

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 Welfare Facilities

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
<b>Exposure to Covid – Visitor to Staff</b>	Staff Visitors Vulnerable Persons	Welfare area is restricted by headcount, max occupancy displayed at doorways. Visitors discouraged from using welfare facilities Briefings/posters indicate 2m social distancing Hand sanitisers/Masks are available to staff. Prominent signage to display control measures. Visitors Temp checked on arrival – access denied if fail	Monitor and Maintain – adjust as necessary. Report any confirmed cases to HRBP/BM	Branch Manager All Staff	Immediate and ongoing	Yes

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 – Hard surface to Staff</b></p>	<p>Staff Vulnerable Persons</p>	<p>Increased cleaning hygiene regime is on place at all branches Posters on personal hygiene are displayed at all branches Cleaning materials are readily available in all areas. Staff required to clean down any touch points in kitchen areas, microwaves/kettles etc. Max occupancy of toilets displayed a door. Staff required to clean down touch points before and after use of toilets.</p>	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	<p>Branch Manager All 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><b>Exposure to Covid – Staff to Staff</b></p>	<p>Staff Vulnerable Persons</p>	<p>Welfare areas are restricted by headcount, only limited staff in area at once. Staff briefings/posters indicate 2m social distancing Hand sanitisers are available to staff. Temp check in place at start of shift Face covering to be worn if near each other. All touch points – microwaves/kettles/toilets/taps cleaned before and after every use. 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>

More information

[healthandsafety@eurocarparts.com](mailto:healthandsafety@eurocarparts.com)

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