# Glyn Hopkin

## Risk Assessment for Coronavirus COVID-19

Our aim is to ideally prevent, but certainly to reduce the risk of COVID-19 in our business and we have considered what measures and controls can be introduced to achieve this.

We have specifically taken guidance from the UK Government, who in turn consults with organisations including the World Health Organisation and the Health and Safety Executive.

Emphasis has been placed on realistic controls, which will make an immediate difference and ones that can be maintained.

A number of staff, at various levels from different areas of the business have been consulted and other members of staff's views are welcomed.

Details will be regularly reviewed and any necessary changes made, following research from the above organisations and internal consultation.

Key areas that have been identified, include:- working from home, business needs, numbers of staff on site and in separate work areas, touch points, face to face working, 2 metre distancing, personal protective equipment, hygiene protocol, staff with underlying health concerns, creating more space to move, flexi time and shift working. With these points in mind, we have:-

- **Introduced a phased return for staff with significantly reduced numbers of our staff initially returning on 1st June.**
- **Staff working from home or at other sites.**
- **Rearranged offices and removed any chairs where possible, to reduce numbers and avoid prolonged face to face working.**
- **Opened up the showroom areas by reducing cars, clearing chairs and rearranging point of sale.**
- **Reviewed customer appointments to reduce the density of customers in the showrooms.**
- **Staff at the front entrance, to assist customers and make their visit a pleasant one.**
- **No cash payments.**
- **Drinks machines removed from use.**
- **Added sneeze screens in key locations**
- **Banners, floor stickers, posters and window transfers to promote Covid-19 best practice have been introduced.**
- **Distancing lines in place in areas such as sales desks and service and parts counters.**
- **Utilised vacant areas as additional office space.**
- **Deep cleaned all areas.**
- **Added hand gel points to all showrooms and soap dispensers to kitchens.**
- **Increased cleaning with an emphasis on touch points.**
- **Introduced an open door policy where possible, to reduce touch points, increase entrance and exit points and ventilate areas.**
- **Masks and gloves available on request (Face Masks are now compulsory, please bring your own if possible).**
- **Provided general cleaning products for use by staff.**
- **Introduced new working procedures so that customers and their cars can safely visit our sites.**

There are many different thoughts on best practice during this pandemic, but ultimately the Directors have to make a decision that they feel is best for everyone that uses our facilities, reduces the risk, as well as being realistic, maintainable and in the interest of the business for the short and long term.

As with the operation of the business prior to Covid-19, our staff are key to any success, and no more so than now, as we look to move forward, working in unusual conditions with a new normal.

Staff will play a major role in reducing the risk and help will be needed as follows:

- **Adhering to the guidelines.**
- **Staffing the main entrance.**
- **Leading by example.**
- **Working together and appreciating others views.**
- **Remaining positive.**
- **Being flexible in the work you do.**
- **Staying at home if you or anyone you live with has any symptoms.**
- **Informing your line manager if you become ill whilst at work.**
- **Minimising movement between departments and staggering breaks and entrance/exit times.**
- **Ensuring the same guidelines are maintained throughout the company.**

We feel confident that with all our employees' assistance, we can substantially reduce the risk collectively, while still continuing to operate all functions of our business successfully.

Thank you for your help.
**Stay alert and stay safe!**