

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 introduced to minimise the hazard

LOCATION

All sites

WHO IS AFFECTED

All customers and staff

DATE OF ASSESSMENT

28th May 2020, reviewed 2nd June 2020. Revised 19th July 2021

RISK ASSESSOR

Brian Donnachie, Operations Support Manager

COVID-19 HAZARD

ADDITIONAL CONTROL MEASURES INTRODUCED

Individual health needs of workers

- Follow Government advice:
Drayton Motors are taking a cautionary approach to the removal on 19/07/2021 of most of the COVID-19 restrictions applicable in England. Certain preventative measures (as outlined below) will remain in Drayton Motors dealerships after this date.
- 1
 - 2
- The needs of those employees who are at higher risk of severe illness from COVID-19, and those who are clinically extremely vulnerable, are taken into account and discussed with the individual concerned when agreeing ongoing working practices.

Staff/Customers display symptoms of Covid-19

- Follow Government advice:
Isolate at home if displaying any of the main COVID-19 symptoms:
- * High temperature
 - * New, continuous cough
 - * Loss/change in taste or smell
- Seek a PCR test
- 1
 - 2
- If symptoms develop at work return home quickly and directly, self-isolate, and seek a PCR test

Test and Trace

- Follow Government advice:
If contacted by the Government Test & Trace Service employees should self-isolate if advised
- 1

Ensuring adequate communication of Covid-19 hazards and control measures

- E-mail to all staff from Robin Wilson dated 16/07 informing of changes to existing COVID-19 preventative measures
- 1
 - 2
 - 3
 - 4
- E-mail communication to customer database and publication of same on website informing of COVID-19 preventative measures changes from 19/7 in Drayton Motors Dealerships
Informational COVID-19 notices displayed in dealerships
Risk Assessment published and on website

Close contact between staff and customers

- 1
 - 2
 - 3
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- Everyone to be mindful of the needs of others and remain respectful of keeping some distance
Plexiglas screens on Sales and Aftersales Desks
Face coverings recommended to be worn when in confined spaces, or when requested by a customer
Face coverings to be worn when on accompanied test drives with vehicle windows open

Hygiene & Cleanliness

- 1
 - 2
- Hand sanitiser on Sanitising Stations at entrances to buildings and on desks
Cleaning regime enhanced

Ventilation

- 1
- Adequate ventilation and a supply of fresh air is encouraged. Open windows, doors and use air-con equipment where necessary

Ensuring compliance with measures introduced

- 1
 - 2
- Daily checks by departmental managers
Periodic audits by Operations Support Manager of COVID-19 control measures and procedures in place to minimise risk