Living with Covid-19. Version 9028

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HAZARD	AT RISK	CONTROL MEASURES				ABILITY W	ME	
Hazard from: Premises, Plant, Equipment, Other Persons etc.	Who, how many and when are persons at risk from the hazards identified	Control By: Training, Supervision, Safety Equipment, Health Monitoring, Safe Working Procedures, Hygiene etc.	EXISTING	PROPOSED	Possible Outcome	Likelihood	Risk	Action Level
Risk of infection from spreading Coronavirus. (Covid-19)	Associates Guests Visitors Sub-contractors Valeters Dealership cleaners Delivery drivers Pregnant associates & guests Associates or guests who are/could be classed either clinically extremely vulnerable or clinically	Head of Business to ensure that, all associates are fully acquainted with the processes and procedures set out in the Reset Plan. All associates must confirm that they will adopt the processes and procedures, by confirming they have read the current Reset Plan- A guide for Dealerships and Associates via the Access H.R. system. A copy of the Reset Plan and a signed copy of the risk assessment to be held in Health and Safety folder No2. A copy of the Reset plan to be available	✓		3	2	6	Low Risk
	vulnerable.	on the Health and Safety noticeboard for Associate guidance at all times. All associates to confirm with Line Manager before arriving at dealership if they have developed potential Covid-19 symptoms overnight (A high temperature, a new continuous cough, a loss or a change to your sense of smell or taste, shortness of breath, feeling sick or being sick, diarrhoea, a sore throat, a block or runny nose, an aching body, headache, feeling tired or exhausted, loss of appetite) and not to attend the dealership. The Associate will be required to follow the current Cambria guidance regarding self-isolation.	√					

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Living with Covid-19. Version 9028

useable face masks are available for all Associates (Reset Plan Respiratory Hygiene Page 14, Personal Hygiene page13 & Face mask wearing guidance- Appendix 2)	✓			
Head of Business to ensure that: Associates wear a facemask in retail areas at the dealership (Showroom, Service Reception, Parts Front Counter and Reception Areas). Associates wear a facemask when	✓			
interacting with a Guest or fellow Associate when 2 metre social distancing is not possible in any part of the dealership. (Reset Plan Respiratory Hygiene Page 14, Personal Hygiene page 13 & Face mask wearing guidance- Appendix 2)	✓			
Head of Business to ensure that: Disposable masks are available for Guests and Visitors.	✓			
Head of Business to ensure that nominated associate is responsible for taking and recording body temperature of all associates on a daily basis. Head of Business to ensure that nominated associate is responsible of taking body temperature of all visitors, sub-contractors and valeters on a daily basis.	✓			
Ensure that if a reading is taken of over 37.8 degrees that:				
If an Associate develops any symptoms (See listing above) when at the dealership, they leave the dealership. and				

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self-isolate in li	ne with current Cambria				
Guidance. Hea	d of Business to inform				
their Operation	al Director, H.R. and Group				
Health and Saf	ety Manager (following the				
	t Plan 'Those with Covid-				
19 Symptoms p					
	ess to ensure that any	✓			
	ociate has working in or				
	red surface contact with				
are sanitised		✓			
If a Guest, Visit	tor or Sub-contractor				
-	oms (See listing above)				
	alership, they are asked to	✓			
	rship immediately.				
Ensure that reg	jular hand washing, or				
sanitising conti	nues to take place whilst	✓			
attending the d	ealership.				
All associates,	guests, visitors, sub-				
contractors and	l valeters to be advised				
that 2 metre so	cial distancing guidelines	✓			
are in place at	the dealership				
	ensure that Guests are				
l l	f children accompany them				
	ust follow 2-metre social				
distancing guid	elines.	✓			
	have Government / PHE.				
1 -	rs on how to wash hands				
correctly.		✓			
Hand (Dec)	and a manima direct or over the				
	ess to ensure that a copy of				
	ashroom &Toilet Hygiene				
	yed in these areas and				
	. Template copies of				
	cated in Reset plan-	~			
Appendix 3 pag	ge 47.	l			

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	Living with covid for voicion of				
	Ensure that hand sanitiser is located across dealership in guest facing areas and meeting rooms (following guidance – Reset Plan Personal Hygiene page13)	✓			
	Ensure that main entrance is kept clear and free from obstruction at all times to reduce potential 'pinch points'	✓			
	If work requires associates to be closer than 2 metres, this task must be completed in the shortest space of time possible, and the 2 metre social distancing guidelines re-introduced a soon as task is completed.	✓			
	If work task requires associates to be closer than 2 metres, face masks must be worn at all times by associates	✓			
	Head of Business to ensure that when required by Government guidance, they have informed H.R. of any associate classed as clinically extremely vulnerable. Head of Business to ensure that associate follows current Government guidance on shielding.	✓			
	Head of Business to ensure that when required by Government guidance, they have informed H.R. of any associate classed as clinically vulnerable. Head of Business to ensure that associate been instructed to take extra care in observing social distancing.	✓			
	Head of business to ensure that safe systems of work are read, understood and all associates are fully acquainted with social distancing requirements in:				

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	Living with Covid-13. Version 30	J Z O		 	
	Guest waiting area- (Reset Plan page 16)	✓			
	Sales & Showroom- (Reset Plan page 16)	✓		1	
	Service/ Aftersales Reception area (Reset			1	
	Plan page 17)	✓		1	
	Associate work area, workshop/			1	
	bodyshop- (Reset Plan page 17)	✓		1	
	bodyshop (Resett lan page 17)	,		1	
	Parts department (Reset Plan page 18)	✓		ı	
	Offices (Reset Plan page 18)	√		1	
		V ✓		1	
	Meeting rooms (Reset Plan page 18)	-		1	
	Toilets (Reset Plan page 19)	✓		1	
	Canteens/ break rooms (Reset Plan page			1	
	19)	√		1	
	Changing rooms (Reset Plan page 19)	✓		ı	
				ı	
	Head of Business to ensure that			1	
	magazines, newspapers and brochures	✓		1	
	are not available in Guest waiting areas.			1	
				ı	
	Head of Business to ensure that all			1	
	associates cups, mugs and eating utensils	✓		ı	
	are thoroughly cleaned after use.			1	
	are arereaging creamed and age.			ı	
	Ensure that wherever possible all	✓		1	
	meetings are held either digitally or via	,		ı	
	conference call facility.			1	
	Conference can facility.			1	
	Head of Business to ensure 'baseline'			ı	
		√		ı	
	cleaning regime has been implemented	•		1	
	(following guidance Reset Plan page 20			ı	
	Facility Cleaning)			1	
				1	
	Showroom				
	Where applicable ensure showroom host				
	location has protective screen in place at	✓			
	all times. Showroom host to wear				
	facemask at all times, when working in				
	guest facing areas				

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Aftersales Ensure that wherever possible guests have a fixed appointment time for dropping off & vehicle collection Wherever possible ensure that non-cash transactions are transacted by all associates.	✓					
Head of business to ensure that safe systems of work are read, understood and that all Aftersales associates are fully acquainted with: Guests in service department- (Reset Plan page 37-38) Working safely in service department procedure- (Reset Plan page 31) Service collection and delivery procedure- (Reset Plan page 39-41) Part deliveries procedures (Reset Plan Page 42) Safe system of work for Apprentices (Reset Plan page 32)	✓ ✓ ✓ ✓					
Dealership Administration Head of business to ensure that safe systems of work are read, understood and that all dealership administration associates are fully acquainted with: Associate policy for working safely at a dealership (Reset Plan page 24)	✓					
Visitors, Sub-contractors and Valeters Head of Business to ensure that upon arrival and on departure all visitors sub-contractor and valeters report to guest host area where guest host or nominated associate will complete the visitor's book on their behalf.	✓					

Living with Covid-19. Version 9028



Cambria Working safely during Covid-19 risk assessment is to be used exclusively with the current version Reset Plan document.

Both documents are to be sign by Head of Business and held in dealership Health and Safety folder number two. Additional copies of the Reset Plan to be held on dealership Health and Safety Noticeboard.

Signed:

Date: 01/06/2022

Review Date: 01/06/2023

Further action required N

Name: Marcus Smith