

COVID-19 RISK ASSESSMENT

Review Date: 08/09/20 • Assessor: Clare Patterson

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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, the elderly and those shielding a household member with severe health issues.
- 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.
- Staff shortages and closure of some or all branches due to our inability to follow guidelines and allowing the infection to spread.

How do we reduce the risks?

- Follow the Governments guidelines and implement the 2-meter safe distance rules where possible (minimum 1+ meters)
- Provide PPE to prevent infection, where needed (gloves, masks, visors 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.
- Where necessary, a closed-door policy to customers is implemented. If this is not feasible, customers are to remain in strict designated areas.
- Customers are visited by appointment only.
- Ensure all sites display informative social distancing, PPE and hygiene posters. Limit the numbers of staff in confined areas such as kitchens and restrooms.

For those who have been identified as high risk we have implemented...

- Vulnerable staff no longer need to shield unless they live in a local lock down area and have received a letter from the government.

Working from Home

- Due to the nature of our business it's not possible for many staff members to do this, but where it has been possible this has been implemented.

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

All Staff

- Are to wash their hands immediately on entering the building.
- Regular hand washing using anti-bacterial soap and using hand sanitizers is to be encouraged.
- The 2m safe distance rules must be adhered to where possible (minimum of 1+ meters)
- If any member of staff or anyone in their household is showing symptoms of COVID19, they must not come to work.
- Limit face to face contact to a minimum with colleagues.
- Limit the numbers of staff in confined areas such as kitchens and restrooms.

Office and Sales Staff

- Where possible, work stations have been relocated to offices and alternative areas to adhere to the 1+ meters distancing rules.
- Do not use each other's computer, phone or work area without a thorough clean prior.
- Regularly clean and disinfect all work surfaces, and maintain throughout the day.

Delivery Drivers

- Vans are disinfected each morning and during the day if drivers are changed.
- Every time they enter the building, their hands must be washed immediately.
- Drivers not to obtain signatures on deliveries - a point of contact is recorded instead.
- 3 ply medical face masks, clear visors and gloves are available to all staff who wish to wear them.

Goods-in/Warehouse

- Staff must regularly wash their hands, more often if handling stock coming into the branch.
- 3 ply medical face masks, clear visors and gloves are available to all staff who wish to wear them.
- 1+ meters social distancing rules must be adhered to.

Signage

- Informative social distancing, PPE, and hygiene posters are 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. I am unable to visit individual sites due to the movement restrictions and require each branch to notify if further procedures are required. Please contact me if you have any concerns or ideas on how we can prevent the spread of COVID19 in our work place.

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