



Risk Assessment Form

*Review of assessment is required monthly (minimum) or if substantial change

| Task/Activity | | | |
|--|--------------------------|-------------------------|----------------------|
| COVID-19 (Corona Virus) - Assessment of continued work though global pandemic | | | |
| Task Description | | | |
| <p>During the 2020 global pandemic for COVID-19 – also known as The Corona Virus. Running of the business is deem a necessity with Service and Parts staff classed as Key workers. These departments provide support to local Farmers/Food Producers in the event of machinery breakdowns. The business & staff are following government protocol as close as possible and have enrolled extra measure to ensure all staff and the public are kept as safe as reasonably possible.</p> <p>Corona Virus (COVID-19) can be contracted directly through touching a surface or object that has been contaminated. COVID-19 can also be transferred though coughing or sneezing. A lack of awareness or understanding about the virus can increase the risk of both contraction or transmission of COVID-19. Vulnerable persons are at an increased risk - A vulnerable person is classed as someone with a weak/lowered immune system. Long term condition/illness like: Diabetes, Cancer, Chronic lung disease or other underlying health problems. Where poor social distancing is practiced there is an increased risk of contraction & transmission. COVID-19 is more than capable of taking lives. Typical symptoms include: High Temperature over 37.8 degrees, Continuous dry cough.</p> | | | |
| Personnel Involved | | | |
| Everyone | | | |
| Potential Hazards | | | |
| -Transmission of COVID-19 | -Contraction of COVID-19 | -Mild Flu like symptoms | -Shortness of breath |
| -Continuous Cough | -High Temperature | -Pneumonia | -Fatality/Death |
| Current Controls | | | |
| <ol style="list-style-type: none"> All members of staff who are able work from home must do so as much as physically possible. Time spent in depot must be limited. Ideally other members of staff who are already in depot will share jobs with those at home. Those already in depot can scan paperwork to those at home to save visiting depots. Printers and laptops have been provided to those to make working from home as easy as possible. Any persons classed in the vulnerable health group are at a high risk of severe illness, these individuals must follow the shielding measures in place and must not attend the workplace. They are to self-isolate for a minimum of 12 weeks. Any person with conditions that may increase their risk of serious illness should not attend off site workplaces. If an individual lives with someone classed in the vulnerable health group must work from home where possible If development of COVID-19 symptoms occur at work and the individual experience breathing difficulties then the emergency services are to be called and the call operator is to be informed that the person has COVID-19 symptoms Where possible meetings & discussions are to be held remotely though conference calls or Skype meetings (or similar). If not possible, then meetings/discussions are to be held outside or in an open space with good ventilation. Employees who are experiencing a new continuous cough or/and a high temperature must self-isolate at home for a minimum of 7 days. If a member of their household experience symptoms then they must self-isolate for a minimum of 14 days. A 2-meter minimum distance to all persons (Other than household members) are maintained following social distancing guidelines. Where social distancing cannot be followed then control measures will be put into place. Hands are to be washed for a minimum of 20 seconds with soap and water on a regular basis. Hand washing must also be done after: coughing, sneezing, handling of documents, on arrival | | | |

A copy of the completed document should be kept for auditing purpose

- of work, handling of money, use of the toilet, before: eating food, preparing food, smoking/vaping, leaving work, arrival of home. – If in a situation where hands cannot be washed with soap and water then an alcohol based gel can be substituted (Minimum if 60% alcohol content). If soap and water or alcohol-based gel is not available, all persons are expected to wear disposable latex free gloves.
9. Everyone should avoid touching their face with unwashed hands, especially avoid touching their nose, eyes and mouths.
 10. The main front gates onto the premises are to be kept closed and manned if possible, ensuring there is no unexpected visitors on site. Only individuals allowed on site are staff and delivery drivers.
 11. All Part sales are to be pre-ordered by customers over the phone before they visit the depot. Once they have arrived on site then employees will deliver parts to the customer's vehicles. Payment will be taken over the phone where possible, if not an account customer.
 12. Delivery drivers are to wait in cabs. If unable to do so then drivers must drop delivery's off in designated area limiting any contact with employees
 13. Offices are to have no more than 3 members of staff in at any one time (Depending on the size of the office depends on the number of staff allowed in the office e.g. small offices should only have 1 person, medium to have 2 and large to have 3)
 14. Windows and doors are to be open as much as possible to provide natural ventilation, use of air con is to be limited where possible
 15. All business trips and non-essential travel has been cancelled for the foreseeable future
 16. Where transport is needed, it is encouraged to take separate vehicles, where this is not possible then it is advised to sit as far from possible away from others whilst wearing latex free gloves and a face mask
 17. All events hosted by RVT have also been cancelled for the foreseeable future
 18. Canteens are closed and food is to be consumed following the social distancing guidelines (2-meter distance). Once finished eating, food waste and wrappers are to be disposed of in waste bins provided
 19. When a technician is out on site/farm they must limit or have zero contact with the customer, the customer should call ahead to ensure preparation is made for the technicians
 20. Only 'on site' breakdowns and repairs are to be completed by the service department
 21. The use of connected support, providing remote diagnostics must be utilised allowing prioritisation of machine repairs and breakdowns
 22. Managers should contact customers ahead of attendance on site in order to establish what COVID-19 safety control measures they have in place & also establish if anyone on site are showing symptoms of COVID-19
 23. Suitably qualified persons will complete activities whilst ensuring their health & safety will not be compromised
 24. Personal Protective Equipment is provide to all staff and can be replaced as and when needed
 25. Posters and various other media throughout the building are providing constant reminders to wash hands and keep to social distancing rules
 26. Safety videos have been sent to all staff through the online H&S training portal
 27. Loading and unloading is to be completed in a designated area, with limited contact with drivers.
 28. Where non-essential physical work requiring close contact between workers would usually take place these tasks are not to be completed. Tasks requiring skin to skin contact are not to be completed. All other work should be planned to minimise contact between workers
 29. Where essential physical work requiring close contact between workers needs to take place then persons involved must wear latex free gloves, overalls and face masks. Hands must be washed after using equipment that is being shared. Working together should be kept to groups as small as possible
 30. Clothes/Overalls are to be washed on a hot wash regularly. If an employee runs out of workwear/PPE, they are to inform their line manager who will facilitate replacements.
 31. Management are reviewing and updating staff on GOV.UK Coronavirus (COVID-19) latest guidance for: Employers and Businesses, Social Distancing, Vulnerable People, Shielding &



- Protecting persons defined on medical grounds as extremely vulnerable and cleaning of non-healthcare settings
32. Management are providing regular briefs regarding COVID-19 through Toolbox Talks and regular emails updates
 33. Letters have been provided to Key workers to show the police if they are challenged on their way to a job or to work
 34. All surfaces are cleaned and disinfected on routinely at the start and end of the working day, in addition to regular intervals throughout the day for heavily used areas. Cleaning and disinfecting of equipment, machinery and tools must be carried out after each activity.
 35. All materials used for cleaning and disinfecting are to be placed in a rubbish bag with the bag tied up and securely placed in external waste bin
 36. PPE will be provided to those staff who are unable to work from home. This PPE will be replaced on request – PPE will include: Nitrile Glove (Essential), Alcohol Gel (Essential), Waterless Soap or Heavy-Duty Engineer Wipes with Alcohol content, E45 Cream or equivalent for sensitive skin to prevent dermatitis, Anti-bacterial wipes/sprays.
 37. Plans in place to ensure depots do not run out of essential product such as: Toilet Roll, Paper Towels to dry hands after washing, Hand Soap for dispensers, Anti-bacterial wipes, Anti-bacterial surface sprays, Large dispensers of alcohol based gel and any other necessity cleaning or self-hygiene product
 38. Non-essential use of public transport is to be avoided where possible
 39. Persons worried about symptoms of COVID-19 being shown by another should contact their manager immediately and inform them
 40. Adequate & additional First Aid provisions are in place
 41. Use of local stores are to be avoided until the end of the working day.
 42. Continued monitoring of the national situation & following the advice provided by the government

Recommended Further Controls To Action

- All staff to work at home if possible and technicians are to limit their exposure to colleagues and customers, if this is not possible PPE must be used.
- Continue to monitor global/national situation & follow advice provided by the government
- Any Plant/Vehicles/Forklifts used by different employees MUST be sanitised before and after use.
 - Modify any office desk arrangements to prevent any face to face working where practicable.
 - All depots MUST keep a log of all site visitors (contractors, external repair companies, tyre fitter etc) with their name, date and time of arrival and departure.
 - Employees visiting customer premises should also be logged and documented to ensure we have a robust track and trace procedure.

Other Notes

Situation is ongoing and ever changing. More safety measures are put into place as needed

Level Of Risk – Please Circle

| | |
|-------------------|--|
| Likelihood | Extremely Unlikely - 1 2 3 4 5 - Almost Certain |
|-------------------|--|

| | |
|---------------------------|--|
| Severity of Hazard | Little/No Harm - 1 2 3 4 5 - Catastrophic |
|---------------------------|--|

Risk Rating (Likelihood X Severity)

Very High! Activity should be prohibited (as much as feasibly possibly) until risks are controlled.

Assessed

| | |
|--------------------|--------------------|
| Assessed by | Verified by |
|--------------------|--------------------|

| | |
|--------------|---|
| Signatures X | X |
|--------------|---|

| | |
|----------------------|--------------------|
| Date Assessed | Review Date |
|----------------------|--------------------|

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| Recommendation's Actioned? | |
|-----------------------------------|--|

