the staggered re-opening of dealerships and offices, as part of the response to the 2020 Global coronavirus pandemic.

In addition to this risk assessment and our existing policies and procedures, each location has in place local arrangements (Detailed in the site specific HS39 document) to manage social distancing in accordance with UK Government Covid-19 workplace guidelines as well as general health, safety and fire risk management arrangements.

This risk assessment and our arrangements to manage the coronavirus risk exposure will be kept under review on a weekly basis. The assessment will also be updated if there are significant changes in UK Government guidance, or opportunities for continual improvement identified through our own monitoring programme.

Version 1

Reviewed by Stephen Pettyfer

Authorised by Neil Williamson

Hazards	Who might be harmed and how?	What controls exist already
Employees commuting/ travelling to and from place of work	Employees exposure to coronavirus/infection of others	<ul style="list-style-type: none"> Assessment of travel routes/public transport and risk potential based on geography, route and cases in city/conurbation completed as part of the return to work business tracker. Determine PPE standards and communicate with staff. Limit public transport where possible (awareness of consequence of increased driving risk). Shared travel only for those who co-habit. Off peak travel where possible, with staggered shift patterns.
Access to and exit from the premises	Coronavirus exposure - employee, customer, contractor or supplier becomes ill with COVID-19	<ul style="list-style-type: none"> One way routing to avoid interaction with others, with separate access points, floor markings and signs. Frequent cleaning programme for common touch points. Deep cleans prior to site start up. Social distancing information and training for all via Oli and COVID 19 people policy .
Exposure via movement to employee work area	Coronavirus exposure - employee, customer, contractor or supplier becomes ill with COVID-19	<ul style="list-style-type: none"> Social distancing floor marking / floor one way floor marking. Self-cleaning of own desk, IT equipment, keyboard, mouse, hand held devices, provision of anti-bacterial wipes, optional facemasks and PPE packs for employees. Staggered arrival and departure times. Furniture removal and work areas defined for social distancing.
Physical contact with site visitors and customers	Coronavirus exposure - employee, customer, contractor or supplier becomes ill with COVID-19	<ul style="list-style-type: none"> Only operationally critical visitors and suppliers to visit site, having agreed to site H&S rules. Social distancing and training. Customer routing signage and distanced waiting spaces. Screens in place at reception and customer contact desks. Cleaning programme for all screens and desks. All key handover in trays. All document agreements online e-sign.
At risk personnel attending site (underlying health conditions, pregnant, partner of key frontline worker, other elevated risk issues).	Coronavirus exposure - employee, customer, contractor or supplier becomes ill with COVID-19	<ul style="list-style-type: none"> HR return to work process includes questionnaire and confidential information about potential at risk colleagues. Individual risk assessment, guidance and rules applied to contractors reporting for work. Daily temperature testing, to include permanent contractors, such as valeters.
Apprentices (also may be <18) working in close proximity with supervision and lower levels of experience and risk awareness.	Coronavirus exposure - employee, customer, contractor or supplier becomes ill with COVID-19	<ul style="list-style-type: none"> Young person's risk assessment policy and procedure. Social distancing apart from tasks that require close proximity, where a type II disposable face mask and nitrile gloves must be worn.
Tasks that require technicians in close proximity.	Coronavirus exposure - employee, customer, contractor or supplier becomes ill with COVID-19	<ul style="list-style-type: none"> Tasks reduced where possible. If not PPE rules applied and work cells (buddy system) so that close working is in the same teams so as to reduce cross-contamination risk.

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Acceptance of goods from parts delivery and own PTS deliveries to customer locations.	Coronavirus exposure - employee, customer, contractor or supplier becomes ill with COVID-19	<ul style="list-style-type: none"> Cage deliveries out of hours, or distanced into marked delivery zone. Receipt in stores with face mask and gloves. No entry for non-stores personnel in stores. Cleaning regime, distancing and PPE pack for PTS delivery, only with e-sign receipts.
Contractors and suppliers attend site with COVID symptoms. Including valeting contractors.	Coronavirus exposure - employee, customer, contractor or supplier becomes ill with COVID-19	<ul style="list-style-type: none"> Only business critical contractors and suppliers to attend site. Staff reporting if concerns raised. PPE standards agreed for all contractors and essential suppliers. Social distancing and routing. No document handover/written sign in. COVID specific site rules agreed with contractors and suppliers.
Reduced staffing leads to inadequate first aid and fire marshal provision.	Increased consequence of harm for employees, contractors and visitors	<ul style="list-style-type: none"> Site first aid and fire marshal assessment completed. Risk assess/advise and review if current fire risk assessment valid.
Exposure to coronavirus during first aid treatment	First aider and IP through transfer during close proximity	<ul style="list-style-type: none"> Additional first aid and defibrillator treatment instructions provided, with PPE provision for first aider and injured party (if possible).
Employee exposed to infected customer during car test drive	Employee virus exposure from customer	<ul style="list-style-type: none"> E-car displays and remote camera footage. Single test drives by customer only, no employees will be with a customer on a test drive.
Transfer of coronavirus during vehicle handover.	Employee virus exposure from customer or vice versa	<ul style="list-style-type: none"> All car touch points, handles and inside dash, controls shall be sanitised before and after handover and work. (Refer to ways of working for details).
Employee exposure via unclean work clothing	Coronavirus exposure - employee, customer, contractor or supplier becomes ill with COVID-19	<ul style="list-style-type: none"> Self-laundering instructions and minimum work wear provision provided in ways of working guidance.
Employee with mental wellbeing/affected by COVID, anxiety attending work	Increased risk of harm from lack of awareness of hazards/ reticence to attend work.	<ul style="list-style-type: none"> Current EA programme, management contact during lock down, line management knowledge of teams. COVID SOPs and ways of working, assurance and Oli training. Provision of mental wellbeing support and training.
Reduced communication with staff home working as colleagues come into work.	Employees, increased potential for anxiety/depression and back to work process reduces.	<ul style="list-style-type: none"> Included in Teams calls and ongoing meetings where possible. Management awareness of their team and management styles. Minimum of twice weekly Teams catch up calls.
Statutory inspection / service and maintenance staff unable to attend site due to COVID illness or work backlog.	Failure of plant and equipment leads to injury, illness or property damage.	<ul style="list-style-type: none"> Monitoring and communication with suppliers work and inspection plans. No equipment requiring statutory inspection to be used if out of inspection period.
Access to offices where JMG is not in control of the building, service and maintenance.	Coronavirus exposure - employee, customer, contractor or supplier becomes ill with COVID-19, though inadequate arrangements by building management/land lord.	<ul style="list-style-type: none"> JMG will confirm written confirmation and risk assessment from building management based on government and PHE guidance. Local arrangements document to be produced with checklists for each office location. All staff to work from home where possible.
Colleague undertakes foreign travel during leave and becomes infected with COVID19.	Infected colleague infects others that they come into contact with at work.	<ul style="list-style-type: none"> Government guidance and travel advice is followed. Travel form is completed prior to any proposed foreign travel and shared with the HR Business Partner. Colleagues may be required to self-isolate for up to 14 days upon return, depending on Government guidance, travel location and risk assessment review.