

NAMA COVID-19 Risk Assessment

Objective

- Ensure a safe environment for employees, customers and other visitors to the premises
- Provide reassurance to employees and customers that appropriate steps have been taken to maintain a clean and safe environment
- Demonstrate to Government and other stakeholders that automotive auction sector is prepared for any easement/adaption of existing coronavirus safety measures
- Secure Government and third-party support for the approach which reflects a gradual and staggered return to operations

How the risk assessment was carried out

1. Identify the hazards
2. Decide who could be harmed by the hazards and how
3. identify controls are in place and ensure they are effective
4. Identify who is responsible for procedures and when they are done
5. Review and update risk assessment on a weekly basis or when advised by the government

Company Name

Date of risk assessment:



What's the Hazard	Who might be harmed and how?	What are we doing?	Do we need to do anything else to manage this risk?	Action by Whom?	Action when?	Last Review
Continuously assessing risk in consultation with workers	Employees, contractors, customers and suppliers	Risk assessments undertaken on an ongoing basis to identify the risks of COVID-19 infection across the range of working environments and activities they are exposed to or undertake.				
Managing Risk	Employees, contractors, customers and suppliers	<p>Sanitisation - Increase the frequency of handwashing and surface cleaning.</p> <p>Work from home – those workers that can work from home should do so.</p> <p>Social distancing - maintain 2 metre social distancing where possible.</p> <p>Reduce the risk of transmission - Where social distancing is not possible, and that activity must continue to ensure the business can operate, then actions should be taken to reduce the risk of transmission - further 'mitigating actions' on cleaning, use of screens and barriers and staff management are provided.</p> <p>Ceasing unsafe activities – where continuous face-to-face contact cannot be avoided we would need to assess if the activity can continue.</p>				
Communication	Employees, contractors,	Staff to be briefed on policies and risk assessment.				

	customers and suppliers	<p>Staff to understand requirements for vehicle movements and compound storage both on-site and where the vehicle or part is being distributed to.</p> <p>Guidance for staff to be provided on accessing and using toilets (both on and off-site), accommodation, refuelling and breakdown services in a way that reduces risk of infection.</p> <p>Third parties briefed on site access, social distancing and sanitation measures prior to arrival.</p> <p>Use of <u>staying secure notice</u> to be presented in delivery vehicle windscreens.</p> <p>Drivers provided with a copy of this <u>Department for Transport letter</u> which confirms that distribution activities are permitted.</p> <p>Staff will be given training on their return work to ensure they understand all procedures and requirements for keeping themselves and others safe</p>				
Returning to work	Employees, contractors					
Protecting people at higher risk	Employees, contractors, customers and suppliers	<p>Ensure that clinically extremely vulnerable individuals do not work outside of home and clinically vulnerable individuals are helped to work from home, or offered any available on-site role that is safer and enables them to socially distance.</p> <p>Keep a list of all staff classified as vulnerable</p>				
On going engagement and management	Employees, contractors, customers and suppliers	Engaging with workers to agree new approaches to tasks, activities and transport in and out of sites. Managing working arrangements, team working and shift				

of working arrangements		patterns				
Use of PPE	Employees, contractors, customers and suppliers	The Government states that ‘unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited’.				
Policies and protocols	Employees, contractors, customers and suppliers	<p>Following the initial engagement process with workers, developing clear policies and protocols that staff are briefed on and that are clearly communicated and accessible. Areas to cover include:</p> <ul style="list-style-type: none"> • Protecting vulnerable staff • Responding to staff that are displaying COVID-19 symptoms • Staff and vehicle movements on and off-site • Staff welfare - training and health monitoring particularly where staff are <u>returning to work</u>. 				
Social distancing	Employees, contractors, customers and suppliers	<p>Provide guidance to staff and third parties entering distribution centres. Introduce one-way systems for incoming and outgoing traffic to and from compounds. Workplace distancing for staff – ensuring that staff maintain 2m distance from each other at all times. Where this is not possible consider managing teams to reduce the risk of infection. Use websites (intranet) to manage shift rotas and work schedules to prevent the need for face to face management. Schedule collection and delivery activity to reduce overlap of people at compounds. This might include offering</p>				

		click and collect services. Consider geographical location of sites and whether vehicles can be collected and delivered at the nearest site to reduce travel requirements for staff.				
Sanitisation and hygiene	Employees, contractors, customers and suppliers	Easy access to liquid soap and water for on-site staff and third parties entering sites. Anti-bacterial spray, clothes, wipes and hand gel to be provided to delivery drivers. Hands washed with soap and water for 20 seconds after contact with each vehicle. If unavailable hand gel should be used. Sanitisation of delivery vehicle steering wheels, gear stick, controls, crane controller, access handles, door handles, smart phones and any handheld devices after each delivery. Avoidance of face touching. Vehicles being driven should be well ventilated				
Contactless processes	Employees, contractors, customers and suppliers	Vehicle entry and exit to sites should require <u>no contact with security staff</u> where possible, making use of electronic pre-bookings to enable recognition of vehicles by staff at gatehouses. Sign in and sign out processes should be undertaken in a way that maintains social distancing. Signing for consignments of parts/vehicles should be undertaken electronically. Where a device is used to sign this should be handed over in a way that ensures social distancing measures are maintained.				
Other considerations	Employees, contractors,	Vehicle security – consider security measures at centres, particularly where				

	customers and suppliers	<p>contactless processes are in place. Ensure there is a process for verifying pick ups and deliveries.</p> <p>Insurance – make sure policies provide appropriate cover to protect staff from risks and adequately insure vehicles.</p>				
--	-------------------------	---	--	--	--	--

Assessment Date:

Carried out by:

Assessment review date:

Notes:

We have used government guidelines and our association NAMA guidance to put together our risk assessment. We will continually monitor the identified hazards and update them as more guidance comes available.

We have marked all identified hazards with a high risk indicator until advised by the government that restrictions have been eased in those areas.

This risk assessment should be used in conjunction with the NAMA COVID-19 Guidance.