



Coronavirus Risk Assessment

Company name: Motor Outlet Ltd t/a Motor Range

Assessment carried out by: H Evans

Date of next review: 11/01/2021

Date assessment was carried out: 11/12/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Transmission to / from Customers & Staff</p>	<p>Customers and Employees</p>	<p>Any person showing symptoms should be made to leave the site. Staff with symptoms will be required to isolate at home, in line with Government guidance</p> <p>Signage on and around the site reminding people to maintain social distancing and proper hygiene measures.</p> <p>Hand sanitisation stations.</p> <p>Space expanded between work stations to maintain distances.</p> <p>Screens between staff and customers at contact points.</p> <p>One-way system through building to prevent close contact.</p> <p>PPE available.</p> <p>Notices on desks to remind of safe practices.</p> <p>Encourage payment by bank transfer to reduce contact risks.</p> <p>All staff roles changed to include responsibility for disinfection practices.</p> <p>Signed understanding document for staff.</p>				



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		<p>Removal or separating of customer seating. Maintain adequate fresh air ventilation.</p>				
<p>Transmission from Surface to Person</p>	<p>Customers and Employees</p>	<p>Frequent washing of hands. Regular disinfection of surfaces. Frequent disinfection of high touch areas. Sanitisation of vehicle keys. Sanitisation of test-driven vehicles. Disinfection of shared vehicles. Disinfection of shared equipment Lock doors in open position where reasonable. Dedicated workstations rather "hot-desking"</p>				
<p>Transmission between Colleagues</p>	<p>Employees</p>	<p>Staff with symptoms will be required to isolate at home, in line with Government guidance First Aiders to be issued with adequate PPE. Signage on and around the site reminding people to maintain social distancing and proper hygiene measures. Hand sanitisation stations. Space expanded between work stations to maintain distances. Staggered break times to maintain social distancing in canteen. One-way system through building to prevent close contact. Maintain adequate fresh air ventilation. PPE available.</p>				



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		<p>Notices on desks to remind of safe practices. Signed understanding document for staff. Where practical use of alternate ramps or work-bays. Restricted access to Parts store. Encouragement to home work were possible. Reduce person to person contact through use of phone, walkie-talkie and e-mail. Use back-to-back or side-to-side working where space restrictions prevent distancing. Items should not be passed from person to person but placed on a surface and then picked up whilst social distancing is maintained.</p>				