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Area/ Activity:

Novel Coronavirus (2019 nCoV)

Assessment Date: 05/05/20	Consultation Team: HR, Health & Safety, Board Members (Names & Titles)
Department: All	Reference Documents Applicable Legislation: HSAW Regs 1974 WHO Process Instructions, SSOW etc. Training Records, Qualifications etc.
Risk Assessor: R Griffin	
Process Owner: Vospers Group (Area Manager)	
Report Communication Method: Email	
	<input checked="" type="checkbox"/> Planned Review Last review date: 23/04/2020 <input type="checkbox"/> Legislative Requirement or Change <input type="checkbox"/> Organisation Change (Personnel Restructure) <input type="checkbox"/> New or Changed Process/ Equip Ref: <input type="checkbox"/> Incident Ref: <input checked="" type="checkbox"/> Other: Novel Coronavirus

Current Hazards & Controls												Initial Risk Rating	Action Plan	Final Risk Rating	
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			
Chemical	2.1	2.2	2.3	2.4	2.5	2.6	Indicate current hazards relating to area/ activity								
Biological	3.1	3.2	3.3												
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) Inhalation Absorption Death	Employees, Contractors, Visitors Members of staff who have recently returned from any of the countries listed by the World Health Organisation: Mainland China Thailand Japan Republic of Korea Hong Kong Taiwan Singapore Malaysia Macau Members of staff coming into contact with anybody who has recently returned from the above countries and come into work and who are experiencing the following symptoms: Cough Fever Shortness of breath Not using the hand sanitiser provided Members of staff coming into contact with customers who have recently returned from any of the countries mentioned above. 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. Members of the public (customers) visiting showrooms and sites within the group not observing the 2m rule	Regular updates about the virus so that individuals can take their own precautions against contracting the virus Alcoholic hand sanitiser made available throughout the group Staff informed to wash their hands with soap and water Information posters distributed throughout the group Any member of staff experiencing symptoms to report to to their manager who at which point will be sent home and told to seek medical attention immediately by contacting NHS 111 Vulnerable members 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, surgical masks and disposable gloves obtained and made available for all staff still working. Full vehicle sanitisation units obtained and used. Coveralls for steering wheels, handbrakes and gear shifts and seats. All staff made aware of the 2mtr distance rule. POS information put in place to include 2m distance rule via floor stickers and information posters Infra-red thermometers being used to take temperatures Customer seating areas rearranged to ensure the 2m rule adhered to. Phased return to work Where possible staff to work from home. Splash screens put in place where staff are face to customers (service & sales)	10	30	300	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 (Vospers COVID-19 Return to Work Protocols) Is followed by all staff. In conjunction with section RA's & Toolbox talk.	HR H&S All	When req'd	2	10	20