

**Company name: Arleigh Group Parts**

**Assessment carried out by: P Taylor – Head of Safety - Branch**

**Date of assessment 140520**

**Last Review 240621**

**Next Review due 240921**

**Activity Covered – Branch Sales Office**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Exposure to Covid – Customer/Visitor to Staff</b></p>	<p>Staff Customers Visitors Vulnerable Persons</p>	<p>Sales Office is restricted by headcount, only limited staff area once. Visitors discouraged from entering Sales office. Temp checks conducted at start of shift Hand sanitisers are available to both staff and customers, Face covering to be made available to any visitor on a personal choice basis</p>	<p>Monitor and maintain – adjust as necessary. Report any confirmed cases to HRBP/BM</p>	<p>Branch Manager Sales Office Staff</p>	<p>Immediate and ongoing</p>	<p>Yes</p>

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<p><b>Exposure to Covid – Hard surface to Staff</b></p>	<p>Staff Vulnerable Persons</p>	<p>Increased cleaning hygiene regime is on place at all branches. Staff stay at specific desk and do not move around office necessarily. Poster on personal hygiene is displayed at all branches Cleaning material are readily available. All touch points – printers/keyboards wiped after every use. Increased cleaning regime on all touch points – door handles etc. Prominent signage to display control measures to customers.</p>	<p>Monitor and maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	<p>Branch Manager Sales Office Staff</p>	<p>Immediate and ongoing</p>	<p>Yes</p>

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<p><b>Exposure to Covid – Staff to Staff</b></p>	<p>Staff Vulnerable Persons</p>	<p>Increased cleaning hygiene regime is in place. Desks arranged to achieve 2m social distancing. Temp checks conducted at start of shift Posters on personal hygiene are displayed at all branches Cleaning materials are readily available. Staff stay at dedicated desk and are discourage from moving around the office. Face coverings available to don as appropriate</p>	<p>Monitor and maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	<p>Branch Manager Sales Office Staff</p>	<p>Immediate and ongoing</p>	<p>Yes</p>

More information

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[www.hse.gov.uk/](http://www.hse.gov.uk/)