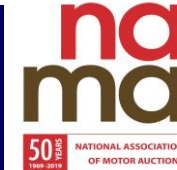


SVA COVID-19 Risk Assessment



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




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.	Specific Procedures written for each area of our undertaking	CS / MS	11/06/20	11/06/20
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> <p>Creation of on-way pedestrian routes – New Routes prepared to assist with Social Distancing.</p> <p>Reducing seats in Auction Room – Restriction of seats to assist with Social Distancing.</p>	<p>Encourage staff to wash their hands on a regular basis.</p> <p>Any staff that can work from home will continue to work from home until further guidance from the government.</p> <p>Signage in place around the site to reiterate social distancing. Simple signage – clear message All sales are taking place online only.</p> <p>We have installed screen/barriers on the rostrum to keep auctioneers, rostrum clerk and separated vendor area</p> <p>Created and being monitored</p> <p>Seats have been taken out of use</p>	CS / MS	11/06/20	11/06/20

Communication	Employees, contractors, customers and suppliers	<p>Staff to be briefed on policies and risk assessment.</p> <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>	<p>SVA are using PeopleHR our approved HR system to communicate all colleagues.</p> <p>Contractors and suppliers have been emailed with copies of policies and procedures. Signage is displayed around the site and staff will reinforce verbally on arrival.</p> <p>All staff will receive a back to work training session.</p>	CS / MS	11/06/20	<p>11/06/20</p> <p></p> <p></p> <p></p>
Returning to work	Employees, contractors		The board keep in contact with all employees and will contact them with a return to work date.	CS / MS	11/06/20	<p>11/06/20</p> <p></p>
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>	All known vulnerable individuals are being advised to either work or stay at home until further guidance from the government.	CS / MS	11/06/20	<p>11/06/20</p> <p></p>

On-going engagement and management of working arrangements	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 patterns	Constant communication with staff and review polices and proceedures stay with in Government guidelines and work as layed out	CS / MS	11/06/20	11/06/20 
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’.	We have available PPE if needed.	CS / MS	11/06/20	11/06/20 
Policies and protocols	Employees, contractors, customers and suppliers	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: <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>. 	Continuously monitors to ensure all guidelines are conformed too. Policies and procedures attached	CS / MS	11/06/20	11/06/20 
Social distancing	Employees, contractors, customers and suppliers	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	All people entering SVA site made aware of Social distancing and one way systems Via; Verbal communication Signage Email Literature	CS / MS	11/06/20	11/06/20 

		prevent the need for face to face management. Schedule collection and delivery activity to reduce overlap of people at compounds. This might include offering 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	All staff are encouraged to wash their hands on a regular basis. All wash areas have liquid soap available and offices have anti-bacterial spray. All vehicles in and out of the site are anti-bacterial sprayed.	CS / MS	11/06/20	11/06/20 
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.	The site remains a non contact site with collections and deliveries by appointment. All payments via bank transfer only.	CS / MS	11/06/20	11/06/20 

Other considerations	Employees, contractors, customers and suppliers	Vehicle security – consider security measures at centres, particularly where contactless processes are in place. Ensure there is a process for verifying pick ups and deliveries. Insurance – make sure policies provide appropriate cover to protect staff from risks and adequately insure vehicles.	Our site remains secure with all vehicles controlled via security with contactless processes in place.	MS / CS	11/06/20	11/06/20 
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Assessment Date: 11.06.2020

Carried out by: Anthony Birch C.M.I.O.S.H. Chartered Health & Safety Practitioner

Assessment review date: Weekly

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 Shoreham Vehicle Auctions have prepared the following procedural documents that give specific detail for the protection against Covid-19 in relation to each area of its undertaking.

This Risk Assessment should be read in conjunction with these documents:

- SVA Covid-19 Policy
- Covid-19 Process 1 – “Drivers Returning to Work”
- Covid-19 Process 2 – “Appraisal Centre Process”
- Covid-19 Process 3 – “Vehicle Collection Process”
- Covid-19 Process 4 – “Yard Process”
- Covid-19 Process 5 – “Office Process”
- Covid-19 Process 6 – “Sales Day Process – Trade”
- Covid-19 Process 7 – “Gatehouse Process”
- Covid-19 Process 8 – “Collection & Delivery Process”
- Covid-19 Process 9 – “Vehicle Delivery Process – Sub Contractors



