


## RISK ASSESSMENT FORM

<b>Company</b>	Standard Motor Products Europe Ltd	<b>Premises</b>	Little Oak Drive, Annesley, Notts. NG15 0DR		
<b>Doc Ref / Title</b>	<b>COVID-19 – Working at our premises</b>		<b>Note:</b> This assessment must be reviewed if there is an accident or a significant change in the way the activity is conducted		
<b>Date of Assessment</b>	19/05/2020	<b>Review Date</b>	01/06/2020		
<b>Persons Affected</b>	All Employees, Clients, Visitors				
<p><i>This risk assessment has been produced by AW Safety based on information provided to the assessor at the time of writing. It shall be the responsibility of the above named company to ensure this assessment is reviewed prior to use ensuring it is suitable and sufficient to adequately control the risks associated with the specific tasks it is being applied to.</i></p>					
<b>Approved by</b>	JOHN WASS	<b>Signed</b>		<b>Date</b>	20/05/2020
<b>Activity / General Information</b>					

General risk assessment for staff working on sites during the Coronavirus.  
 Good hygiene practices are imperative whilst this infection is in place.  
 Distancing guideline need to be observed at all time 2metres minimum space required.

HAZARDS (What)	EFFECTS (How)	CURRENT CONTROL MEASURES	RISK RATING			FURTHER CONTROL MEASURES	WHEN	DATE DONE	RISK RATING		
			L	S	R				L	S	R
Staff working from our premises during COVID-19 outbreak	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Where possible staff who can work from home will be encouraged to remain working at home.</li> <li>We will ensure we are aware of staff who are at increased risk of severe illness from coronavirus (COVID-19) as</li> </ul>	3	5	15				1	5	5

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			L	S	R				L	S	R
		<p>defined by Public Health England, and individually risk assess them prior to reaching a decision on allowing them to work from our premises.</p> <ul style="list-style-type: none"> <li>We will ensure all necessary control measures as required by Public Health England, WHO and the Government are adhered to as far as is reasonably practicable.</li> <li>To protect our staff, we will remind staff to only come into work if they are not displaying COVID-19 symptoms and no one in their household is self-isolating due to COVID-19 symptoms or positive COVID-19 test result.</li> <li>Staff should be reassured that staff with symptoms (or anyone in their household with symptoms) will be advised to be tested for COVID-19, and only permitted back to work if receive a negative test result, or after necessary isolation periods following a</li> </ul>					30/03/2020	30/03/2020			

HAZARDS (What)	EFFECTS (How)	CURRENT CONTROL MEASURES	RISK RATING			FURTHER CONTROL MEASURES	WHEN	DATE DONE	RISK RATING		
			L	S	R				L	S	R
		positive result. <ul style="list-style-type: none"> <li>The social distancing requirements of 2 metres set out by the UK Government will be adhered to wherever practicable whilst at work  <a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance">https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</a></li> <li>Signage displayed reminding staff of social distancing requirements.</li> </ul>									
Staff not wishing to return to working from our premises	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>This risk assessment and associated information on the control measures we have in place will be provided to all staff.</li> </ul>	3	1	3	HR will communicate with all staff members to be re-assure we are doing everything possible to keep everyone safe.	18/05/2020	18/05/2020	1	1	1
Staff unaware of Coronavirus symptoms	High temperature, cough, fatigue, shortness of breath, body	<ul style="list-style-type: none"> <li>Posters displayed throughout the premises.</li> <li>Staff aware anyone displaying the symptoms must not come into the workplace and seek a COVID-19 test</li> </ul>	3	5	15	HR resource 'People' system has regular updates to all staff member at home and on site.	23/03/2020	23/03/2020	1	5	5

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			L	S	R				L	S	R
	aches, loss of taste & smell, fatality	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>									
No procedure if person becomes unwell at work and is showing Coronavirus symptoms	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Inform management you are leaving the premises (preferably by mobile phone).</li> <li>Go home immediately and adhere to the social isolation requirements in place.</li> <li>Clean the work area member of staff was working in immediately.</li> <li>Member of staff requested to arrange for a COVID-19 test ASAP.</li> </ul>	3	5	15		23/03/2020	23/03/2020	1	5	5
Member of staff, or someone in their household, is infected with the Coronavirus.	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Infected staff must self-isolate at their homes and are not permitted to come into the work environment until their isolation period has passed.</li> <li>All staff who have been working with the infected member of staff will be informed and a COVID-19 test will be arranged for them if they display symptoms.</li> </ul>	3	5	15		23/03/2020	23/03/2020	1	5	5
Member of staff	High	<ul style="list-style-type: none"> <li>Member of staff must self-isolate at</li> </ul>	3	5	15				1	5	5

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			L	S	R				L	S	R
has come into close contact with person known to have coronavirus (positive test result)	temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	their homes and are not permitted to come into the work environment until their isolation period has passed or have a negative COVID-19 test result. <ul style="list-style-type: none"> <li>All staff who have been working with the potentially infected member of staff will be informed.</li> </ul>					23/03/2020	23/03/2020			
Person infected with the Coronavirus has been on your premises	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>A deep clean of the welfare areas and the area in which the member of staff worked will be undertaken as soon as we are made aware of the situation. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> .</li> </ul>	2	5	10		30/03/2020	30/03/2020	1	5	L
Social distancing not possible in the working environment.	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell,	<ul style="list-style-type: none"> <li>Staff do not have to work within 2 metres of each other due to the nature of the premises or operational layout.</li> <li>Where social distancing of 2 metres cannot be applied we will consider whether that activity is required or can</li> </ul>	3	5	15				1	5	L

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			L	S	R				L	S	R
	fatality	be redesigned. <ul style="list-style-type: none"> <li>Additional controls will be introduced where social distancing cannot be achieved to mitigate the risks in line with <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></li> <li>Where deemed necessary staggered start and finish times will be introduced.</li> <li>Where deemed necessary shift work patterns will be adopted.</li> <li>Signage displayed informing staff of the social distancing requirements will be displayed at key points.</li> <li>Social distancing floor marking in place in necessary locations.</li> <li>Workstations will be cleaned at the start of shift and after breaks</li> <li>Work environment is well ventilated to allow fresh air circulation.</li> </ul>				Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	15/05/2020	15/05/2020			

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			L	S	R				L	S	R
		<ul style="list-style-type: none"> <li>• Staff will work in small teams of workers (cohorts).</li> <li>• We will implement additional control measures relevant to our work environment  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></li> <li>• Where the social distancing measures of 2 metres cannot be applied, the following additional control measures will be adopted:               <ul style="list-style-type: none"> <li>○ Minimise the frequency and time staff are within 2 metres of each other.</li> <li>○ Minimise the number of operatives involved in these tasks.</li> <li>○ Operatives will work side by side, or facing away from each other, rather than face to face.</li> <li>○ The same operatives will work together throughout the project.</li> <li>○ Minimum number of operatives will be permitted to work under 2 metre rule.</li> </ul> </li> </ul>									



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			L	S	R				L	S	R
		<ul style="list-style-type: none"> <li>○ Where face to face working is essential to carry out a task when working within 2 metres this will be kept to 15 minutes or less where possible. This will only be permitted in extreme circumstances and permission must be obtained from site management before the work activity is carried out and the activity individually risk assessed.</li> <li>● If there is no other way of completing the work and it is safety critical, then the following must strictly be adhered to:               <ul style="list-style-type: none"> <li>○ Full body overalls to be worn to prevent skin on skin contact.</li> <li>○ Gloves to be worn at all times</li> <li>○ Face mask to be worn at all times</li> <li>○ Safety eyewear or face shield to be worn at all times.</li> </ul> </li> </ul>									
Staff travelling to work	High temperature,	<ul style="list-style-type: none"> <li>● Staff should travel to work alone using their own transport.</li> </ul>	1	5	5				1	5	L

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			L	S	R				L	S	R
	cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Use of public transport should be avoided where practicable.</li> <li>If public transport must be used then face coverings should be worn.</li> </ul>					18/05/2020	18/05/2020			
Lack of personal hygiene: coughing and sneezing without covering their mouth; staff not washing hands	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Handwash and disposable drying tissue or hand dryers available at all sinks.</li> <li>Advise staff to wash hands before leaving home; upon arrival at work; throughout the day; at of the working day and in line with the NHS/ GOV.UK handwashing guidance.</li> <li>Hands to be washed immediately after coughing or sneezing.</li> <li>Handwashing posters displayed around the premises.</li> <li>Hand sanitiser available for locations in which soap and water not available.</li> <li>Provide disposable tissues to capture coughs and sneezes.</li> <li>Dispose of used tissues within waste</li> </ul>	3	5	15		06/04/2020	06/04/2020	1	5	5

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			L	S	R				L	S	R
		bins or suitable container/ bag.									
Coming into contact with equipment which others have touched.	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Equipment touchpoints will be frequently throughout the day cleaned and disinfected using appropriate cleaning products.</li> <li>Staff advised not to share equipment.</li> <li>If equipment is to be shared then it must be cleaned prior to use and after use.</li> </ul>	3	5	15		30/03/2020	30/03/2020	1	5	5
Lack of cleaning of touchpoints: toilet facilities, kitchen work surfaces, desks, door handles and other surfaces within the premises	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Cleaning procedure in place covering all locations, especially those touchpoints numerous people may come into contact with on a daily or twice daily basis with a suitable cleaning/ disinfectant product.</li> <li>Staff aware to wash hands on a frequent basis and in line with the NHS/ GOV.UK handwashing guidance.</li> <li>The welfare facilities are thoroughly cleaned on a designated basis by company cleaners.</li> </ul>	3	5	15		30/03/2020	30/03/2020	1	5	5
Access and egress not	High temperature,	<ul style="list-style-type: none"> <li>Staggered start and finish times will be</li> </ul>	3	5	15				1	5	5

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			L	S	R				L	S	R
allowing social distancing	cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>introduced to allow staff to adhere to the 2-metre social distancing requirement when signing in.</li> <li>Additional access and egress points will be opened to enable social distancing (where possible).</li> <li>Warning signage and COVID-19 information posters will be displayed on access routes</li> </ul>					18/05/2020	18/05/2020			
Employees attending meetings or training sessions	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>A digital means of communication will be used wherever practicable.</li> <li>If meetings must be carried out in person the room will be well ventilated, minimum number of people will attend and social distancing will be observed.</li> </ul>	2	5	10		23/03/2020	23/03/2020	1	5	5
Employees attending meetings, training, or events outside of the work environment	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell,	<ul style="list-style-type: none"> <li>A digital means of communication will be used wherever practicable.</li> <li>Do not use public transport to get to meetings/ training wherever practicable.</li> <li>Car sharing is not permitted.</li> </ul>	2	5	10				1	5	5

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			L	S	R				L	S	R
	fatality	<ul style="list-style-type: none"> <li>Advise staff to wash hands before leaving for meeting, upon arrival, on a frequent basis during day, and upon leaving and in line with the NHS/ GOV.UK handwashing guidance.</li> <li>Advise staff they do not have to shake hands with other persons and to adhere to social distancing requirements.</li> <li>Advise staff not to sit in close proximity (within 2 metres) of other meeting or training attendees. If this can not to be achieved highlight the requirement to the host and suggest alternative location.</li> <li>Provide hand sanitiser for use where necessary</li> </ul>					23/03/2020	23/03/2020			
Lack of adequate ventilation within the workplace	High temperature, cough, fatigue, shortness of breath, body	<ul style="list-style-type: none"> <li>Premises will be kept well ventilated.</li> <li>Windows and doors will be kept open wherever practicable.</li> <li>Extraction fans will be used to keep</li> </ul>	3	5	15				1	5	5

HAZARDS (What)	EFFECTS (How)	CURRENT CONTROL MEASURES	RISK RATING			FURTHER CONTROL MEASURES	WHEN	DATE DONE	RISK RATING		
			L	S	R				L	S	R
	aches, loss of taste & smell, fatality	areas well ventilated. <ul style="list-style-type: none"> <li>Vent systems will be set to maximum to ensure adequate maintained air flow rate.</li> </ul>					30/03/2020	30/30/2020			
Social distancing not possible within toilet facilities	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Toilet will have individual locks on doors to prevent more than one person entering.</li> <li>Staggered breaktimes to prevent all staff requiring use of toilet facilities at the same time.</li> </ul>	3	5	15		11/05/2020	11/05/2020	1	5	5
Social distancing not possible within the rest area or kitchen	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Staggered breaktimes to prevent all staff requiring using the rest area or kitchen at the same time.</li> <li>Maximum number of persons in the rest area or kitchen at any one time, so can keep more than 2 metres apart.</li> <li>Fixed tables and chairs will be taped off to ensure social distancing requirements adhered to.</li> <li>Moveable tables and chairs will be arranged to ensure social distancing</li> </ul>	3	5	15				1	5	5

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			L	S	R				L	S	R
		requirements adhered to. <ul style="list-style-type: none"> <li>When dry warm weather can eat lunch and take breaks outdoors.</li> <li>Allowed to eat lunch at their own desk or within their own vehicles if staff do not wish to use the rest area.</li> <li>Staff use their own flask so can limit frequency of visits to the kitchen.</li> <li>Additional kettles provided and located in designated areas to prevent all staff having to use the kitchen facilities</li> </ul>					08/04/2020	08/04/2020			
Social distancing not possible within canteen	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Staggered breaktimes to prevent all staff requiring using the canteen at the same time.</li> <li>Queuing system in place to ensure social distancing adhered to.</li> <li>Fixed tables and chairs will be taped off to ensure social distancing requirements adhered to.</li> <li>Moveable tables and chairs will be arranged to ensure social distancing</li> </ul>	3	5	15				1	5	5

HAZARDS (What)	EFFECTS (How)	CURRENT CONTROL MEASURES	RISK RATING			FURTHER CONTROL MEASURES	WHEN	DATE DONE	RISK RATING		
			L	S	R				L	S	R
		requirements adhered to.					08/04/2020	08/04/2020			
Social distancing not possible into small work areas/ offices	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Staff and others come to the entrance door and do not enter the work area but speak to staff from that location.</li> <li>Signage on door stating entrance is not permitted.</li> <li>If must enter the area first obtain permission from occupants.</li> <li>Additional controls will be introduced to mitigate the risks.</li> </ul>	3	5	15		30/03/2020	30/03/2020	1	5	5
Lack of procedures when carrying out first aid duties	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Where possible maintain a 2 metre or more distance away from an individual.</li> <li>Disposable gloves and apron are available and must be worn whenever carrying out first aid in which social distancing cannot be achieved.</li> <li>A fluid repellent surgical face mask and eye protection (such as face visor or goggles) should be considered (risk assessed) when there is a risk of contamination with splashes, droplets of blood or body fluids.</li> </ul>	2	5	10				1	5	5



HAZARDS (What)	EFFECTS (How)	CURRENT CONTROL MEASURES	RISK RATING			FURTHER CONTROL MEASURES	WHEN	DATE DONE	RISK RATING		
			L	S	R				L	S	R
		<ul style="list-style-type: none"> <li>Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.</li> <li>Where possible, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only.</li> <li>If a decision is made to perform mouth-to-mouth ventilation use a resuscitation face shield where available (monitor yourself for symptoms of possible COVID-19 over the following 14 days).  <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> </li> </ul>					22/05/2020	22/05/2020			
COVID-19 virus	High	<ul style="list-style-type: none"> <li>Staff working will be advised to launder</li> </ul>	1	5	5				1	5	5

HAZARDS (What)	EFFECTS (How)	CURRENT CONTROL MEASURES	RISK RATING			FURTHER CONTROL MEASURES	WHEN	DATE DONE	RISK RATING		
			L	S	R				L	S	R
being present on clothes worn to work	temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	their clothes regularly.					30/03/2020	30/03/2020			
Delivery drivers or visitors visiting our premises: potential source of infection	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Non-essential persons are not permitted within our premises.</li> <li>Visitors will be asked prior to arrival if they are suffering from any COVID-19 symptoms (or if anyone in their household is self-isolating). If yes, they are not permitted onto our premises.</li> <li>Anyone coming onto premises will be informed prior to arrival the safety procedure they must adhere to.</li> <li>Delivery drivers are aware not to enter any work location unless prior permission has been given.</li> <li>Delivery drivers will be requested to stay in their cab, wherever practicable,</li> </ul>	2	5	10	Separate welfare facilities set up for drivers and contactors at rear of car park cleaned regularly.	08/04/2020	08/04/2020	1	5	10

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			L	S	R				L	S	R
		or adhere to social distancing requirements if outside the cab in the yard or pick up area. <ul style="list-style-type: none"> <li>Couriers are requested to leave parcels in a safe designated area.</li> </ul>									
Company being unaware of change in requirements from the Government, Public Health England, WHO or the NHS	High temperature, cough, fatigue, shortness of breath, body aches, loss of taste & smell, fatality	<ul style="list-style-type: none"> <li>Designated staff will check the GOV.UK website on a scheduled basis for any updates or will sign up to the Gov.UK emails.</li> <li>Receiving updates from safety advisors or can contact them for advice.</li> </ul>	2	5	10		19/05/2020	19/05/2020	1	5	5

	SEVERITY					LIKELIHOOD	SEVERITY			
	1	2	3	4	5					
LIKELIHOOD	1	1	2	3	4	5	1	Very Unlikely	1	Negligible/No injury
	2	2	4	6	8	10	2	Unlikely	2	Minor Injury
	3	3	6	9	12	15	3	Probable	3	Medical injury
	4	4	8	12	16	20	4	Likely	4	Major Injury
	5	5	10	15	20	25	5	Very Likely	5	Very Severe/Fatality
<b>RISK RATING = LIKELIHOOD X SEVERITY</b>										
LOW 1-6			MEDIUM 8-10			HIGH 12-25				

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Standard Motor Products Europe Ltd Date 21/05/2020

John Wass



Who to contact: Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

