

Winchester Motor Group Covid-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

What are the hazards ?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when ?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p>	All		

	physically comes in contact with you in relation to your business		<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>			
		<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	Two Nominations Per Department.		
		<p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>	All Managers		

		<p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>				
		<p><u>Wearing of Gloves and Masks</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to</p>	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	All Managers		

		<p>reduce contamination and how to dispose of them safely.</p> <p>All staff members to wear masks at all times.</p>			
		<p><u>RPE</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p>	<p>To minimise the risk of transmission of COVID-19 staff members should not attend work under any circumstances if they are showing any of the symptoms.</p>	MMG	
		<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p>	All	

		<p>visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://www.publichealth.hscni.net/</p>	Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.			
		<p><u>Drivers</u></p> <p>Persons sharing vehicles can only do so if ALL the occupants are wearing masks.</p>	Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.	Service Managers / Sales Managers		
		<p><u>Cleaners (Sub Contract)</u></p> <p>All sub contracted cleaners must wear full PPE supplied by themselves. They must adhere to the same social distancing procedures as WMC staff. All cars must be left sterile after being worked on. Cars will be cleaned with the sanitiser machine.</p>	Written procedure should be obtained from the sub-contractor.	Department Managers		

		<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>	Regular communication of mental health information and open-door policy for those who need additional support.	YL		
		<p><u>Temperature Checks</u></p> <p>Temperature to be taken and recorded every day for staff members</p>	Staff members will use the thermometers to check their temperatures	All Managers		