



# Risk Assessment Form

## COVID-19 MOBILE TECHNICIANS RISK ASSESSMENT

Romeo's Auto Smart Repair Ltd has a duty under the Health and Safety at Work etc Act 1974 to ensure that the health and welfare of its employees and customers is up to standards. The Act provides additional jobs for employers to ensure, as far as is reasonably practical, that their work doesn't affect the health and safety of others. Due to the recent Covid-19 pandemic, Romeo's Auto Smart Repair Ltd has considered the risks posed to staff and customers, as a result the following procedures and controls should be implemented with immediate effect.

This Risk Assessment Statement is designed to be used in conjunction with all other Romeo's Auto Smart Repair policies. Additionally, this Risk Assessment should be reviewed based upon the Government and Health & Safety Executive advice and guidance on this matter, to ensure that it remains valid.

The aim of the assessment is to; adequately control the additional risk posed by COVID-19, to minimise exposure to our technicians and customers in general, and to minimise interaction with people and facilities when working on-site.

What are the hazards?	Who might be harmed?	Controls
Getting or spreading the virus due to weak sanitation or inadequate hand washing.	Workers  Customers  Visitors	<ul style="list-style-type: none"> <li>• Provide information on how to wash hands effectively</li> <li>• Provide hand sanitiser on-site if hand washing is not possible</li> <li>• Put in place monitoring and supervision to ensure that everyone is following the controls.</li> <li>• Provide information to our workers on when to</li> </ul>

		<p>sanitise or wash hands.</p> <ul style="list-style-type: none"><li>• PPE is worn by our workers at all times whilst they are on site.</li></ul>
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What are the hazards?	Who might be harmed?	Controls
Getting or spreading coronavirus in common use high traffic areas.	<p>Customers</p> <p>Workers</p> <p>Visitors</p>	<p>Identify:</p> <ul style="list-style-type: none"> <li>• areas where people will congregate</li> <li>• areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways,</li> <li>• Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to leave non-fire doors open to</li> </ul>

		<p>reduce the amount of contact with doors and also potentially improve workplace ventilation</p> <ul style="list-style-type: none"> <li>• provide washing facilities and hand sanitiser at accessible places near to where people will have contact</li> <li>• put signs up to remind people to wash and sanitise hands and not touch their faces</li> <li>• put in place cleaning regimes to make areas are kept clean – consider frequency, level</li> </ul>
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		of cleaning and who should be doing it
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What are the hazards?	Who might be harmed?	Controls
Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	<ul style="list-style-type: none"> <li>• Identify groups of workers who live together and group them into a work cohort</li> <li>• Identify groups of workers who travel to work together and group them into a work cohort</li> <li>• Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus</li> </ul>

What are the hazards?	Who might it affect?	Controls
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers  Customers  Visitors	<ul style="list-style-type: none"> <li>○ Identify surfaces that are frequently touched and by many people, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom</li> <li>○ Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</li> <li>○ Reduce the need for people to</li> </ul>



		<p>move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces</p> <ul style="list-style-type: none"> <li>○ Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors</li> <li>○ Identify other areas that will need cleaning to prevent the spread of coronavirus, e.g. vehicles and specify the frequency and</li> </ul>
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		<p>level of cleaning and who will do it</p> <ul style="list-style-type: none"> <li>○ Identify what cleaning products are needed (e.g. surface wipes etc) and where they should be used, e.g. wipes in vehicles, etc</li> <li>○ Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</li> <li>● Provide more bins and empty them more often</li> <li>○ Provide areas for people to store personal belongings and</li> </ul>
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		<p>keep personal items out of work areas clean things like reusable boxes regularly</p> <ul style="list-style-type: none"> <li>○ Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes implemented</li> <li>○ Provide information telling people who needs to clean and when</li> <li>○ Provide instruction and training to people who need to clean. Include information on:</li> </ul>
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		<ul style="list-style-type: none"> <li>○ the products they need to use</li> <li>○ precautions they need to follow the areas they need to clean</li> <li>● Identify how you are going to replenish cleaning products</li> <li>● Keys must be disinfected in advanced</li> <li>● If customers must sign any documents, they must use their own resources</li> <li>● Disinfection should be conducted with an alcohol-based spray for surfaces</li> </ul>
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		which are unable to be wiped effectively.
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What are the hazards?	Who might it affect?	Controls
Contracting or spreading the virus due to lack of social distancing	Workers  Customers  Visitors	<ul style="list-style-type: none"> <li>• Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules</li> <li>• Identify how you can keep people apart in line with social distancing rules in the first instance. This may include:               <ul style="list-style-type: none"> <li>○ one-way systems</li> <li>○ holding meetings virtually rather than face-to-face</li> <li>○ limiting the number of people on site at one time</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ having allocated time slots for customers</li> <li>○ using empty spaces in the building for additional rest break areas where safe to do</li> <li>○ providing more parking areas or controlling parking spaces</li> </ul> <ul style="list-style-type: none"> <li>● Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people</li> <li>● if they are used in vehicles, they must be safe, not impair visibility</li> </ul>
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		<ul style="list-style-type: none"> <li>• If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: <ul style="list-style-type: none"> <li>○ enhanced cleaning regimes</li> <li>○ increase workers facing back-to-back or side-by-side rather than face-to-face when working</li> </ul> </li> <li>• Display signs to remind people to socially distance</li> </ul>
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What are the hazards?	Who might it affect?	Controls
Increased risk of infection and complications for vulnerable workers	Workers	<ul style="list-style-type: none"> <li>• Identify who in your work force fall into one of the following categories:               <ul style="list-style-type: none"> <li>○ Clinically extremely vulnerable</li> <li>○ People self-isolating</li> <li>○ People with symptoms of coronavirus</li> <li>○ Groups who may be at higher risk of poorer outcomes</li> </ul> </li> <li>• Discuss with employees what their personal risks are and identify what you</li> </ul>

		<p>need to do in each case</p> <ul style="list-style-type: none"> <li>• Identify how and where someone in one of these categories will work in line with current government guidance</li> <li>• If they are coming into work identify how you will protect them through social distancing and hygiene procedures</li> </ul>
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### More information:

- Customers must not offer technicians anything to drink or eat
- Technicians will be wearing protective PPE when entering your car, but they may ask you to move your car if you are able

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