



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: **12th May 2020**
Review Date: **24 Sept 2020 : 19th July 2021**

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
Potential Exposure to COVID – 19 (Coronavirus):	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 Keith Lee	13-May-20 Review 18-Jul-21	13-May-20



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<p>Entering work place.</p>	<p>Employees, Customers, Visitors, Members of the public, Contractors.</p>	<p>Put used tissues in the bin straight away.</p> <p>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</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>Ensure vulnerable persons (elderly, pre-existing health condition, lower immunity etc.) employees are individually assessed.</p> <p>Wear gloves when receiving or handing back car keys.</p> <p>Ensure gloves are worn when working on or moving vehicles.</p> <p>PPE is worn by all members of staff.</p> <p>Guidance poster from Government to show we are COVID-19 Secure</p> <p>Employees should wash their hands at first instance and before leaving work.</p> <p>Employees who show any signs of COVID-19 symptoms to be sent home</p>	<p>Consider 'Social Distancing' where possible.</p> <p>New Signage informing everyone entering the premises of the risks of COVID-19</p> <p>Face coverings may still be worn by customers and staff at their discretion.</p>	<p>All Staff</p> <p>All Staff</p> <p>Everyone</p>	<p>Reviewed 18-Jul-21</p> <p>Reviewed 18-Jul-21</p> <p>Reviewed 18-Jul-21</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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<p>Customers entering the reception to either drop off or pick up their vehicle.</p>	<p>All staff, Customers.</p>	<p>straight away and arrange a COVID test.</p> <p>Any contractors attending the centre should consider social distancing and use PPE when applicable.</p> <p>Hand Sanitizer is available on entering the reception area.</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>Reception door and windows to be opened to increase ventilation in line with government guideline where possible.</p>	<p>Social Distancing should be considered when talking and dealing with customers.</p> <p>Sneeze Screens can remain on the counter tops to act as a protection barrier between the staff and customers.</p>	<p>Centre Manager</p> <p>Centre Manager</p>	<p>Reviewed 18-Jul-21</p> <p>Reviewed 18-Jul-21</p>	<p>Ongoing</p>
<p>Entering customers' vehicles.</p>	<p>All staff</p>	<p>Disposable seat covers and floor mats in use.</p> <p>Disposable gloves to be worn by all staff entering vehicles.</p> <p>Clean and wipe door handles, Steering wheel and switches.</p>				



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<p>Customer waiting and toilet areas.</p>	<p>All Staff and Customers.</p>	<p>Frequent cleaning to be carried out.</p> <p>Sanitiser and blue disposable roll available to use for chairs etc.</p> <p>Bins emptied daily or more frequent.</p> <p>Windows to be opened where possible to increase ventilation.</p>				
<p>Staff rest room and toilet.</p>	<p>All Staff</p>	<p>COVID-19 Information sheet in place.</p> <p>Encourage staff to have their breaks outside in well ventilated areas.</p> <p>Wash hand signs in place.</p> <p>Cleaning rotas in place for more frequent cleaning regime.</p>				
<p>Continued Working.</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>Social distancing should be considered by all staff members in the workplace.</p> <p>Consider using the same 'buddy technician' when carrying out any two man tasks.</p> <p>Technicians to wear face coverings in vehicles with customers.</p>	<p>Centre Manager</p> <p>All Staff</p> <p>All Staff</p>	<p>Reviewed 18-Jul-21</p> <p>Reviewed 18-Jul-21</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>



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		<p>Disposable gloves are worn more frequently and disposed of.</p> <p>Bins emptied daily or more frequently.</p>	<p>Face Coverings</p> <p>Face coverings are not scientifically proven to stop catching COVID-19. Staff may use their own face coverings or the supplied face covering should they feel the need, BUT this MUST be kept clean by the individual. Staff who choose to wear face coverings should;</p> <ul style="list-style-type: none">• 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.• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.• Change your face covering if it becomes damp or if you've touched it.• Continue to wash your hands regularly.• Change and wash your face covering daily.• 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.	All Staff	Reviewed 18-Jul-21	Ongoing
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<p>Training</p>	<p>All Staff</p>	<p>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> <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 ALL employees.</p>	<p>Updated Risk Assessment to be sent to all area managers for them to inform their staff of all current changes.</p>	<p>Area Manager</p>	<p>Review 18-Jul-21</p>	<p>30-Jul-21</p>
<p>Cleaning</p>	<p>All Staff</p>	<p>Personal Protective Equipment (PPE)</p> <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"> • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; 				



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<p>Accident and emergencies</p>	<p>Employees, Customers, Visitors, Members of the public, Contractors.</p>	<p>or</p> <ul style="list-style-type: none"> 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; <p>or</p> <ul style="list-style-type: none"> If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. <p>Now Wash Your Hands' signs installed in all Toilet and Washroom facilities.</p> <p>Any accident or emergency MUST be dealt with in the usual way throughout the COVID-19 situation.</p> <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>				
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/