

Vosper Motor House		OH&S Risk Assessment																								
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Area/ Activity: Novel Coronavirus (2019 nCoV)																										
Assessment Date: 04/04/23		Consultation Team: HR, Health & Safety (Names & Titles)																								
Department: All		Reason for Assessment	X		Planned Review										Last review date: 04/04/2022		Reference Documents	Applicable Legislation: HSAW Regs 1974								
Risk Assessor: R Griffin					Legislative Requirement or Change													WHO								
Process Owner: Vosper Group					Organisation Change (Personnel Restructure)													PHE								
(Area Manager)					New or Changed Process/ Equip										Ref:			Process Instructions, SSOW etc.								
Report Communication Method: Email					Incident										Ref:			Training Records, Qualifications etc.								
		X		Other: Novel Coronavirus																						
Current Hazards & Controls																										
Potential Hazards - Refer to SR6017 Hazard Definitions																										
Physical		1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	1.10	1.11	1.12	Initial Risk Rating		Action Plan		Final Risk Rating								
Chemical		2.1	2.2	2.3	2.4	2.5	2.6																			
Biological		3.1	3.2	3.3				Indicate current hazards relating to area/ activity																		
Human Factors		4.1	4.2	4.3	4.4	4.5																				
What are the Hazards?		Who might be affected & how?					What controls are already in place?										L	S	Total	What further action is required?		By who?	By when?	L	S	Total
3. Biological Hazards Novel Coronavirus (2019 nCoV All Variants) Inhalation Absorption Musculoskeletal disorders		Employees, Contractors, Visitors. Anybody who has recently returned from any of the countries listed by the World Health Organisation. Any body coming into contact with anybody who has recently returned from the countries mentioned by the WHO and come on site, experiencing the following symptoms: Cough Fever Shortness of breath, loss of smell or taste. Not using the hand sanitiser provided. members of staff coming into contact with customers who have recently returned from any of the countries mentioned by the WHO. Not maintaining the 2mtr distance rule. vulnerable members of staff with underlying medical conditions, female members of staff who are pregnant. Members of staff still working to ensure essential vehicles are kept on the road: Ambulances medical staff vehicles etc. Spreading the virus by not washing hands or using the supplied hand sanitiser. high traffic areas such as canteens and corridors, toilets and lifts. mental health and wellbeing through isolation or anxiety about COVID-19. Unable to keep to the 2mtr distance rule. Working from home for long periods of time. Poor workspace ventilation. Vulnerable staff, visitors not following the COVID protocols for Vosper. Staff who might be notified via the NHS track and trace app stating that they must self-isolate. Staff who have vulnerable members of their family who they care for.					Regular updates about the virus so that individuals can take their own precautions against contracting the virus. Alcohol hand sanitiser made available throughout the group. Staff informed to wash their hands with soap and water. Information posters distributed throughout the group. Disinfectant spray issued to all staff to clean down commonly used items before starting and finishing work. All staff advised not to share vehicles. Any member of staff experiencing symptoms to report to their manager who at which point will be sent home and told to seek medical attention immediately by contacting NHS 119. Vulnerable members of staff and female members of staff who are pregnant have been highlighted to ensure their health and wellbeing during the COVID-19 outbreak. Facilities being made available for staff to work in separate areas so as to reduce the time spent in close proximity to other members of staff. Female staff who are pregnant offered different locations within the group to maintain social distancing. PPE in the form of FFP2 masks, disposable gloves obtained and made available for staff still working. Full vehicle sanitisation units obtained and used. Coveralls for steering wheels, handbrakes and gear shifts and seats. Toilets restricted to one in one out - Cone system put in place and canteens closed off to staff. Hand sanitising units in all areas of the business with posters in place informing all to hand sanitise. All staff made aware of the 2mtr distance rule. All areas where distance rules cannot be maintained have been identified and screens and floor markers have been put in place. All staff who cannot work from home kept at a 2m distance from each other. Shift patterns changed so that staff can swap from working at home or coming into work. Near miss system in place which can be used to identify where controls cannot be followed. One way systems in place throughout the group including main buildings and showrooms. Meetings being carried out via Microsoft Teams. Perspex screens in place in customer facing areas. Fire doors kept open with quick release units that allow the doors to close on sound of the fire alarm. Cleaning company clean down all touchable surfaces every day. Call centre staff given their own keyboards and when covering the reception area. One mental health first aiders available to talk to if required. Bike racks in place for employees who ride bikes to work. All staff who work from home have to carry out a self DSE assessment to ensure they do not put themselves at risk of musculoskeletal injuries. Staff permitted to take home equipment such as screens and office chairs. Staff advised to take regular breaks away from the screen and to set up the equipment correctly. Air handling units installed in offices. Staff who work in offices with windows advised to open them during the working day to increase air flow HR Dept holds a list of all vulnerable staff. Staff informed to notify HR if they have any underlying health issues. All work areas have been identified and have been categorised with their own section risk assessments. All visitors to report to the main reception area to be temperature tested before being allowed to move around the premises. It will not be mandatory for all visitors to wear a face covering while on site but maybe politely asked to, they will also be requested to use hand sanitiser provided. Introduction of twice weekly Rapid Antigen Flow Tests for all staff on a basis, this also includes contractors who are to spend more than one day on site. Any member of staff that have been notified by the track and trace app will have to inform their manager. Depending on the type of notification (blue tooth notification or named notification) that person must make arrangements for a PCR test. If it returns a negative result they can return to work but must continue to carry the lateral flow tests for five consecutive days. If the member of staff has been named via the app then the full ten days self-isolation must be completed.										2	30	60	Continual updates throughout the group until advised by the World Health Organisation that the risk of contracting the virus has now been eliminated. Ensure the safe system of work (Vosper COVID-19 Barrier Protocols) is followed by all staff. Following government guidelines the need to test twice a week has now been stopped. However the need to wear face coverings is mandatory and will be reviewed on a monthly basis.		HR H&S	When req'd	2	10	20