

Working safely during Covid-19. Version 902

HAZARD	AT RISK	CONTROL MEASURES		PROBABILITY WORST CASE OUTCOME				
		EXISTING	PROPOSED	Possible Outcome	Likelihood	Risk	Action Level	
<b>Hazard from:</b> Premises, Plant, Equipment, Other Persons etc.	<b>Who, how many and when</b> are persons at risk from the hazards identified	<b>Control By:</b> Training, Supervision, Safety Equipment, Health Monitoring, Safe Working Procedures, Hygiene etc.						
Risk of infection from spreading Coronavirus. (Covid-19)	Associates Guests Visitors Sub-contractors Valeters Dealership cleaners Delivery drivers Pregnant associates Associates or guests who are either clinically extremely vulnerable, vulnerable or pregnant	<p>Head of Business to ensure that, on the first date of return, all associates are fully acquainted with the processes and procedures set out in Project Reset Document. All associates must complete sign off document and confirm that they will adopt the processes and procedures.</p> <p>Head of Business to set up dealership Project Reset response team to ensure all associates have on-going mentoring regarding: Cambria personal hygiene, respiratory hygiene, social distancing, facilities cleaning policies and guidance on how to isolate individuals who display COVID-19 symptoms trying to gain access to dealership.</p> <p>All associates to confirm with line Manager before arriving at dealership if they have Covid-19 symptoms (fever/cough/cold) or are self-isolating. Associate may be requested not to return to work for 14 days, following consultation with H.R.</p> <p>Head of Business to ensure that nominated associate is responsible for taking and recording body temperature of all associates on a daily basis.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		4	3	12	<p>Medium Risk</p> <p>Marcus Smith to review risk assessment every 3 months</p>

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		<p>Head of Business to ensure that nominated associate is responsible of taking body temperature of all guest, visitors, sub-contractors and valeters on a daily basis.</p> <p>Head of Business to ensure that where possible nominated delivery drop off collection's points are highlighted at the dealership</p> <p>All persons entering the dealership must have their body temperature taken as soon as they enter the dealership. Ensure that if a reading is taken of over 37.8 degrees that the individual is asked to return home or wait in isolation to be collected.</p> <p>All associates, sub-contractors and valeters to ensure that their hands are washed for at least 20 seconds with soap and hot water before commencing work. Ensure that regular hand washing continues to take place whilst attending the dealership.</p> <p>All visitor and guests to be requested to sanitise their hands upon arrival.</p> <p>All associates, guests, visitors, sub-contractors and valeters to be advised that 2 metre social distancing guidelines are in place at the dealership</p> <p>All toilets must have Government / PHE. guidance posters on how to wash hands correctly.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>				
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		<p>Ensure that hand sanitiser is located across dealership in guest facing areas (following guidance –Project Reset document page 9)</p> <p>Ensure that main entrance is kept clear and free from obstruction at all times to reduce potential ‘pinch points’</p> <p>All persons to observe 2 metre social distancing guidelines wherever possible.</p> <p>If work requires associates to be closer than 2 metres, then work must NOT go ahead before checking if safe alternative working method can be established i.e. working either side to side or facing away from each other. This task must be completed in the shortest space of time possible, and the 2 metre social distancing guidelines re-introduced as soon as task is completed.</p> <p>Individuals to immediately wash hands for 20 seconds with soap and hot water.</p> <p>If work task requires associates to be closer than 2 metres, face masks and gloves must be worn at all times.</p> <p>Head of business to ensure that all associates workstations are sanitised before they commerce work and regularly wiped down during the working day</p> <p>Head of business to ensure that safe systems of work are read and all associates are fully acquainted with all shared equipment cleaning requirements in: Personal hygiene section - (Project Reset document page 9)</p> <p>Head of business to ensure that safe systems of work are read, understood and all associates are fully acquainted with social distancing requirements in:</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>					
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	<p>Guest waiting area- (Project Reset document page 12) ✓</p> <p>Sales &amp; Showroom- (Project Reset page 12) ✓</p> <p>Service/ Aftersales Reception area (Project Reset page 12-13) ✓</p> <p>Associate work area, workshop/ bodyshop- (Project Reset page 13) ✓</p> <p>Parts department (Project Reset page 14) ✓</p> <p>Offices (Project Reset page 14) ✓</p> <p>Meeting rooms (Project Reset page 14) ✓</p> <p>Toilets (Project Reset page 15) ✓</p> <p>Canteens/ break rooms (Project Reset page 15) ✓</p> <p>Changing rooms (Project Reset page 15) ✓</p> <p>Head of Business to ensure that all old newspapers and magazines are disposed off ✓</p> <p>Head of Business to ensure that all magazines and newspaper deliveries are cancelled. ✓</p> <p>Head of Business to ensure that all communal areas or shared workstations are sanitised after use. ✓</p> <p>Head of Business to ensure that capacity of each canteen or rest area should be clearly identified (reflecting 2m distancing guidelines) at the entry to each facility. ✓</p> <p>Head of Business to ensure that all associates cups, mugs and eating utensils are thoroughly cleaned after use. ✓</p> <p>Head of Business to ensure that showroom refreshment station facilities are only operated by associates, who must be wearing gloves. Any machinery that has been used must be wiped down after each use. (Project Reset page 12) ✓</p>						
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		<p>Ensure that wherever possible all meetings are held either digitally or via conference call facility.</p> <p>Head of Business to ensure 'baseline' cleaning regime has been implemented (following guidance –Project Reset document page 16)</p> <p>Head of Business to ensure secondary cleaning regime is implemented at least once a day ensuring hygiene of high touch items. (following guidance –Project Reset document page 16 &amp;17)</p> <p><u>Showroom</u> Ensure that one-way flow system has been introduced wherever is possible</p> <p>Ensure showroom host location has Perspex screen in place at all times.</p> <p>Ensure that all COVID-19 social distancing signage has been correctly installed in showroom including 'Making it safe to serve you' information and floor marking guidance including 'Please wait here to have your temperature taken' 'Follow me-let's stay safe' and 'Making it safe to serve you-please wait here' to ensure that a minimum distance of 2 metre distance can be observed. Ensure that all showroom display vehicles remain locked and showroom cordon is in place at all times.</p> <p>Ensure that new and used vehicles touch points are re-sanitised after any transaction. Once re-sanitation has taken place. Ensure sanitised vehicle sticker is applied.</p> <p>Head of business to ensure that safe</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>				
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	<p>systems of work are read, understood and that sales associates and guest host are fully acquainted with:</p> <p>Showroom procedures- (Project Reset document page 21) ✓</p> <p>Walk-in guests and visitors-(Project Reset document page 22) ✓</p> <p>Vehicle Demonstration &amp; Test Drive procedure- (Project Reset page 23) ✓</p> <p>New and Used Vehicle Handover procedure- (Project Reset page 24) ✓</p> <p><u>Aftersales</u></p> <p>Ensure that wherever possible guests have a fixed appointment time for dropping off &amp; vehicle collection ✓</p> <p>Wherever possible ensure that non-cash transactions are transacted by all associates. ✓</p> <p>Ensure that all service advisors and technicians are wearing a face mask and gloves when entering a guest's vehicle. ✓</p> <p>Ensure that technicians work alone and keep sole use of vehicle ramp ✓</p> <p>Ensure that Apprentices avoid sharing tools. ✓</p> <p>Ensure that Apprentices only work with one mentor. ✓</p> <p>Head of business to ensure that safe systems of work are read, understood and that all Aftersales associates are fully acquainted with:</p> <p>Aftersales procedures- (Project Reset document page 21) ✓</p> <p>Guests in service department- (Project Reset document page 27) ✓</p> <p>Working safely in service department procedure- (Project Reset page 25) ✓</p>						
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		<p>Service collection and delivery procedure- (Project Reset page 29/30)          Part deliveries procedures (Project Reset page 31)          Safe system of work for Apprentices (Project Reset page 26)</p> <p><u>Dealership Administration</u>          Head of business to ensure that safe systems of work are read, understood and that all dealership administration associates are fully acquainted with: Associate policy for working safely at a dealership (Project Reset page 20)</p> <p><u>Sub-contractors and Valeters</u>          Head of Business to ensure that:          Sub-contractor &amp; valeters to ensure that they are equipped with gloves and face mask which must be worn when entering and working around the dealership.          Head of Business to ensure that upon arrival all sub-contractor and valeters report to guest host area where guest host will complete the visitors book on their behalf.</p> <p>Sub-contractors to confirm with Head of Business that all required switches and operating control have been sanitised before they commence work.</p> <p>Sub-contractors to confirm to Head of Business that all switches and operating controls have been cleaned and re-sanitised and all works have been completed.</p> <p>Head of Business to confirm with sub-contractor that documentation following the completion of work is emailed to site contact where possible.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>					
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Cambria Working safely during Covid-19 risk assessment is to be used exclusively with Project Reset document.  
Both documents are to be sign by Head of Business and held in dealership Health and Safety folder number two. Additional copies of both documents to be held on dealership Health and Safety Noticeboard.

Signed:  
Name: M.Smith



Date: 26/05/2020  
Review Date: 26/08/2020

Further action required N