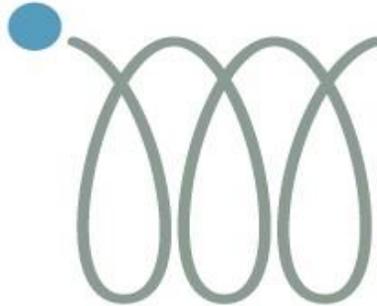


Strictly Confidential



**International Motors Ltd
Import Centre - Sheerness
Thomsett Way
Queenborough
Sheerness
Kent
ME11 5AR
17 June 2020
Version 01**

Assessor: Himmat Rai BSc (Hons) LL.M FCIEH CEnvH CMIOSH

With assistance from Dean Falkner, Darren James, Shareen Jilka



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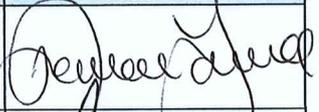
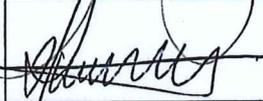
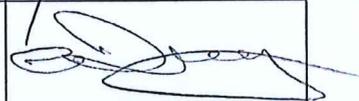
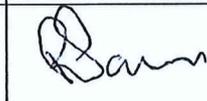
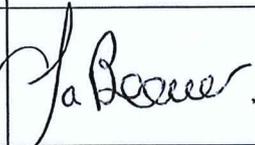
Distribution of Risk Assessment

The following personnel confirm that they have reviewed this document and undertake to implement the risk control measures outlined, where appropriate.

Review of Risk assessment

If the undersigned persons or any other persons become aware of significant changes that affect this risk assessment they should report the matter to Dean Faulkner who will ensure that it is reviewed and updated.

As a minimum, this risk assessment will be reviewed monthly.

Name	Role	Date	Signature
Darren James	Group Resources Director	18/6/20	
Dean Faulkner	General Manager Logistics	01-06-2020	
Linda Donnelly	Office Manager	01-06-20	
Rodney Payne	Bodyshop Controller	01/06/20	
James Beever	Beever Enhancements Director	01-06-20	

Risk Scoring System

In order to assess the relative importance of health and safety risks and to enable corrective action to be prioritised, a simple system of scoring has been used.

The Risk Score reflect the combination of the Severity of Hazard and the Likelihood of Occurrence.

$$\text{RISK SCORE} = \text{SEVERITY OF HARM} \times \text{LIKELIHOOD OF OCCURRENCE}$$

Severity of Harm – the potential to cause harm will vary in severity. The effect of a hazard has been rated as follows:

Fatal/ Major eg. death or major injury

Over 3 day eg. injuries where people may be off work for more than 3 days

Minor eg. all other injuries including those where people are off work for periods of up to 3 days

Likelihood of Occurrence (of Harm) – Harm may not occur in every case, this will be affected by a number of factors, including the organisation of the work, measures in place to control risk and, the nature and extent of exposure to the hazard. The likelihood of occurrence has been rated as follows:

Certain eg. where it is certain or near certain that harm will occur

Possible eg. where harm will occur frequently

Unlikely eg. where harm will seldom occur

Risk Evaluation Matrix

Likelihood of Occurrence		Severity of Harm		
		Fatal/Major	Over 3 day	Minor
Certain	Imminent	High	Medium	
Possible	High	Medium	Low	
Unlikely	Medium	Low	Low	

Remedial Action Timetable

	Imminent Risk	High Risk	Medium Risk	Low Risk
Remedial Action to eliminate or reduce risk	Immediate action	Action as a matter of priority	Action as soon as is practicable	Action as a part of programmed risk management procedures

General Risk Assessment

LOCATION AND/OR ACTIVITY: Import Centre - Sheerness

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Workplace incapable of allowing social distancing</p> <p>Staff with COVID -19 symptoms attending work premises</p>	<p>Employees Visitors Contractors Agency staff</p>	<p>Staff Considerations: Only staff who cannot work from home permitted to work from work premises.</p> <p>Staff have been informed that they must stay at home if they or someone in their household has presented with symptoms of COVID -19, namely a new continuous cough, high temperature (above 37.8°C) and a loss of, or change in, your normal sense of taste or smell (anosmia). Staff requested to take their body temperature on arrival. Where the body temperature is above 37.8°C, staff will wait in an area away from others and retest after 30 minutes. If the temperature remains too high, staff will be asked to go home and observe self-isolation in accordance with Govt. Guidance.</p>	<p>Yes</p> <p>No</p>	<p>M</p>	<p>Create daily check sheet and update daily on our share drive system. All temperature machines are self-calibrated, however you need to check battery life once per week.</p>	<p>DF – 19/06/20</p>
<p>Clinically Vulnerable or Clinically Extremely Vulnerable attending work premises</p>	<p>Employees Visitors Contractors Agency staff</p>	<p>Clinically Vulnerable or Clinically Extremely Vulnerable employees or those with a person in these categories in their household have been identified and will work from home until Govt. advice suggests otherwise. Staff to observe shielding and self-isolation in accordance with Govt. Guidance.</p>	<p>Yes</p>			
<p>New & Expectant Mothers or persons with disabilities attending work premises</p>	<p>Employees Visitors Agency staff</p>	<p>Reliance on informal arrangement to assess the needs of New & Expectant Mothers or persons with disabilities attending work premises A specific New & Expectant Mothers Risk Assessment is to be conducted when the company is formally informed that an employee is pregnant or when returning to work after maternity leave.</p> <p>Consideration has been given to how any changes to the work premises will affect persons with disabilities.</p>	<p>Yes</p>			

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Employees not consulted on health and safety implications</p> <p>Staff and visitors unaware of the infection risks and the risk controls in place</p> <p>Staff become ill while at work</p>	<p>Employees Visitors Contractors Agency staff Public</p>	<p><u>Staff Considerations:</u> The findings of this COVID – 19 Risk Assessment published on the company website.</p> <p>Employees consulted on the risk control measures in place to mitigate the risk of infection and actively encouraged to raise any matters of concern with their line manager.</p> <p>Staff trained, instructed and informed on the risk of infection and the risk controls in place. Training records to be maintained. See COVID 19 Return to Work Policy.</p> <p>Clear signage and posters in place to inform all persons of the risks and what they can do to minimise the risk of infection.</p> <p>Signage in place to remind persons to maintain social distance, wash hands regularly for 20 seconds and cough/sneeze into a tissue and then dispose of it in the waste bins provided.</p> <p>Any member of staff who develops symptoms of COVID - 19 whilst at work will be sent home and instructed to stay at home for 7 days from onset of symptoms. If the member of staff lives in a household where someone else is unwell with symptoms then they must stay at home in line with the stay at home Government guidance.</p> <p>Line managers will maintain regular contact with the staff member.</p>	<p>Yes</p>			

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Travel to/from work premises</p> <p>Work-related travel</p>	<p>Employees Visitors Contractors Agency staff Public</p> <p>Employees Agency staff Public</p>	<p><u>Travel Considerations:</u> Employees attending work premises, have been advised to minimise the risk of infection during travel to/from work including avoiding car sharing and public transport if possible.</p> <p>Staggered start/finish times introduced to minimise congestion and this will assist with avoiding busy periods on public transport.</p> <p>See COVID 19 Return to Work Policy.</p> <p>Non-essential travel will be minimised and consideration given to remote options first.</p> <p>No business travel is permitted until further notice unless it is business critical, this directive will be regularly reviewed in line with government guidance. Any business-critical travel must be signed off by a Director.</p> <p>Movement of vehicle is only by foot in the compound, compound support vehicle only used by one nominated member of staff for jump starting and battery replacements etc.</p> <p>Off-site collections maximum of 2 staff in one vehicle only.</p> <p>When travelling in vehicle maximum of 2 staff in one vehicle, passenger should be seated in the rear seats of the vehicle and all windows to remain open (weather permitting).</p>	<p>Yes</p>			

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Workplace size and layout not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Contractors Agency staff</p>	<p><u>Workplace Considerations:</u></p> <p>The number of staff in the workplace at any one time is such as to enable them to observe social distancing of 2 metres.</p> <p>Where appropriate, consideration has been given to staggering the start and finish times or possibly the days that staff attend the company premises.</p> <p>Where reasonably practicable the movement of individuals throughout the workplace will follow a one-way system. Access to the office is by main entrance only, all persons will be asked to remain in the reception area behind the screen. One member of staff will be appointed as contact.</p> <p>Where possible common touch points at entrance/exits will be avoided.</p> <p>Where appropriate floor tape, markers or paint used to mark areas to help workers keep to a 2m distance.</p> <p>Only where it is not possible to move workstations further apart, we will arrange for people to work side by side or facing away from each other rather than face-to-face.</p> <p>Only where it is not possible to move workstations further apart, we will use screens to separate people from each other.</p> <p>The use of hot desks and spaces is not permitted.</p> <p>Staff instructed to avoid non-essential movement around the workplace and job/location rotation.</p>	<p>Yes</p>			

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Workplace size and layout not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Contractors Agency staff</p>	<p><u>Workplace Considerations:</u></p> <p>Each workstation will be allocated to one person. Each station will have the following items for use by each individual:</p> <ul style="list-style-type: none"> • 1 x 100ml Hand Sanitiser • 1 x Packet of Wet Wipes • 5 x 4-Layer Face Masks • 1 x box of Nitrile Power Free Exam Gloves • 1 X Waste bin • 1 x Broom & Shovel <p>Staff instructed not to share any of the protection products, make sure worksurfaces are cleaned and that all bins have black refused bags in and are emptied when full or at the end of each day.</p> <p>Extra PPE is available, such as Seat covers, Steering wheel covers and Gear shift covers, these are to be fitted prior to moving the vehicle and then disposed of once the task is completed.</p> <p>The number of persons using confined areas such as kitchen, welfare area, toilets, plant room is limited to observe social distancing.</p> <p>Steps have been taken, where possible, to ensure that teams of workers are kept together (cohorting) and numbers in a team are kept as small as possible.</p> <p>Signage used to reinforce the arrangements.</p> <p>Digital and remote transfers of material will be used where possible rather than paper format, such as using e-forms, emails and e-banking.</p>	<p>No</p>	<p>L</p>	<p>Review the provision of PPE products when staff return to maintain high standard of protection at all stations on 01.06.2020.</p>	<p>DF – 19/06/20</p>

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Workplace size and layout not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Contractors Agency staff</p>	<p>Workplace Considerations: Rest breaks durations 2 x 10 minutes per member of staff each day, only 2 staff permitted in rest room at any one time. Lunch Times - split time between staff, encourage to use outside space and remain on site.</p> <p>Staff working within the office must ensure 2 meters between workstations, limit the contact between each other and only make drinks for yourself.</p> <p>Lunchtimes and working hours to be staggered, thus reducing touch points between each other. Any shared equipment, such as photocopier must be cleaned after each use and dispose of wipes correctly, also ensure phone and PC are cleaned each day and not shared. Staff are provided with PPE.</p> <p>Face to face meetings will be avoided if possible. Where this is unavoidable, this will be kept to 15 minutes or less wherever possible in a well-ventilated space.</p> <p>As an added precaution staff have been advised to use of face covering and gloves where social distancing is unavoidable and not to share pens or other objects. Hand sanitiser is provided in meeting rooms.</p> <p>For members of staff who need to work away from the company premises, the principles of social distancing will be observed, and arrangements made for hand washing or hand sanitiser (minimum 60% alcohol content).</p>	<p>No</p>	<p>M</p>	<p>Rosta to be drafted to ensure staff know what times their rest breaks and lunchtimes will be, and we don't exceed the 2-meter distancing.</p> <p>Nominate a person as point of contact within the office and parts storage area.</p> <p>Reece Faulkner – Parts Lisa Andrews - Office</p>	<p>DF – 18/06/20</p> <p>DF – 18/06/20</p>

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Workplace size and layout not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Contractors Agency staff</p>	<p><u>Workplace Considerations:</u> Security Offices only to be used by security staff, no staff one to one meetings and follow the above cleaning procedure.</p> <p>Security officers are also to follow guidelines by their own company and ensure a copy of any procedure is copied to the General Manager.</p> <p>All managers to ensure their office and workshops are following guidelines set out within this Risk Assessment and company Covid – 19 Policy.</p> <p>Staff that normally share equipment, such as tools or technical equipment should try to avoid this, have one approved person only using this equipment, in the event this cannot be achieved then ensure the equipment is cleaned after each use.</p> <p>If the risk of sharing equipment cannot be mitigated then extra equipment will be purchased, such as torque wrenches so each person has own equipment.</p> <p>All staff and contractors that park in the staff carpark will be required to book in and out at security office rather than using the access control cards at the staff gate.</p> <p>Staff entrance gate will always remain open to reduce the risk on contamination.</p> <p>All vehicles to be parked in alternate bays leaving 1 parking space between vehicles to maintain 2-meter distance.</p> <p>Vehicles to be parked the same way to ensure door access.</p>	<p>Yes</p>			

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Unnecessary exposure to third parties</p> <p>Inadequate ventilation</p> <p>Inadequate arrangements for effective personal hygiene in the workplace</p> <p>Inadequate arrangements for the cleaning of surfaces and equipment</p>	<p>Employees Visitors Contractors Agency staff</p>	<p><u>Workplace Considerations:</u> Where possible, contact with third parties such as visitors, couriers and contractors is minimised. Where this is unavoidable, steps have been taken to enable social distancing and where appropriate, screens installed in higher risk areas such as Reception. Drop off points arranged for deliveries, all small items and post to be left at security office and collected on arrival and lunchtime by designated person.</p> <p>The building's air handling/climate control adjusted to enable a suitable number of air changes per hour and where possible windows and doors will be opened for ventilation.</p> <p><u>Hygiene Considerations:</u> Adequate hand washing facilities provided with hot/cold water, soap and hand drying facilities. Hand sanitiser (minimum 60% alcohol content) dispensers provided around the workplace in easily accessible locations where hand washing is impractical. Staff encouraged to protect the skin by applying emollient cream regularly. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme. Employees reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues by means of posters/signage.</p> <p><u>Cleaning Arrangements:</u> Arrangements are in place for the effective cleaning of the workplace in accordance with a cleaning schedule. Objects and surfaces that are touched regularly will be cleaned and disinfected thoroughly using suitable cleaning chemicals. Common touch surfaces such as door handles, taps, WC seats and cistern handles, handrails, will be cleaned more frequently. All waste materials to be safely stored and disposed of.</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	<p></p> <p></p> <p>M</p>	<p>Control the documentations of checks and advise any concerns</p>	

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Inadequate arrangements for the cleaning of utensils and cutlery and for the use of shared welfare facilities</p> <p>Incorrect/inappropriate use of gloves</p>	<p>Employees Visitors Agency staff</p> <p>Employees Agency staff</p>	<p><u>Cleaning Arrangements:</u> Common use of utensils such as plates/mugs/cups and cutlery will be avoided by using disposable items where possible. Where this is unavoidable arrangements will be made to thoroughly clean and disinfect the items in between users.</p> <p>Staff must wash and clean all surfaces and items that have been used in the kitchen.</p> <p>Only disposable cups & spoons are to be used. The number of staff making drinks is limited, bins are emptied after each break and staff to maintain 2-meter distancing.</p> <p><u>Welfare Facilities:</u> Staff encouraged to bring their own food and consume outside or in restroom while maintaining social distancing.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Yes</p> <p>No</p> <p>Yes</p>	<p></p> <p>M</p>	<p>Stock levels of gloves in all sizes should be increased.</p>	<p>RC – 19/06/20</p>

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Inadequate arrangements for permitting social distancing or for effective prevention of common touch points</p> <p>Inadequate arrangements for the safe evacuation in an emergency.</p> <p>Inadequate arrangements for first aid.</p>	<p>Employees Visitors Contractors Agency staff</p> <p>Employees Visitors Agency staff</p>	<p><u>Logistic Drivers / Technicians</u> Procedures in place for Drivers to ensure adequate welfare facilities available during their work.</p> <p>Persons should not share vehicles, where suitable distancing cannot be achieved.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our staff that visit off site suppliers.</p> <p><u>Emergency Arrangements:</u> Due consideration has been given to ensuring that all occupants of the building, including those with disabilities, can evacuate safely in an emergency.</p> <p>The 2-metre social distancing rule may be ignored in an emergency.</p> <p>When determining the number of persons to be at the work premises at any one-time, suitable arrangements have been made for an adequate number of trained first aiders.</p>	<p>Yes</p> <p>Yes</p>			