



# Formula One Autocentres

## Risk Assessment — Exposure to COVID-19 in the workplace

Centre name: **ALL Centres – UK**

Assessment carried out by: **Keith Lee**

Date of next review: **After UK Governmental  
Department Announcement**

Date assessment was carried out: **12<sup>th</sup> May 2020**  
Review Date: **24 Sept 2020**

### COVID -19 (Coronavirus)

COVID-19 affects the lungs and airways of those infected and are primarily spread through respiratory droplets, which mean to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes.

Symptoms of COVID-19 appear usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

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 to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Potential Exposure to COVID – 19 (Coronavirus):</b>	Employees, Customers, Visitors, Members of the public, Contractors.	Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.  Follow UK Government guidelines in reducing the likelihood of exposure.  Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.	Ensure the 'Polite Notice' issued on the 10th March informing customers not to enter the premises if suffering from coronavirus symptoms, is displayed on the reception entrance doors (Removed for updated posters after review)	Centre Manager	13-May-20	13-May-20



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<b>Entering work place.</b>	Employees, Customers, Visitors, Members of the public, Contractors.	Put used tissues in the bin straight away.	Wear gloves when receiving or handing back car keys.	All Staff	Ongoing
		Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.	Ensure gloves are worn when working on or moving vehicles.	All Staff	Ongoing
		Clean and disinfect frequently touched objects and surfaces.	Ensure you practice 'Social Distancing' by adhering to government guidelines and keeping 2 Metres apart.	All Staff	Ongoing
		Do not touch your eyes, nose or mouth if your hands are not clean			
		Ensure vulnerable persons (elderly, pre-existing health condition, lower immunity etc.) employees are individually assessed.			
		PPE is worn by all members of staff.	Employees should wash their hands at first instance and before leaving work.	All Staff	Ongoing
<b>Customers entering the reception to either drop off or pick up their vehicle.</b>	All staff, Customers.	Social Distance of 2m is observed.	Employees who show any signs of COVID-19 symptoms to be sent home straight away.	Centre Manager	Ongoing
		A sign to inform customers that Social Distancing is being observed.	Any contractors attending the centre must demonstrate social distancing and use PPE.	Centre Manager	Ongoing
			Hazard tape to mark out 2m distance lines in the reception.	Area Manager	1-Jun-20
		Guidance poster from Government to show we are COVID-19 Secure.	Area Manager	1-Jun-20	



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		<p>Hand Sanitizer is available on entering the reception area.</p> <p>Customers advised to leave the keys on the counter.</p>	<p>Consider the use of protective screens to use as a barrier between customers and staff.</p> <p>PDQ Machine to be cleaned after each use or prior to customer using.</p> <p>Any Customers showing symptoms of COVID-19 must be politely asked to leave.</p> <p>Advice should be given to customers that only one person per vehicle is allowed on the premises (unless required for medical reasons)</p> <p>Reception door and windows to be opened to increase ventilation in line with government guideline where possible.</p> <p>Sneeze Screens to be fitted to the counter tops to act as a protection barrier between the staff and customers.</p>	<p>Management</p> <p>Centre Manager</p> <p>Centre Manager</p> <p>Centre Manager</p> <p>Centre Manager</p> <p>Centre Manager</p>	<p>1-Jun-20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>25-Sep-20</p>	
<b>Entering customers' vehicles.</b>	All staff	Disposable seat covers and floor mats in use.	<p>Disposable gloves to be worn by all staff entering vehicles.</p> <p>Clean and wipe door handles, Steering wheel and switches.</p>	<p>All Staff</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
<b>Customer waiting and toilet areas.</b>	All Staff and Customers.	Management of amount of customers waiting.	Arrange customer waiting room chairs to allow for social distancing	Area Manager	1-Jun-20	



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<b>Staff rest room and toilet.</b>	All Staff	Encourage customers to not wait for their vehicles.	and remove excess chairs.		
		Customer toilets closed.	Remove any magazines that are currently on show.	Area Manager	1-Jun-20
			Customer Toilet Closed Sign to be placed on toilet door.	Area Manager	1-Jun-20
			Sanitiser and blue disposable roll available to use for chairs etc.	Area Manager	1-Jun-20
			Bins emptied daily or more frequent.	Centre Manager	Ongoing
			Windows to be opened to allow for ventilation in line with government guidelines.	Centre Manager	Ongoing
		Wash hand signs.	Stagger breaks for all employees and ONLY one person in the rest room at any one time.	Centre Manager	Ongoing
		Toilet and hand washing facilities.	Encourage staff to have their breaks outside in well ventilated areas.	Centre Manager	Ongoing
			COVID-19 Information sheet to be placed up.	Area Manager	1-Jun-20
			Only allow staff the minimal amount of time necessary within the rest room.	Centre Manager	Ongoing
	Encourage all employees to bring in their own packed lunch.	Centre Manager	Ongoing		



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<p><b>Continued Working.</b></p>	<p>All Staff, Contractors.</p>	<p>PPE Levels are checked and in use.</p> <p>Safety Toolbox Talks are carried out on a monthly basis.</p> <p>Electronic reporting of Health and Safety issues and supplies in use.</p> <p>Handwashing is encouraged more frequently and in line with government guidelines.</p> <p>Disposable gloves are worn more frequently and disposed of.</p> <p>Bins emptied daily or more frequently.</p>	<p>Social distancing to be maintained whilst working on vehicles at all times. Where social distancing can't be demonstrated due to the nature of the task then only use the same member of staff each time for the minimum amount of time necessary. Where this is exercised then each member of staff <b>MUST</b> not directly face each other and work side by side.</p> <p>Road testing of vehicles is NOT to be done with customers.</p> <p><b>Face Coverings</b> Face coverings are not scientifically proven to stop catching COVID-19. Staff may use their own face coverings should they feel the need, <b>BUT</b> this <b>MUST</b> be kept clean by the individual. Staff who choose to wear face coverings should;</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've</li> </ul>	<p>Centre Manager</p> <p>Centre Manager</p> <p>Employees</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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Training	All Staff	Internal memos have been sent out along with memos to each individual's personal email accounts informing them of COVID-19 exposure and safe systems of working.	<p>touched it.</p> <ul style="list-style-type: none"> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> </ul>	Keith Lee, Area Managers	24-Sep-20	24-Sep-20
			<p><b>FACE COVERING- UPDATE</b>            From Thursday 24<sup>th</sup> September 2020 all employees working or entering the office areas, which include Reception, Waiting Area and manager's office <b>MUST</b> now wear a face covering. It is also essential that all employees who talk directly with customers and or suppliers <b>MUST</b> also wear face coverings. Each employee has been given 2 washable face covering and supplies should be sought from their area manager.</p>			
			<p>Email Memo has been issued to ALL employees relating to the new laws.</p>			
			<p>E-Learning package on xCenta relating to COVID-19 exposure to be completed by <b>ALL</b> employees.</p>	Keith Lee	23-Sep-20	23-Sep-20
				Keith Lee, Area Managers	15-May-20	10-Apr-20



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Cleaning	All Staff	Personal Protective Equipment (PPE)	<p><b>Now Wash Your Hands'</b> signs to be installed in all Toilet and Washroom facilities.</p> <p>Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly such as door handles, counter tops, PDQ machine, or staff handheld devices, and making sure there are adequate disposal arrangements.</p>	Centre Manager	31-Mar-20
		<p>Hands to be washed with soap and water for 20 seconds after PPE has been removed.</p> <p>Clean and disinfect frequently touched objects and surfaces.</p> <p>Do not touch your eyes, nose or mouth if your hands are not clean.</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> <li>Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine;</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants;</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</li> </ul>		All Staff	Ongoing
				All Staff	Ongoing



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<b>Accident and emergencies</b>	Employees, Customers, Visitors, Members of the public, Contractors.	Any accident or emergency MUST be dealt with in the usual way throughout the COVID-19 situation.	<p>People do not have to stay 2m apart if it would be unsafe to do so.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	All Staff	Ongoing	
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)