

RISK ASSESSMENT - COVID 19



Assessment No: 220420	Assessment Date: 22/04/2020	Assessed By: MS-CCM	Review Date: 22/04/2021
Description of Activity or Location: Social distancing & hygiene to prevent the spread of contagious diseases. Public areas; car park, showroom, forecourt, reception areas			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="radio"/> Agency <input type="radio"/> Contractor <input checked="" type="radio"/> Public <input checked="" type="radio"/> Other <input type="radio"/>

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. Social distancing from members of the public and employees. Reduce likelihood of contagion with part exchange vehicles by sanitising items	No unnecessary physical contact, PPE (nitrile 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 sanitised. Workstations to be placed 2m apart or screens provided where this is not possible public seating areas to incorporate 2m spacings, unless customers are accompanied on site. Floors to be clearly marked to indicate social distancing guidelines In addition to daily contracted cleaning, when possible, anti-bacterial spray, disposable cloths & PPE (gloves, face masks) will be provided. Coffee will only be served in disposable cups All staff having contact with customer vehicles will wear appropriate PPE (disposable gloves and masks), vehicles to be sanitised on main touch points i.e. steering wheels, gear change levers, handles keys multimedia controls, boot lids, sliding doors and fuel filler caps. Disposable gloves available in all areas with sanitizer spray and wipes. Hand sanitiser also available in all areas	2	2	4

ADDITIONAL DOCUMENTATION - Guidance for Vehicle Handover / Delivery of all used vehicles
 COVID 19 staff induction
 How to sanitise a vehicle
 COVID 19 general staff guidance

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

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

Employee Name:

Signed in Receipt: