

**Forest Auto Salvage Ltd**  
 Forest Vale Road, Cinderford, GL14 2PH  
**Location: Main Site / Warehouse**

<b>Title :</b> Covid-19 - Site based	<b>Date of Assessment :</b> 18/05/2020	<b>Risk Assessor :</b> Jaime Anderson
<b>Risk Assessment Reference :</b>	<b>People involved in making this assessment :</b>	
<b>Task/ Process :</b> Risks from Coronavirus	<b>People at Risk :</b> Employees, Contractors, Members of the Public	

<b>Hazard : Uninformed staff</b> Staff who are not fully informed on the new workplace H&S protocols that address the prevention of Covid-19 spread may compromise their own health & that of others.
<b>Control Measures:</b>
1. NHS & Public Health posters have been displayed throughout the workplace premises for staff to view.
2. Staff have been issued with a Covid-19 assessment questionnaire.
3. Staff are expected to complete and pass a Covid-19 online assessment that educates users on ways to prevent the spread of Covid-19.

<b>Hazard : Food &amp; drink preparation areas</b> Potential risk of virus transfer through cross contamination & poor hygiene levels.
<b>Control Measures:</b>
1. Staff have been informed to follow strict hygiene standards when preparing hot drinks & food.
2. The food & drink preparation station is limited to one person use, and the break room limited to two members of staff at any one time.
3. Staff are encouraged to bring an already prepared packed lunch from home where possible to avoid using communal appliances.
4. Food & drink spills must be cleaned up straight away and disposed of immediately to maintain clean & sanitised surfaces.
5. Staff are to wash hands using the correct method before & after using the food & drink preparation facilities.
6. The microwave should be left in a clean condition & wiped over after each use.
7. Staggered break times should be adhered to.

<b>Hazard : Communal areas - toilets &amp; reception areas</b> Risk of cross contamination through contact of equipment & hard surfaces.
<b>Control Measures:</b>
1. External cleaning services have been increased, with particular attention to high touch surfaces such as door handles, toilets & keyboards/office equipment.
2. Appropriate anti-bacterial hand washing facilities & desk hand sanitizer provisions for staff maintained.
3. Hand sanitising posters displayed in toilet & public areas.
4. Notices in the toilet areas to ensure users are closing the toilet seats prior to flushing to reduce the risk of aerosols becoming airborne & potentially contaminating the facilities.

5. Staff are to store personal items such as bags & coats away from others to avoid contact.

6. Customer limitation in the reception area. Only one customer may enter the reception area at one time, a door bell service helps to manage the footfall in this area & a customer notice is displayed to inform customers of this procedure.

**Hazard : Office workstations, IT equipment & telephones** The risk of cross contamination through direct contact with potential contaminated surfaces.

**Control Measures:**

1. Office staff are instructed to maintain a sanitised work station with the use of anti-bacterial wipes. Particularly for 'high touch' equipment/surfaces such as telephones, keyboards & screens.

2. Staff must only use their own IT equipment to further prevent the risk of cross contamination.

3. Frequent cleaning of High touch equipment by the cleaning staff.

4. Well spaced & back-to-back workstations in place

**Hazard : Close contact** Ignoring social distancing guidelines could cause a risk of viral exposure.

**Control Measures:**

1. Staff instructed to follow the 2 metre guidelines & avoid face to face contact with staff & customers where possible.

2. All physical contact to be avoided in all non-emergency circumstances.

3. Office staff to sit back to back and 2 metres apart.

4. Posters displayed to remind staff of social distancing rules.

5. Perspex barrier put in place in the reception area.

**Hazard : Cleaning & Hygiene** Inadequate cleaning & hygiene standards pose a risk of infection spread by the way of cross contamination.

**Control Measures:**

1. Cleaning regimes have significantly increased in frequency in specific areas such as door handles, switches, office equipment & toilet areas.

2. Appropriate disinfectant used by external cleaning staff.

3. Sufficient hot water, cleaning products & hand sanitisers provided.

4. Spills are to be cleaned immediately & disposed of using waste bins provided.

5. Staff are instructed to clean their hands frequently following the correct guidelines.

6. Staff have been informed to avoid from touching their face, specifically eyes, nose & mouth.

**Documents Associated with this Risk Assessment:**

**Review Date :** 01/06/2021

**Reviewer :** Jaime Anderson