

Risk assessment

Company name: Parkway VW Group

Assessment carried out by: Barrie Wallis

Date of next review: October/November

Date assessment was carried out: 01/09/20

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
Opening/Closing Building	Staff Members	Gloves, Sanitiser & Face Coverings	Control Staff Numbers with Opening & Closing Access	Line Managers	Control Daily	DONE
Start of each Day	Staff, Customers & Visitors	Distancing, Sanitising Stations	Continue to Monitor Situations	Line Managers	Control During Working Hours	DONE
Showrooms/Vehicles Sales & Service	Staff, Customers & Visitors	Hourly Full Sanitisation Full PPE Equipment, Screens, Sanitiser, Masks, Face Visors, Gloves, Distancing	Regular Checks of Completion Face Coverings & Distancing Rules Must Be Applied	Line Managers Customers & Visitors	Control Hourly Regular Observations	DONE

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
Workshops/Offices	Staff	Full PPE Equipment, Screens, Sanitiser, Masks, Face Visors, Gloves, Distancing	Control Staff Numbers & regular PPE Checks	Line Managers	Control Daily	DONE
Staff Meetings	Staff	Video Link & Open Space with Distance	Control Staff Number	Meeting Organiser	Pre Meeting	DONE
Close of each day	Next day Staff, Customers & Visitors	De-sanitise all areas, top up all sanitiser stations, check signs	Office cleaners to disinfect all potential infected areas	Aura Cleaning	Next Working Day	DONE

More information on managing risk: [Barrie Wallis](#)

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