

## RISK ASSESSMENT

Company:	<b>Just Motor Group</b>	Reference Number:	<b>RA495.01</b>
Assessment of Process / Risk:	<b>Control of Coronavirus</b>	Date of Assessment / Last Review:	<b>19/05/2020</b>
Assessed By:	<b>IRM Safety</b>	Relevant Departments:	<b>All Departments</b>
Persons at Risk:	<b>Employees, those in contact with employees, visitors to site and any person affected by our business activities</b>		

**The below assessment details the key measures being taken to protect employees, visitors and anyone affected by our business activities. Further information is detailed in the Coronavirus Risk Management Plan, which is available upon request**

Hazard / Consideration	Initial Risk Rating	Control measures being implemented & steps being taken to reduce risk to the lowest possible level	Further actions / comments	Residual Risk Rating
Information, instruction and training	<b>H</b>	<ol style="list-style-type: none"> <li>1. Management regularly check, review and act on information supplied by the Government, Authorities &amp; Safety Advisors.</li> <li>2. Any information obtained is cascaded down to employees.</li> <li>3. A Coronavirus Risk Management Plan has been developed and communicated to all employees.</li> <li>4. The risk management plan is subject to regular review and update.</li> <li>5. Employees are provided with information, instruction and training in the form of;                             <ul style="list-style-type: none"> <li>• The risk management plan</li> <li>• Safe working procedures / systems of work</li> <li>• Guidance assessments</li> <li>• Emergency contingency plans</li> <li>• Safety signs, posters and notices</li> <li>• Training documents (toolbox talks etc.)</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Employees are encouraged to regularly check information from the listed sources</li> <li>• Training to be refreshed as new information / guidance is made available</li> </ul>	<b>L</b>
General work activities and work areas	<b>H</b>	<ol style="list-style-type: none"> <li>1. Work activities carried out by the business and work areas have been considered as part of the risk management plan.</li> <li>2. Where detailed on the plan, work areas &amp; work activities have been altered to assist with safe working &amp; reducing the risk of transmission.</li> <li>3. Where possible, employees will continue to work from home.</li> <li>4. Where possible, the use of shared equipment has been prohibited or restricted.</li> <li>5. Where the use of shared equipment is necessary, additional cleaning / sanitising procedures have been put in place.</li> <li>6. Where necessary, additional equipment (including PPE) has been made available to employees.</li> <li>7. Work activities and work areas are continually monitored to ensure employees are following procedures and adhering to control measures.</li> </ol>	<ul style="list-style-type: none"> <li>• Home workers are provided with information, instruction and training</li> </ul>	<b>L</b>

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Social distancing	<b>H</b>	<ol style="list-style-type: none"> <li>1. The Company has taken all reasonable steps to ensure a 2m distance can be maintained between people on site – this includes;                             <ul style="list-style-type: none"> <li>• Limiting the number of people on site</li> <li>• Altering access / egress to site</li> <li>• Altering workstations, work areas and working practices</li> <li>• Displaying signs, notices and posters</li> <li>• Supplying employees with additional equipment</li> </ul> </li> <li>2. The risk management plan has been developed to assist with social distancing on site.</li> <li>3. Details of what should be done to assist with social distancing has been communicated to employees.</li> <li>4. Any information regarding social distancing, which is relevant to visitors, will be communicated.</li> </ol>	<ul style="list-style-type: none"> <li>• Where the 2m distance cannot be achieved, mitigating controls have been detailed in the risk management plan</li> </ul>	<b>L</b>
Hygiene / cleanliness	<b>H</b>	<ol style="list-style-type: none"> <li>1. The Company have reviewed hygiene &amp; cleaning processes as part of the risk management plan.</li> <li>2. To assist with reducing risk, the following steps have been taken;                             <ul style="list-style-type: none"> <li>• Installed additional hygiene stations at building entry / exit points</li> <li>• Increased frequency of cleaning / sanitising of work areas and work equipment</li> <li>• Obtained additional stock to ensure adequate supplies are available</li> <li>• Increased checks of hygiene provisions / stations</li> <li>• Displayed posters / notices to remind of good hygiene practices</li> <li>• Provided employees with information &amp; instruction on following good hygiene standards</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Any additional hygiene or cleaning procedures are detailed in the risk management plan</li> </ul>	<b>L</b>