

Coronavirus – Staff Risk Assessment



Classification	Office Warehouse Unit – Technical Training Centre Kings Lynn & Customer Premises
All Areas:	RA Undertaken by: C J Gostling
Including Office, Workshop, Technical Training Centre and On Site Calibration & Servicing.	
Revision 1.1	Signed: Reviewed: 31 March 2020 Date: 3 September 2021
First Assessment: 02 March 2020	Next Assessment: September 2022

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Specific Activity Assessed:	Supply, Calibration and Maintenance of Garage & MOT Equipment. Automotive Technician & MOT Tester Training
Specific Area(s)	Main reception area, offices, equipment workshop and training school.
General Description of Work:	Provide Calibration and Maintenance of Garage & MOT Equipment. Automotive Technician & MOT Tester Training. Company Accounts & Administration
List Source(s) of infection here. Consider quantities handled/frequency of contact. Consider whether hazard can be eliminated:	<p>Contact with the general public, delivery persons and training candidates.</p> <p>Regular contact with hard surfaces, door handles, pc keyboards and mouse, and tablets. Hazards are unavoidable, pc's etc. used daily.</p> <p>Travelling to Customer Site, Refuelling & Sustenance, Handling Electronic Devices & Equipment</p>
List those who are at risk from sources of infection here:	All members of Centre Staff, Visitors, Training Candidates, & Engineers.
List Control Measures here:	<p>Latest Current Government Coronavirus (COVID-19) information and advice to be adhered to at all times; to include:</p> <p>Additional Hygiene procedures implemented, Hands washed before and after contact with drinks dispensers, kitchen surfaces, door handles, pc keyboards/mouse and tablets. All hard surfaces (listed above) cleaned with anti-bacterial cleaning products on a regular basis throughout the day.</p> <p>Delivery persons to drop parcels and/or post in the TEN main entrance hall and leave before staff collect and/or open parcels. Delivery Personnel to sign their own handheld devices.</p> <p>Social Distancing measures to be practiced at all times, where possible.</p>

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Additional Measures:	<p>All Training Courses for April 2020 to be cancelled and rescheduled.</p> <p>All Equipment Annual Servicing Scheduled for April 2020 to be rescheduled.</p> <p>Minimal Staffing at Main Office only. Administration & Training Staff to work from home remotely and only come to Head Office for reasons which are “Absolutely Essential”.</p> <p>“Absolutely Essential” Journeys undertaken by Engineers are defined as Visits to premises whereby the Garage has specifically requested to do so (Call out) and the request cannot be resolved by PC Remote Support.</p>