

RISK ASSESSMENT - IMPACT OF COVID-19 (CORONAVIRUS)		
AIM	Manage transmission risk and reduce likelihood of exposure to COVID-19 This Risk Assessment identifies specific Covid-19 hazards and additional control measures	
LOCATION	All sites	
WHO IS AFFECTED	All customers and staff	
DATE OF ASSESSMENT	28th May 2020, reviewed 2nd June 2020	
RISK ASSESSOR	Brian Donnachie, Operations Support Manager	
COVID-19 HAZARD	ADDITIONAL CONTROL MEASURES INTRODUCED	
Individual health needs of workers	1 Follow Government advice: * Clinically extremely vulnerable workers should be "shielded" and not return to work during the stated period * Where possible staff should be enabled to work from home * Clinically vulnerable workers should pay particular attention to social distancing	
	1 Follow Government advice: Isolate at home if displaying any of the main symptoms: * High temperature * New, continuous cough * Loss/change in taste or smell	
		2 If symptoms develop at work return home quickly and directly, self-isolate, and seek medical advice if needed
Test and Trace	1 Follow Government advice: If contacted by the Government Test & Trace Service employees should self-isolate for 14 days, if advised	
Ensuring adequate communication of COVID-19 hazards and control measures	1 COVID-19 hazards and control measures video for all staff	
	2 Informational, distancing and directional signage for customer and staff guidance in showrooms and workplaces	
	3 Statutory compliance notifications - COVID-19 SECURE notice displayed and Risk Assessment published	
Close contact between individuals	1 Social distancing in operation	
	2 Entry to buildings controlled	
	3 Dedicated walkways with distancing markers	
	4 Appointment only system where possible	
	5 Plexiglas screens on Sales and Aftersales Desks	
	6 Desks and seating socially distanced	
	7 Test drives and vehicle demonstrations - revised procedures provide COVID-19 protection measures	
	8 Face coverings, protective gloves and protective glasses available as required	
Hygiene & Cleanliness	1 Hand sanitiser stations at entrances to buildings	
	2 Cleaning regime enhanced and frequency increased	
	3 Handling of documents, keys etc reduced to the minimum to avoid touch contacts	
	4 Vehicles sanitised on contact points following demonstration, test drive, delivery and service procedures	
	5 Protective covers on steering wheel, gear lever, handbrake and seat when vehicle worked on	
	6 Protective gloves, face coverings, glasses available, as required	
Drinks vending machines	1 Direct use by customers withdrawn (touch screen controls)	
Canteen equipment e.g microwave, fridge and shred tools	1 Sanitised after each use	
Ensuring compliance with measures introduced	1 Daily checks by departmental managers	
	2 Weekly audit by Operations Support Manager of COVID-19 control measures and procedures in place to minimise risk	

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**