

RISK ASSESSMENT - IMPACT OF COVID-19 (CORONOVIRUS)		
AIM	Manage transmission risk and reduce likelihood of exposure to COVID-19 This Risk Assessment identifies specific Covid-19 hazards and additional control measures introduced to minimise the hazard	
LOCATION	Boston & Louth Drayton Motors sites	
WHO IS AFFECTED	All customers and staff	
DATE OF ASSESSMENT	29th May 2020, reviewed 5th 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 Staff/Customers display symptoms of Covid-19 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
		1 Test and Trace Follow Government advice: 1 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 videos published and circulated to customer database re. new COVID-19 procedures introduced at Boston & Louth	
	3 Informational, distancing and directional signage for customer and staff guidance in showrooms and workplaces	
	4 Statutory compliance notifications - COVID-19 SECURE notice displayed and Risk Assessment published	
Close contact between individuals	1 Entry to buildings controlled: Small showroom (Boston) closed to customers (only staff offices open) - review opening showroom to public when demand dictates	
	2 Social distancing in operation	
	3 Dedicated walkways in showroom with directional and distancing floor markers	
	4 Appointment only system where possible	
	5 Plexiglas screens in use	
	6 Desks and seating socially distanced	
	7 Test drives, vehicle demonstrations and deliveries - revised procedures provide COVID-19 protection measures	
	8 Face coverings, protective gloves and protective glasses available as required	
	9 Where work operations compromise social distancing face coverings must be worn	
Hygiene & Cleanliness	1 Hand sanitiser station at entrance to showroom and sanitiser available on each desk / workstation	
	2 Cleaning regime enhanced and frequency increased	
	3 Handling of documents, keys etc. reduced to the minimum to avoid touch contacts. Sanitised as necessary	
	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)	
Staff canteen equipment e.g. microwaves , fridges; shared 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**