

## Risk assessment template

Company name: Parkway Motor Group

Assessment carried out by: Barrie Wallis

Date assessment was carried out: 26/05/20

Date of next review: Monthly

| 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>Opening/Closing Building</b> | Staff Members                | Gloves and Sanitiser   | Control Staff Numbers with Opening & Closing Access           | Line Managers                      | Control Daily                 | ✓    |
| <b>Start of each Day</b>        | Staff & Customers            | Distancing, Sanitising Stations  | Continue to Monitor Situations                                | Line Managers                      | Control during working hours  | ✓    |
| <b>Showrooms/Vehicles</b>       | Staff & Customers            | Hourly Full Sanitisation   | Regular Checks of Completion                                  | Line Managers                      | Control Hourly                | ✓    |
| <b>Workshops/Offices</b>        | Staff                        | Full PPE Equipment, Screens, Sanitiser, Masks, Face Visors, Gloves, Distancing | Control Staff Numbers & regular PPE Checks                    | Line Managers                      | Control Daily                 | ✓    |
| <b>Staff Meetings</b>           | Staff                        | Video Link & Open Space with Distance  | Control Staff Number  | Meeting Organiser                  | Pre-Meeting                   | ✓    |

| 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>Close of each day</b> | Next day Staff & Customer    | De-sanitise all areas, top up all sanitiser stations, check signs | Office cleaners to disinfect all potential infected areas     | Aura Cleaning                      | Next working day              | ✓    |