

COVID-19 RISK ASSESSMENT

Review Date: 22/03/22 • Assessor: Clare Patterson

PAGE 1/2

Following the Governments guidance and advice, we have carried out a risk assessment to protect the staff, customers and suppliers of Parker Motor Services Ltd whilst at work. We have identified all who are at risk, those in the vulnerable categories and how our work activity may increase the risks,

This assessment covers all the Parkers locations, including the need to visit the premises of our customers. The implementation of the assessment may be slightly different between the branches.

Who is at risk?

- All staff that come into close contact with others i.e. customers, suppliers and colleagues.
- Those with previous health conditions and the elderly.
- Customers, suppliers and contractors who enter our premises.
- Customers we deliver to.

The possible outcome if we don't implement safe procedures?

- Staff or other members of the public contracting or passing on COVID19.
- Illness and possible death due to our working procedures.

How do we reduce the risks?

- Follow the Governments guidelines and encourage the 1+ m safe distance rules where possible.
- Provide PPE to prevent infection, where required (gloves and masks etc).
- Ensure hand washing facilities and hand sanitizers are available at all times. All hand towels and tea towels have been removed from the sites and replaced with blue disposable roll.
- Stringent cleaning rotas are put into place across all branches and monitored by Marcus Reynolds.
- Minimise the numbers of staff in confined areas such as kitchens and restrooms.

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PAGE 2/2

To allow our staff to continue working and others to return to work, the following rules are in place:

All Staff

- Regular hand washing using anti-bacterial soap and using hand sanitizers is to be encouraged.
- The 1+ m safe distance recommendation to be adhered to were possible.
- Minimise face to face contact with colleagues.
- Minimise numbers of staff in confined areas such as kitchens and rest rooms.
- Any staff showing Covid symptoms are recommended to do a lateral flow test and report any positive results to their managers.
- All positive cases are to be looked at on a case by case basis to minimise further infections and protect employees.

Office and Sales Staff

- Do not use each other's computer, phone or work area without a thorough clean prior.
- Daily clean and disinfect all work surfaces.

Delivery Drivers

- Vans are disinfected each morning and during the day if drivers are changed.
- Masks and gloves are available to all staff who wish to wear them.

Goods-in/Warehouse

- Staff are recommended to wash their hands, more often if handling stock coming into the branch.
- 1+ metres social distancing rules to be encouraged.

Signage

- Signs recommending 1+ metres social distancing to be displayed at all sites.

Findings and Risk Level

This assessment has been carried out following the Governments Advice and Guidelines.

As long as the above rules and guidance are implemented by the Branch Management and followed by all staff, the risk can be controlled and remain at a low-medium level. We will continue to monitor the Governments guidelines and act accordingly.

Please contact me if you have any concerns.