

Hazard identification and assessment of OH&S risks		
Date: 01.07.2020	Version No. 01	Reference: <a href="#">C19 - Maidenhead</a>
Approved by:	Reviewed by (Risk assessment team name and job title) <a href="#">Harvinder Virdee, Company-C19 Risk Assessment Team</a>	



## **Risk Assessment – C19**

Prepared by:

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Technical Director – Inspire International UK Ltd

**Risk assessment - Step 5: Date next review: 30.07.2020**

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### 1.0 Introduction

- 1.1 The Coronavirus Covid-19 risk assessment has been prepared to comply with the UK Government requirements for all businesses to have a documented and published risk assessment.
- 1.2 The purpose of the Coronavirus Covid-19 risk assessment is to identify all company activities, processes and equipment which could allow the Coronavirus to harm employees, visitors and contractors. The risk assessment describes the arrangements and safety control measures which the company has identified and implemented to prevent harm from the virus.
- 1.3 The Coronavirus Covid-19 risk assessment format is based upon the structure of a commercial vehicle dealership and considers all departments. Part 1 covers offices and all branches. Part 2 to 8 cover the specific arrangements which apply in each department.
- 1.4 The Directors have assigned a competent person and risk assessment team leader to assist them with preparing the Coronavirus Covid-19 risk assessment, who is:  
  
Harvinder Virdee MSc(Eng) PgD C.Eng. MIET CMIOOSH CQP CMIQA, MIFE Registered consultant OSHCR  
Technical Director – Inspire International UK Ltd
- 1.5 The Coronavirus Covid-19 risk assessment will be subject to planned and regular reviews and updated to comply with latest government guidelines, HSE guidelines and industry best practices.

### 2.0 Objective

- 2.1 The objective is to safeguard the health of our employees, visitors and contractors from Coronavirus by ensuring the safety arrangements and control measures identified by this risk assessment are effectively implemented and maintained at our offices, branches and workshops.

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### 3.0 Responsibilities

- 3.1 The Board of Directors are ultimately responsible for ensuring the company H&S policy is effectively implemented within the organisation.
- 3.2 The Finance Director (FD) shall provide financial and other resources to ensure the Covid-19 arrangements and safety control measures are provided to all branches.
- 3.3 The General Managers shall be responsible for implementing the arrangements and safety control measures listed in this risk assessment at all their respective branches.
- 3.4 The risk assessment team leader shall be responsible for ensuring the Coronavirus Covid-19 risk assessment is prepared, reviewed regularly and updated, when required.
- 3.5 The MD/FD shall assign Managers and employees to form the Coronavirus Covid-19 risk assessment team. These team members shall be responsible for providing their industry insight, knowledge and experience to formulate the risk assessment.
- 3.6 Departmental Directors, Branch Managers and Supervisors shall be responsible for implementing and maintaining the safety control measures in their respective departments and branches.
- 3.7 Employees shall be responsible for ensuring they comply with the safety arrangements at all time.

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## 4.0 Hazard and Risk Assessment

4.1 The hazard and risk assessment process applied used the HSE 5 step approach:

- **Step 1:** Identify the hazard(s)
- **Step 2:** Who might be harmed and how
- **Step 3:** Evaluate the risks
- **Step 4:** Record your significant findings
- **Step 5:** Regularly review your risk assessment.

4.2 **Risk assessment - Step 1:** The hazard is Coronavirus.

4.2.1 The risk assessment must recognise the virus as a hazard. It should also reflect that the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). The risk assessment should conclude that if it is passed from one person to another, while many survive infection, some may die from the disease. It should be regarded as a high hazard.

(Reference 1: IOSH Covid 19 risk assessment guidance, <https://iosh.com/media/7811/iosh-risk-assessment-guide.pdf>)

## 4.3 Context of the risk assessment

4.3.1 In preparation for the risk assessment the risk assessment team must first ask:

- who is doing what and how,
- where they are doing it,
- why they are doing it and what they are using.

Understanding the activities, processes and equipment is vital to assess exposure and to qualify any subsequent control decisions.

## 4.4 Suitable and sufficient risk assessment

4.4.1 The law states that a risk assessment must be 'suitable and sufficient', i.e. it should show that:

- a proper check was made,
- you asked who might be affected,
- you dealt with all the obvious significant risks, taking into account the number of people who could be involved,
- the precautions are reasonable, and the remaining risk is low,
- you involved your workers or their representatives in the process.

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### 4.5 Risk Assessment

1. Activity, Process, Substance Risk Assessed	2. Who will be harmed or at risk of injury <b>Step 2</b> ISO45001:2018 6.1.2.1 (e)	3. ISO45001:2018 Eliminating or reducing OH&S risks (8.1.2) Hierarchy of control
<p>The scope of this risk assessment covers:</p> <p><b>Part 1.0 Office Activities-General: Applies to HO, branches</b></p> <p>1.1 Reception areas, Office areas 1.2 Meeting rooms. 1.3 First aid activities. 1.4 Visitors and contractors' activities. 1.5 Visitors badges/lanyards 1.6 Pens at reception 1.7 Contractors 1.8 Computers and IT equipment 1.9 Sharing workshops 1.20 Printers and whiteboards 1.21 Eating arrangements and facilities 1.22 Seating areas 1.23 Toilets 1.24 Cleaning procedures for company cars and vehicles 1.25 Cleaning procedures for shared vehicles-shifts</p> <p><b>Part 2.0 Branch Activities, Processes and Equipment</b></p> <p>2.1 Service reception activities, vehicle keys, cab cleaning. 2.2 Vehicle servicing and repairs processes. 2.3 Tools, equipment and diagnostic computers. 2.4 Driving company vehicles and commercial vehicles. 2.5 Industrial engines service process. 2.6 Coach and bus service process. 2.7 Company courtesy cars. 2.8 Roadside assistance vehicles process. 2.9 Parts department processes. 2.10 Changing rooms activities. 2.11 Canteens activities. 2.12 Shower rooms.</p>	<p>Technicians: <a href="#">Yes</a></p> <p>Staff: <a href="#">Yes</a>, Administrative staff, Customer facing staff</p> <p>Visitors: <a href="#">Yes</a></p> <p>Contractors: <a href="#">Yes</a></p> <p>Young person: <a href="#">Yes-apprentice</a> Expectant mother: <a href="#">Yes-Separate risk assessment will be carried out.</a></p> <p>Cleaner: <a href="#">Yes</a></p> <p>First aid staff: <a href="#">Yes</a></p> <p>Others in the vicinity: <a href="#">Visiting drivers</a></p> <p>Clinically vulnerable and clinically extremely vulnerable individuals will work from home.</p> <p>Clinically vulnerable employees: Specific risk assessment must be completed for any clinically vulnerable employee who wants to return to work. <a href="#">This is mandatory.</a></p> <p>Employees working from home.</p>	<p>HOC 1. Can the hazard be eliminated: <a href="#">No?</a> <a href="#">Hazard is Covid-19 virus, and this cannot be eliminated.</a></p> <p>HOC 2. Can the hazard be substituted with less hazardous process, operations, materials, substances, or equipment: <a href="#">No?</a> <a href="#">Hazard is Covid-19 virus, and this cannot be substituted.</a></p> <p>HOC 3. Can hazard be controlled using engineering controls and reorganisation of the work: <a href="#">Yes</a> <a href="#">Using 2mtr rule social distancing guidelines. Ventilation. Regular and frequent hand washing and sanitising spray/gel</a></p> <p>HOC 4. Can the hazard be controlled using administrative controls (SSOW) and training: <a href="#">Yes?</a> <a href="#">Training and safety control measures below in SSOW. Company communications, Signs and markings</a></p> <p>HOC 5. Can the hazard be controlled using personal protective equipment: <a href="#">Yes?</a> <a href="#">Gloves, suitable face mask and overall. Seat covers / Floor mats</a></p>

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<p>2.13 Drivers waiting room.</p> <p><b>Part 3.0 New and Used Sales Offices and Vehicles</b> To be assessed??</p> <p><b>Part 4.0 Contractors</b> 6.1 Cleaning contractor activities 6.2 Engineering contractors – Statutory Examinations Equipment 6.3 Building contractors</p> <p><b>Part 5 Working from home</b> 7.1 Welfare, mental, physical health, personal security, provision of advice and telephone support.</p>		
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<p>ISO45001:2018 (6.1.2.1 (b)) Routine: Yes Non routine: No</p> <p>Location assessed: Each office and branch will be checked against the safety control measures stated in this risk assessment. Where necessary the risk assessment will be amended to include branch specific safety control measures.</p>
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4. Company safety procedures (if applicable)	5. H&S regulations applicable to activity assessed	6. HSE Guidance documents, any other requirements, Manufacturer's instructions, MSDS
1. H&S policy 2. SSOW: <a href="#">Yes-Covid 19 Precautions</a> 3. Emergency plans: <a href="#">Government instruction will apply.</a>	<a href="#">MHSWR Regulations 1999-Risk assessment</a> <a href="#">PPE Regulations 2002</a> <a href="#">RIDDOR 2013</a> <a href="#">DSE 1992</a> <a href="#">Government instructions</a> <a href="#">Public health legislation</a>	Human Behaviour, Capability and other human factors: 1. HSG48-Reducing error and influencing behaviours 2. INDG430-Stress at Work 3. Public health England / NHS / Government 4. <a href="#">Updated to comply with government guidelines issued 11.05.2020-Factories, plants and warehouses</a> 5. <a href="#">Updated to comply with government guidelines issued 11.05.2020-working safely in or from a vehicle</a> 6. <a href="#">Updated to comply with government guidelines issued 11.05.2020-working safely in offices and contact centres</a> 7. HSE guidance: Working safely during the coronavirus outbreak-a short guide. 8. HSE guidance: Talking to your workers about preventing coronavirus.



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7. ISO45001:2018 (6.1.2.1 (c))	8. ISO45001:2018 How is work organised (6.1.2.1 (a))	9. ISO45001:2018 Social factors (6.1.2.1 (a))
<p>Past accidents/incidents: <a href="#">No past internal accidents</a></p> <p>External accidents/incidents: <a href="#">Yes-Governmental reporting and statistics</a></p>	<p><a href="#">SSOW listed in the risk assessment applies.</a></p> <p><a href="#">Limited number of technicians/employees allowed to work at the site. Work from home / Furlough / Shift structures</a></p>	<p>1. Workload assessed: NA</p> <p>2. Work hours: <a href="#">Flexible working / Home working</a></p> <p>3. Victimization: <a href="#">Discrimination</a></p> <p>4. Harassment: NA</p> <p>5. Bullying: NA</p>

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### 11.0 Risk Assessment **Step 4**

When completing 11.2 below you must take into account ISO45001:2018 (6.1.2.1) Hazard arising from: Infrastructure, Equipment, Materials, Substances, Physical conditions (b1), Human factor (b3), Potential emergency situations (d), Other issues (f), Actual or proposed changes (g), Changes in knowledge of, and information about, hazard (h).

#### **Equipment/Machinery safety must consider and document:**

1. Pre-use checks-Mandatory checks which must be carried out.
2. Regular checks (when and by whom).
3. Statutory examinations by insurance company (6 monthly and annually).

#### **4. Axle stands shall be used when working under a vehicle – Mandatory**

#### **5. Always clean and sanitise equipment before use to protect against Covid-19**

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### PART 1.0: Office Activities-General applicable Head Office, Branches

11.1 Process Step	11.2 <b>Step 1</b> Hazard	11.3 <b>Step 2</b> Risk (How will the person be harmed)	11.4 <b>Step 3</b> Initial Risk Level- R=Severity*Likelihood (see table below)	11.5 ISO45001:2018 6.1.2.2 (a) What safety control measures (CM) (preventive and precautionary) are in place to prevent harm- Precaution(s)-as far as reasonably practicable (AFARP) - <b>Step 3</b>	11.6 What additional safety control measures (CM) are required to prevent harm (if any)	11.7 Responsibility (Name, not a job role)	11.8 Completion date	11.9 Residual Risk Level R=Severity* Likelihood (see table below)
1.1 Reception areas, Office areas and Meeting rooms.  1.2 First aid activities.  1.3 Visitors and contractors' activities  1.4 Computers and IT equipment  1.5 Office cleaning	Coronavirus	Serious illness  Fatality	<b>6</b> <b>(3S*2L)</b> <b>Substantial</b>	1. Governmental guidelines will be complied with:  a. Social distancing 2mtr signs and/or floor markings used.  b. Washing hands thoroughly (20 seconds using soap and water.  c. Hand sanitisers provided.  d. Home working (where possible). <b>Mandatory</b> for clinically extremely vulnerable individuals.  e. Self-isolation for employees who have virus or affected family members.  f. Regular and daily cleaning of all doors, office furniture and equipment using soap and water or suitable cleaning substances. Commonly touch items e.g. printer control panels, door handles, handrails, kettles, shall be cleaned daily and documented.		Directors  Manager	Ongoing	<b>3</b> <b>(3S*1L)</b> <b>Moderate</b>

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				<p>Segregation and separation arrangements:</p> <ul style="list-style-type: none"> <li>-One-way systems for pedestrians/visiting drivers (if practicable at a branch).</li> <li>-2mtr social distancing signs posted.</li> <li>-Post Staying COVID-19 Secure in 2020 notice in reception.</li> <li>-Key box used (or drop box), keys handled using gloves and cleaned using sanitiser.</li> </ul> <p><b><u>Communications</u></b> Employees issued regular company-wide Covid 19 communications and where assessed as necessary SSOW-Toolbox issued.</p> <p>Regular office and branch meetings will cover Covid-19 and employee's comments/suggestions.</p> <p><b><u>Arriving at work</u></b>-Separate entrance arrangements. If not practicable then floor marking used and 2mtr social distancing signs posted</p> <p><b><u>Departing form work</u></b>-Separate exit arrangements. If not practicable then floor marking used and 2mtr social distancing signs posted</p>				
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				<p>Arrangements for Canteen, break rooms??</p> <p>Deliveries/post at office marked pick-up and drop off collection points.</p> <p><b><u>Planned Covid-19 audits</u></b> Planned and regular Covid-19 audits by Managers and Directors to ensure safety arrangements remain effective. <b><u>This is mandatory.</u></b></p> <p><b><u>1.2 Meeting Rooms</u></b> Arrangements/instructions stated on meeting room door.</p> <p>Reduced number of chairs to ensure 2mtr social distancing is complied with.</p> <p>Hand sanitisers provided in meeting room(s).</p> <p><b><u>1.3 First Aid Staff</u></b> First aid staff instructed to wash their hands or sanitise them immediately after providing first aid.</p> <p><b><u>1.4 Visitors and Contractors</u></b> Business critical visitors and contractors will be allowed on site by prior appointment only.</p> <p>'Visitors and Contractors Checklist' must be completed before they are allowed on site. <b><u>This is mandatory.</u></b></p>				
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				<p><b><u>1.5 Visitor badges/lanyards</u></b> Visitor badges/lanyards will not be used. NA</p> <p><b><u>1.6 Pens at reception</u></b> To be sanitise on a regular basis.</p> <p><b><u>1.7 Contractors RAMS</u></b> Contractors RAMS must include their Covid-19 safety arrangements for their employees. Permit to work only issued after RAMS are reviewed and approved by Manager/Supervisor.</p> <p><b><u>1.8 Computers and IT equipment</u></b> Cleaning substances provided. The user must ensure the computer and IT equipment is cleaned before use.</p> <p>The computers and IT equipment will be cleaned daily by the cleaning staff.</p> <p><b><u>1.9 Sharing workstations</u></b> Workstations shall be limited to one individual and not shared.</p> <p>If they need to be shared, then limit the number of people who will use them.</p> <p>Workstations must be kept 2mtr apart. If this is not possible at office/branch, local actions must be taken to reduce the risk of transmission by using screens.</p>				
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				<p>Hot desks shall not be used.</p> <p><b><u>1.20 Printers and Whiteboards</u></b> Printers and white board use are limited. Clean touch pad before use using sanitiser. Cleaned daily.</p> <p><b><u>1.21 Eating Arrangements and Facilities</u></b>  Employees encouraged to bring packaged meals.  Canteen layout changed to avoid face-to-face interactions.</p> <p><b><u>1.22 Seating areas</u></b> Reduce the number of seats available to employees. Ensure there is a 2mtr distance between seats.</p> <p><b><u>1.23 Toilets</u></b> Post following signs: -Frequent handwashing. -Catch it, Bin it, Kill it</p> <p><b><u>1.24 Cleaning procedures for vehicles</u></b> Company shall document cleaning procedures of company: -Cars -Parts vans -Roadside assistance vans -Courtesy vehicles</p>				
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## PART 2.0: Branch Activities, Processes and Equipment

11.1 Process Step	11.2 <b>Step 1</b> Hazard	11.3 <b>Step 2</b> Risk (How will the person be harmed)	11.4 <b>Step 3</b> Initial Risk Level- R=Severity*Likelihood (see table below)	11.5 ISO45001:2018 6.1.2.2 (a) What safety control measures (CM) (preventive and precautionary) are in place to prevent harm- Precaution(s)-as far as reasonably practicable (AFARP) - <b>Step 3</b>	11.6 What additional safety control measures (CM) are required to prevent harm (if any)	11.7 Responsibility (Name, not a job role)	11.8 Completion date	11.9 Residual Risk Level R=Severity* Likelihood (see table below)
2.1 Service reception activities, vehicle keys, cab cleaning.	Coronavirus  Infected visiting driver.  Contaminated: -Vehicle keys. -External surfaces of vehicle; door handles. -Inside of cab.	Serious illness  Fatality	<b>6</b> <b>(3S*2L)</b> <b>Substantial</b>	<u><b>Service reception</b></u> Staff issued with safety arrangements for Covid 19- Precautions apply  Restrictions on the number of visiting drivers allowed inside the building.  Visiting driver must stand 2mtr away from reception desk. One person at a time/queue observing social distancing.  Floor markings used.  Protective screens installed for employees (where this is practicable at a branch).  Electronic payment used. Payment equipment cleaned daily.		Directors  Manager	Ongoing	<b>3</b> <b>(3S*1L)</b> <b>Moderate</b>
2.2 Vehicle servicing and repairs processes.	Coronavirus	Serious illness  Fatality	<b>6</b> <b>(3S*2L)</b> <b>Substantial</b>	Technician shall ensure gloves are worn to clean and sanitise inside areas of the cab and external surfaces, door				<b>3</b> <b>(3S*1L)</b> <b>Moderate</b>



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	contaminati on inside cab			<p>handles. Confirmation of cleaning to be indicated on job card.</p> <p>When it is not practicable to comply with the 2mtr social distancing guidelines then back-to-back or side-to-side working (rather than face-to-face) must be carried out.</p> <p>Technicians shall wear and use face mask and safety glasses/goggles.</p> <p>Frequent hand washing.</p>				
2.3 Tools, equipment and diagnostic computers.	Coronavirus contaminat ed tools, equipment and computers	Serious illness  Fatality	<b>3 (3S*1L) Moderate</b>	<p><b><u>Tools and Equipment</u></b> Government guidelines state the Coronavirus can be present on hard surfaces for a few hours to several hours/days.</p> <p>Technician/employees must wear suitable gloves at all time when handling and using workshop equipment and tools.</p> <p>Technician/employees shall use personal hand tools where possible.</p> <p>Technician/employees must ensure the tools/equipment are cleaned using antibacterial wipes/sprays and that cleaning is documented.</p> <p><b><u>Computers and Laptops</u></b> Technician/employee must wear suitable gloves when using workshop computers and laptops.</p>		Directors  Manager  Supervisor  Technicians	Ongoing	<b>3 (3S*1L) Moderate</b>

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				Computers and laptops, including keyboard/mouse/mat must be cleaned using antibacterial wipes/sprays.  Frequent hand washing.				
2.4 Driving company vehicles and commercial vehicles.	Coronavirus contamination on inside cab	Serious illness  Fatality	<b>6</b> <b>(3S*2L)</b> <b>Substantial</b>	<u>Multi occupancy in a vehicle cab</u> Safety arrangements are stated in SSOW-TBT Covid 19- Precautions Multi occupancy in cab apply.  Key box used (or drop box), keys handled using gloves and cleaned using sanitiser.		Manager  Supervisor	Ongoing	<b>3</b> <b>(3S*1L)</b> <b>Moderate</b>
2.5 This Is deleted-NA to site								
2.5 This Is deleted-NA to site								
2.7 Company courtesy cars.	Coronavirus contamination on inside vehicle	Serious illness  Fatality	<b>6</b> <b>(3S*2L)</b> <b>Substantial</b>	Company cars will be cleaned daily.  Key box used (or drop box), keys handled using gloves and cleaned using sanitiser.		Manager  Supervisor	Ongoing	<b>3</b> <b>(3S*1L)</b> <b>Moderate</b>
2.8 Roadside assistance vehicles process.	Coronavirus  Infected driver	Serious illness  Fatality	<b>3</b> <b>(3S*1L)</b> <b>Moderate</b>	Technician shall wear gloves at all times.		Technician	Ongoing	<b>3</b> <b>(3S*1L)</b> <b>Moderate</b>

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	Contaminati on inside cab			Technician shall observe 2mtr social distancing guidelines with driver at all time.  Technician shall use his hand with soap and water and/or hand sanitiser provided in the assistance van.				
2.9.1 Parts-Goods inwards activities.	Coronavirus contaminat ed parts/boxes /packaging	Serious illness  Fatality	<b>6 (3S*2L) Substantial</b>	Pallets, boxes, and components shall be dropped off in a marked area.  Parts staff shall observe 2mtr social distancing guidelines with driver at all time.  Parts staff shall wear gloves when handling pallets, boxes and components.  Frequent hand washing.		Manager  Supervisor  Parts staff	Ongoing	<b>3 (3S*1L) Moderate</b>
2.9.3 Parts-Delivery activities.	Coronavirus exposure at customer site	Serious illness  Fatality	<b>3 (3S*1L) Moderate</b>	Parts staff shall wear gloves at all times.  Parts van(s) inside cab cleaned daily and external door and boot handles.  Parts staff shall observe 2mtr social distancing guidelines with driver at all time.		Parts staff	Ongoing	<b>3 (3S*1L) Moderate</b>

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				<p>When it is not practicable to comply with the 2mtr social distancing guidelines then back-to-back or side-to-side working (rather than face-to-face) must be carried out.</p> <p>Technicians shall wear and use face mask and safety glasses/goggles.</p> <p>Parts staff shall use his hand with soap and water and/or hand sanitiser provided in the assistance van.</p> <p>Key box used (or drop box), keys handled using gloves and cleaned using sanitiser.</p> <p>Frequent hand washing.</p>				
2.9.4 Parts-Customer collection	Coronavirus infected customer	Serious illness Fatality	<b>3 (3S*1L) Moderate</b>	<p>Parts staff must stand 2mtr apart from parts front counter.</p> <p>Customer collecting parts must stand 2mtr away from reception desk.</p> <p><del>Floor markings used.</del></p> <p>2mtr social distancing signs posted</p> <p>Protective screens installed for employees (where this is practicable at a branch).</p> <p>Electronic payment used. Payment equipment cleaned daily.</p>		Parts staff	Ongoing	<b>3 (3S*1L) Moderate</b>

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2.9.5 Parts-Back counter collections	Coronavirus infected customer	Serious illness Fatality	<b>3 (3S*1L) Moderate</b>	Parts staff must stand 2mtr apart from parts back counter.  Technicians collecting parts must stand 2mtr away from back counter.  Floor markings used.  2mtr social distancing signs posted		Parts staff Technician	Ongoing	<b>3 (3S*1L) Moderate</b>
2.9.6 Parts-Forklift truck FLT, pallet trucks and equipment	Coronavirus infected customer	Serious illness Fatality	<b>3 (3S*1L) Moderate</b>	Parts staff must wear suitable gloves at all time when handling and using FLT and pallet truck.  Parts staff must ensure equipment is cleaned using antibacterial wipes/sprays and cleaning is documented.				<b>3 (3S*1L) Moderate</b>
2.10 Changing rooms activities.	Coronavirus	Serious illness Fatality	<b>6 (3S*2L) Substantial</b>	Social distancing applies.  Regular cleaning.  Hand washing or sanitising.		Manager Supervisor Employees	Ongoing	<b>3 (3S*1L) Moderate</b>
2.11 Canteens activities.	Coronavirus	Serious illness Fatality	<b>6 (3S*2L) Substantial</b>	Social distancing applies.  Regular cleaning.  Hand washing or sanitising.		Manager Supervisor Employees	Ongoing	<b>3 (3S*1L) Moderate</b>
	Coronavirus		<b>6</b>	N/A		Manager	Ongoing	<b>3</b>

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2.12 Shower rooms. This is NA to at the site		Serious illness Fatality	(3S*2L) Substantial			Supervisor Employees		(3S*1L) Moderate
2.13 Drivers waiting room	Coronavirus	Serious illness Fatality	6 (3S*2L) Substantial	Remove magazines and TV remote.				3 (3S*1L) Moderate

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### Part 3.0 New and Used Sales Offices and Vehicles

11.1 Process Step	11.2 Step 1 Hazard	11.3 Step 2 Risk (How will the person be harmed)	11.4 Step 3 Initial Risk Level- R=Severity*Likelihood (see table below)	11.5 ISO45001:2018 6.1.2.2 (a) What safety control measures (CM) (preventive and precautionary) are in place to prevent harm- Precaution(s)-as far as reasonably practicable (AFARP) -Step 3	11.6 What additional safety control measures (CM) are required to prevent harm (if any)	11.7 Responsibility (Name, not a job role)	11.8 Completion date	11.9 Residual Risk Level R=Severity* Likelihood (see table below)
<del>New and used sales offices and vehicles</del>	Coronavirus	Serious illness  Fatality	9 (3S*3L) Intolerable	<del>A new and used vehicle will be left locked for 76 hours as per the government guidelines.</del>  <del>Key box used (or drop box), keys handled using gloves and cleaned using sanitiser.</del>		Manager  Supervisor	Ongoing	3 (3S*1L) Moderate

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## PART 4.0: Contractors

11.1 Process Step	11.2 Step 1 Hazard	11.3 <b>Step 2</b> Risk (How will the person be harmed)	11.4 <b>Step 3</b> Initial Risk Level- R=Severity*Likelihood (see table below)	11.5 ISO45001:2018 6.1.2.2 (a) What safety control measures (CM) (preventive and precautionary) are in place to prevent harm- Precaution(s)-as far as reasonably practicable (AFARP) - <b>Step 3</b>	11.6 What additional safety control measures (CM) are required to prevent harm (if any)	11.7 Responsibility (Name, not a job role)	11.8 Completion date	11.9 Residual Risk Level R=Severity* Likelihood (see table below)
6.1 Cleaning contractor activities	Coronavirus	Serious illness  Fatality	<b>6</b> <b>(3S*2L)</b> <b>Substantial</b>	<b>1.3 Visitors and Contractors</b> Business critical visitors and contractors will be allowed on site by prior appointment only.  'Visitors and Contractors Checklist' must be completed before they are allowed on site. This is mandatory.		Manager  Supervisor	Ongoing	<b>3</b> <b>(3S*1L)</b> <b>Moderate</b>
6.2 Engineering contractors  Statutory examinations of equipment	Coronavirus	Serious illness  Fatality	<b>6</b> <b>(3S*2L)</b> <b>Substantial</b>	<b>1.3 Visitors and Contractors</b> Business critical visitors and contractors will be allowed on site by prior appointment only.  'Visitors and Contractors Checklist' must be completed before they are allowed on site. This is mandatory.		Manager  Supervisor	Ongoing	<b>3</b> <b>(3S*1L)</b> <b>Moderate</b>
6.3 Building contractors	Coronavirus	Serious illness  Fatality	<b>6</b> <b>(3S*2L)</b> <b>Substantial</b>	<b>1.3 Visitors and Contractors</b> Business critical visitors and contractors will be allowed on site by prior appointment only.  'Visitors and Contractors Checklist' must be completed before they are allowed on site. This is mandatory.		Manager  Supervisor	Ongoing	<b>3</b> <b>(3S*1L)</b> <b>Moderate</b>



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## PART 5 Working from home

11.1 Process Step	11.2 Step 1 Hazard	11.3 <b>Step 2</b> Risk (How will the person be harmed)	11.4 <b>Step 3</b> Initial Risk Level- R=Severity*Likelihood (see table below)	11.5 ISO45001:2018 6.1.2.2 (a) What safety control measures (CM) (preventive and precautionary) are in place to prevent harm- Precaution(s)-as far as reasonably practicable (AFARP) - <b>Step 3</b>	11.6 What additional safety control measures (CM) are required to prevent harm (if any)	11.7 Responsibility (Name, not a job role)	11.8 Completion date	11.9 Residual Risk Level R=Severity* Likelihood (see table below)
8.1 Working from home	Welfare, metal, physical health, personal security, provision of advice and telephone support.	Serious illness	<b>6 (3S*2L) Substantial</b>	Regular communication to monitor: Welfare, metal, physical health, personal.  Information about personal security.  Display Screen Equipment (DSE) checklist to be completed by employees.  Provision of advice and telephone support. Contact Line Manager		Directors  Manager	Ongoing	<b>3 (3S*1L) Moderate</b>

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### ISO45001:2018 requirement 6.1.2.2 Criteria

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Most businesses will not need to use risk matrices. However, they can be used to help you work out the level of risk associated with a particular issue. They do this by categorising the likelihood of harm and the potential severity of the harm. This is then plotted in a matrix (please see below for an example). The risk level determines which risks should be tackled first.

Using a matrix can be helpful for prioritising your actions to control a risk. It is suitable for many assessments but in particular to more complex situations. However, it does require expertise and experience to judge the likelihood of harm accurately. Getting this wrong could result in applying unnecessary control measures or failing to take important ones.

The risk matrix is based upon the HSE suggested model (<http://www.hse.gov.uk/risk/faq.htm>)

RISK LEVEL Severity of Injury	CATEGORISATION
<b>INTOLERABLE (9)</b>	The hazard identified could result in: Score 9: Fatality <b>Mandatory: New or additional safety control measures must be implemented to eliminate or reduce the risk level to the lowest possible level, ALARP.</b>
<b>SUBSTANTIAL (6)</b>	The hazard identified could result in: Score 6: Major injury, laceration, permanent disability, major burns, electric shock, etc. <b>Mandatory: New or additional safety control measures must be implemented to eliminate or reduce the risk level to the lowest possible level, ALARP.</b>
<b>MODERATE (3-4)</b>	The hazard identified could result in: Score 3 - 4: Minor Injury, temporary disability, minor burns, minor electric shock etc <b>Mandatory: Safe operating procedures, permit to work, formal instructions and training.</b>
<b>TOLERABLE (2)</b>	The hazard identified could result in: Score 2: First aid incident, cut fingers, minor sprains and strains <b>Advisable: Safe operating procedures, training.</b>
<b>TRIVIAL (1)</b>	A formal documented safe operating procedure <u>will not</u> be completed for a LOW risk identified as the existing precautionary and preventive measures are considered sufficient and adequate safety arrangements are implemented. These are insignificant risks.

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## 6.0 Personal and Protective Equipment Arrangements

### The following PPE is required and shall be used:

1. Gloves: Yes-[This is mandatory at all time.](#)
2. Safety goggles or glasses: Yes-[As stated in SSOW.](#)
3. RPE: Yes-N95 or 3 ply face masks when the 2mtr social distancing guidelines cannot be met.

Decision to determine type of mask and safety glasses/goggle:

*HSE guidance states that FFP2 and N95 respirators may be used for Covid 19 if FFP3 respirators are not available (Reference: Kennedy Webinar 09.04.2020, slide 20).*

**1. FFP3/FFP2:** These face masks are considered suitable for people who are considered to be at high risk and work with persons who are affected with Coronavirus.

The type of work carried out by a Technician on a vehicle means there is no potential risk of catching Coronavirus from vehicle components, servicing and repairs.

**2. N95 or 3 ply disposable face mask:** When the work to be carried out means the 2mtr social distancing guidelines cannot be met, the risk assessment decision is a N95 or 3 ply face masks must be used.

Employees shall request this face mask from the Supervisor.

Face fit testing is not required for these types of masks.

### **3. Safety glasses/goggles**

Technician shall wear safety glasses/goggles provided by the company when the work to be carried out means the 2mtr social distancing guidelines cannot be met.

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### 6.0 Covid-19 Procedures and Safe system of work-Toolbox talks register

Procedure or SSOW number	Heading	Approved by