

RISK ASSESSMENT

A risk assessment should usually involve identifying the hazards present in any undertaking (whether arising from work activities or from other factors, such as the layout of the premises), and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

HAZARD

OCCURENCE

A suitable and sufficient risk assessment should –

- identify the significant risks arising from a work activity. Trivial risks can usually be ignored unless the work activity compounds those risks.
- enable the employer to prioritise the measures that need to be taken to comply with the relevant statutory provisions.
- be appropriate to the nature of the work and such that it remains valid for a reasonable period of time. Risk assessments should be reviewed at least annually.

Hazard – is something with the potential to cause harm (this can include substances or machines, methods of work and other aspects of work organisation)

Risk – expresses the likelihood that the harm from a particular hazard is realised (the extent of the risk covers the population which might be affected by a risk)

RISK THEREFORE REFLECTS BOTH THE LIKELIHOOD THAT HARM WILL OCCUR AND ITS SEVERITY.

RISK RATING

	RISK LOW		HAZARD – COVID-19				
	RISK MEDIUM		1	2	3	4	5
	RISK HIGH		No Symptoms	Mild Symptoms	Medium Symptoms	Chronic Symptoms	Severe Symptoms
O C C U R R E N C E	1	Very Unlikely	1	2	3	4	5
	2	Unlikely	2	4	6	8	10
	3	Likely	3	6	9	12	15
	4	Possible	4	8	12	16	20
	5	Very Probable	5	10	15	20	25

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RISK ASSESSMENT

Location: ALL DEPARTMENTS & ALL LOCATIONS (inc Head Office, Accounts Depts, Customer Contact Centre, Customer Response Team, Marketing Department, JFS Fleet Services Preparation Centre)

Description of Task

NUMEROUS SCENARIOS - ANY TASK INVOLVING WORKING WITH OR WORKING NEAR TO OTHER WORK COLLEAGUES.

Description of Main Hazards

CONTRACTING COVID-19 - A NEW ILLNESS THAT CAN AFFECT YOUR LUNGS AND AIRWAYS WHICH CAN ULTIMATELY CAUSE DEATH.

Risk Rating: 5 (Death) x 4 (Possible) = 20 **HIGH** risk

Control Measures

- DO NOT come to work if you show any signs of COVID-19 or you have a temperature or a dry persistent cough or any flu-like symptoms.
- DO NOT come to work if any of your household family members have COVID-19 or show symptoms of suffering from COVID-19.
- On arrival at work, your temperature (forehead) will be taken. In the event that the instrument indicates an amber or red temperature, then you will be re-tested after 20 minutes. If the reading is repeated, then you will be told to return home and come back the following day.
- Immediately wash your hands thoroughly before attending your work station. Continue to wash your hands throughout the day.
- Wipe down your own work area (including telephone and computer keyboard) with antiseptic wipes or disinfectant spray and tissue provided.
- Counter shields are provided for all reception desks or desks where 2m distancing between colleagues is unavoidable.
- Alcohol based hand sanitisers should be used frequently throughout the working day.
- Avoid all physical contact with your work colleagues.
- Adhere to the original 2m SOCIAL-DISTANCING guide lines (even though Government guidelines now promote 1m as a safe distance) when moving around your work area. Where possible use floor directional signs to control movement around buildings or offices.
- Any visitors or delivery drivers should only be seen via strict appointment.
- Wear appropriate PPE (face-masks and vinyl gloves) when carrying out specific tasks – moving of vehicles or when working with work colleagues within 2m. These practices should be restricted to periods no longer than 20 minutes.
- When taking breaks during the day, ensure that the social distancing rule is strictly followed, including lunch and refreshment breaks. Staggered breaks should be promoted to avoid social gatherings.

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- It is your responsibility to manage the housekeeping of your own coffee/tea mug, plates and utensils, which should be washed thoroughly after use and stored at your own work station.
- Disposal paper cups/mugs should be used wherever possible.
- DO NOT share any pens or pencils, use your own stationary, do not lend any work equipment to any colleague.
- Adhere to strict hygiene rules when using the staff toilets and sanitise your hands before using the convenience.
- Before leaving your work station at the end of your shift/day, THOROUGHLY clean & wipe down your work area with antiseptic wipes or disinfectant spray and tissue provided. Ensure that all waste is properly bagged, sealed and disposed of in a central controlled waste bin.
- Ensure that all doors, where possible, are left open during the working day, weather and privacy permitting.
- It is a mandatory requirement for all visitors/customers entering any dealership to wear the appropriate face covering. Disposable face masks will be provided to guests in the event that they are not in possession of a suitable face covering.
- When any employee is dealing with a customer or visitor, then a suitable face covering will be worn. For example, any aftersales employee dealing with a service customer or a parts customer will wear a face covering even if a shield is in position which provides protection. Sales Executives and Sales Management will wear a face covering when dealing with a customer enquiry in the showroom even though a screen barrier is in place at the sales executive's desk.
- For further industry information please refer to NFDA Covid-19 Protective Measures: Automotive Retail Sector Industry Guidance & Best Practice.
- Johnsons Cars have also followed the guidance issued by the Government: working safely during Coronavirus (Covid-19) latest issue 14th July 2020.

Risk Rating after Control Measures have been implemented

= 5 (DEATH) x 1 (VERY UNLIKELY) = 5 (LOW risk)

Risk Assessment carried out by: STEVE YEATES

Signed: *Steve Yeates*

Date: 22nd July 2020

Review Date: 1st October 2020

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