








Branch/Location	Area/Activity/Situation To Be Assessed	Assessment Date	Review Due (No later than)	Version
All sites	(Generic) COVID-19 10th Review	01/03/2021	1 Month or sooner if required	8

Persons at Risk																			
Employees	✓	Customers	✓	Visitors		Contractors	✓	Vulnerable adults	✓	Public	✓	Children	✓	Pregnant females	✓	Young persons	✓	Other (e.g. mobility/hearing/sight)	✓

Mandatory Personal Protective Equipment/Clothing (PPE/PPC) Required						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
						

Ref	Recommendations & Actions	Action by: (Name & Appointment)	Completion: (Due date)	Completed: (Date & Sign)
01	Managers are to remind staff on a daily basis of the importance of social distancing both in and out of work. Managers are to record daily meetings.	Management	Immediate	
02	Managers are to remind staff that car sharing is not permitted at any time. Managers are to ensure they remind all staff daily that all vehicles must be cleaned/sanitized between journey's this includes, all sales, customer and courtesy vehicles, paying particular attention to door handles, steering wheels and areas that people may touch	Management	Immediate	
03	Managers are to regularly remind staff of the importance of regular hand washing and the need to wash hands for at least 20 seconds.	Management	Immediate	
04	Managers are to carry out regular checks to ensure the cleaning procedures are carried out and ensure staff are reminded to clean up after themselves, as part of their responsibilities.	Management	Immediate	
05	Managers are to remind staff that the wearing of gloves and hand sanitising is not a substitute for good handwashing.	Management	Immediate	
06	Parts staff to wear gloves at all times when: <ul style="list-style-type: none"> Receiving deliveries Handling parts and equipment 	Management	Immediate	
07	Managers must keep regular contact with any staff who are effected with Covid-19	Management	Immediate	
08	Management to ensure there is a supply of disposable face masks available for customers/visitors who do not have face masks with them, they are to be located at the entry point sanitising stations	Management	Immediate	
09	Head office managers to ensure all head office staff are following the wearing of face coverings as per H&S notice issued on 24.09.20 Head Office only	Head office management	Immediate	

GENERIC RISK ASSESSMENT RECORD

Reference Number: GRA/SPL/10/21

Ref	Recommendations & Actions	Action by: (Name & Appointment)	Completion: (Due date)	Completed: (Date & Sign)
10	<p>Line managers are to ensure they keep in regular and frequent contact with all their furloughed staff via email, phone calls or video calls.</p> <p>Line managers to ensure each member of staff on furlough is communicated with and their preferred method and frequency of contact agreed.</p> <p>Staff on furlough should be encouraged to keep in contact with their colleagues and line managers are to keep all staff up to date with issues at work.</p> <p>Regular communication can include:</p> <ul style="list-style-type: none"> • Checking on how staff are coping • How their families are coping • Offering support • Encouraging a daily routine including exercise as government guidance permits • Suggest volunteering providing this does not break the terms of furlough • Listening to and discussing any employment or other work related concerns 	Management	Immediate	

GENERIC RISK ASSESSMENT RECORD

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Score	Likelihood of Occurrence	Score	Severity of Outcome
1	Unlikely: "Do Not expect to happen"	1	Minor injury/damage: (e.g. short term - resolved within a month)
2	Possible: "May happen occasionally"	2	Moderate injury/damage: (e.g. semi-permanent – resolved within 1 year)
3	Likely: "Will probably occur but not persistent"	3	Major injury/damage: (e.g. permanent disability/loss of body part)
4	Almost Certain: "Very likely to occur on many occasions"	4	Death: (e.g. catastrophic damage/death)

Level of Risk

Severity

		1	2	3	4
Likelihood	1	Low	Low	Low	Med
	2	Low	Low	Med	Med
	3	Low	Med	High	High
	4	Med	Med	High	High

1, 2, 3 = LOW	4, 6, 8 = MED	9, 12, 16 = HIGH
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(Urgent steps should be taken to reduce any **High Risks** to an acceptable level)

GENERIC RISK ASSESSMENT RECORD

Reference Number: GRA/SPL/10/21

Hazards Identified	Potential Injury	Existing Control Measures	Likelihood (L)	Severity (S)	Risk Level (L X S) (H,M,L)	Additional Control Measures Required	Ref
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> Health effects of contracting Covid-19 Respiratory illness High temperature Loss of taste or smell Potential Death 	<p>Social Distancing:</p> <ul style="list-style-type: none"> Sites are set up with clearly marked 2m spacing Where possible a one-way system for customers is in place Any customer waiting areas are to be set up adhering to the 2m spacing Only one customer to be permitted at the service/sales desk at any one time Perspex guards in place for all customer facing desks and other desks if social distancing can't be maintained Video recording of site social distancing set up produced and forwarded to Aftersales director Individual site no contact policy in place and technicians not to carry out road tests with customers Card transactions only – card machines to be cling filmed, cling film is to be changed after each transaction Courtesy cars are to be sanitised before handing over to customers and on return Where possible key handling to be contactless, keys are to be sanitised before and after use All telephones to be regularly sanitised 	2	4	8 (Med)	Managers are to remind staff on a daily basis of the importance of social distancing both in and out of work. Managers are to record daily meetings.	01

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Hazards Identified	Potential Injury	Existing Control Measures	Likelihood (L)	Severity (S)	Risk Level (L X S) (H,M,L)	Additional Control Measures Required	Ref
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> Health effects of contracting Covid-19 Repertory illness High temperature Loss of taste or smell Potential Death 	<p>Social Distancing cont'd:</p> <ul style="list-style-type: none"> Social distancing adhered to during breaks/lunches in rest rooms/kitchens and at smoking areas Staff temperatures taken on arrival at site/prior to work and recorded, records to be sent to HR with attendance register Social distancing followed and PPE worn (face coverings, gloves if required) Customer/visitor toilets are open for use and are to be used and cleaned as per H&S instructions detailed in email dated 27.07.20 	2	4	8 (Med)	<p>Managers are to remind staff that car sharing is not permitted at any time. Managers are to ensure they remind all staff daily that all vehicles must be cleaned/sanitized between journey's this includes, all sales, customer and courtesy vehicles, paying particular attention to door handles, steering wheels and areas that people may touch.</p>	02
		<p>Hand Washing:</p> <ul style="list-style-type: none"> Hand washing facilities (soap & water) in place Employees are reminded to frequently wash their hands. See hand washing guidance (https://www.nhs.uk/live-well/healthy-body/best-way-to-was-your-hands) Hand sanitiser stations in place for use by anyone on site Any areas that do not have hot water, the washing facilities are to be closed and repairs arranged. <p>Covid-19 public health advice: https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	2	4	8 (Med)	<p>Managers are to regularly remind staff of the importance of regular hand washing and the need to wash hands for at least 20 seconds.</p>	03

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Hazards Identified	Potential Injury	Existing Control Measures	Likelihood (L)	Severity (S)	Risk Level (L X S) (H,M,L)	Additional Control Measures Required	Ref
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> Health effects of contracting Covid-19 Repertory illness High temperature Loss of taste or smell Potential Death 	Cleaning: <ul style="list-style-type: none"> Customer/visitor toilets are open for use and are to be used and cleaned as per H&S instructions detailed in email dated 27.07.20 A recorded rota for surface cleaning, including kitchens and toilets Frequent surface cleaning of high use areas/items i.e. door handles, light switches, key boards, telephones, hand and power tools etc. 	2	4	8 (Med)	Managers are to carry out regular checks to ensure the cleaning procedures are carried out and ensure staff are reminded to clean up after themselves, as part of their responsibilities.	04
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> Health effects of contracting Covid-19 Repertory illness High temperature Loss of taste or smell Potential Death 	PPE: <ul style="list-style-type: none"> PPE is available for staff including: Gloves, face coverings & sneeze Guards In line with government guidance all customers and visitors wear face coverings, staff wear face coverings if dealing directly with customers. All staff wear face coverings when moving away from their work station and moving around the work place, unless exemptions apply. All staff wear face coverings when engaging face to face with colleagues, visitors & contractors etc., unless exemptions apply (group email dated 04.01.2021) 	2	4	8 (Med)	Managers are to remind staff that the wearing of gloves is not a substitute for good handwashing. Parts staff to wear gloves at all times when: <ul style="list-style-type: none"> Receiving deliveries Handling parts and equipment 	05 06

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Hazards Identified	Potential Injury	Existing Control Measures	Likelihood (L)	Severity (S)	Risk Level (L X S) (H,M,L)	Additional Control Measures Required	Ref
Spread of Covid-19 (Coronavirus) (cont'd)	<ul style="list-style-type: none"> Health effects of contracting Covid-19 Repertory illness High temperature Loss of taste or smell Potential Death 	PPE: (cont'd) <ul style="list-style-type: none"> Link van drivers wear face coverings while delivering to sites/branches unless exemptions apply. (Face coverings are provided on request) 	2	4	8 (Med)		
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> Health effects of contracting Covid-19 Repertory illness High temperature Loss of taste or smell Potential Death 	Symptoms of Covid-19: <ul style="list-style-type: none"> Staff displaying signs or symptoms of Covid-19 must report it to their line manager, self-isolate and get tested in line with current government guidelines and in line with company policy. All branches display NHS QR code poster to allow customers & visitors to use the NHS track and trace app. H&S email issued to branches 25.09.20 – “Create NHS QR code” 	2	4	8 (Med)	Managers must keep regular contact with any staff who are effected with Covid-19	07
Spread of Covid-19 (Coronavirus)		Wearing of face coverings in branches: <ul style="list-style-type: none"> Mandatory wearing of face coverings by all customers whilst in showrooms, dealerships and auctions. 	4	2	8 (Med)	Management to ensure there is a supply of disposable face masks available for customers/visitors who do not have face masks with them, they are to be located at the entry point sanitising stations.	08

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Hazards Identified	Potential Injury	Existing Control Measures	Likelihood (L)	Severity (S)	Risk Level (L X S) (H,M,L)	Additional Control Measures Required	Ref
<p>Spread of Covid-19 (Coronavirus) (cont'd)</p>	<ul style="list-style-type: none"> Health effects of contracting Covid-19 Repertory illness High temperature Loss of taste or smell Potential Death 	<p>Wearing of face coverings in branches cont'd:</p> <ul style="list-style-type: none"> Link van drivers wear face coverings while delivering to sites/branches unless medically exempt. Head office staff wear face coverings at all times when away from desk/workstation or office, only exempt when eating, smoking or on medical grounds. Health & Safety notice "Face coverings – Head Office" issued 24.09.20. Stoneacre staff wear face coverings at all times when interacting directly with customers & visitors Health & Safety instruction "Face coverings" issued to all branches on 21.07.20 Branch staff issued with re-useable face masks, staff sign for face masks at branch 	4	2	8 (Med)	Head office managers to ensure all head office staff are following the wearing of face coverings as per H&S notice issued on 24.09.20	09
<p>Mental Wellbeing whilst on Furlough:</p>	<ul style="list-style-type: none"> Increased stress and anxiety 	<ul style="list-style-type: none"> Regular contact with furloughed staff 	4	2	8 (Med)	Line managers are to ensure they keep in regular and frequent contact with all their furloughed staff via email, phone calls or video calls. Line managers to ensure each member of staff on furlough is communicated with and their preferred method and frequency of contact agreed. Staff on furlough should be encouraged to keep in contact with their colleagues and line managers are to keep all staff	10

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Mental Wellbeing whilst on Furlough: (Cont'd)	<ul style="list-style-type: none"> Increased stress and anxiety 	<ul style="list-style-type: none"> Regular contact with furloughed staff 	4	2	8 (Med)	up to date with issues at work. Regular communication can include: <ul style="list-style-type: none"> Checking on how staff are coping How their families are coping Offering support Encouraging a daily routine including exercise as government guidance permits Suggest volunteering providing this does not break the terms of furlough Listening to and discussing any employment or other work related concerns 	10

