

Company name: Arleigh Group

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

Date of assessment 140520

Last Review 240621

Next Review due 240921

Activity Covered – Branch Warehouse Area

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>Exposure to Covid – Visitor to Staff</p>	<p>Staff Visitors Vulnerable Persons</p>	<p>Whse area is restricted by headcount, only limited staff in area at once. Visitors not permitted in Whse. Staff briefings & posters indicate 2m social distancing Hand sanitisers available to staff Prominent signage to display control measures.</p>	<p>Monitor and Maintain – adjust as necessary. Report any confirmed cases to HR</p>	<p>Branch Manager Whse Staff</p>	<p>Immediate and ongoing</p>	<p>Yes</p>

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>Exposure to Covid – Staff to Staff</p>	<p>Staff Vulnerable Persons</p>	<p>Whse area is restricted by headcount, only limited staff in area at once. Staff briefings/posters indicate 2m social distancing Hand sanitisers available to staff. Temp Check in place at start of shift Face covering to be worn if working in proximity. All touch points – printers/keyboards cleaned after use. Increased cleaning regime on all touch points – door handles etc. Prominent signage to display control measures. Staff encouraged to avoid each other and pass back-to-back if necessary.</p>	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	<p>Branch Manager Staff</p>	<p>Immediate and ongoing</p>	<p>Yes</p>

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>Exposure to Covid – Hard surface to Staff</p>	<p>Staff Vulnerable Persons</p>	<p>Increased cleaning hygiene regime is on place at all branches Poster on personal hygiene are displayed at all branches Cleaning materials are readily available in all areas. Touch points, printers etc are regularly cleaned down.</p>	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	<p>Branch Manager Whse Staff</p>	<p>Immediate and ongoing</p>	<p>Yes</p>

More information

healthandsafety@eurocarparts.com

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