

Covid Risk Assessments

Activity Covered – Branch Retail

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
Exposure to Covid – Customer/Visitor to Staff	Staff Customers Visitors Vulnerable Persons	<p>Retail area is restricted by headcount, only limited customers in store Floor markings indicate 2m social distancing. Staff are required to wear face masks when interacting. Customers will also be required to wear masks for their protection, the protection of other members of the public and for the protection of our employees. While it is understood that legally some members of the public are not required to wear a mask, it is not possible for staff to confirm whether they are exempt or not. Even if a member of the public is legally exempt, not wearing a mask presents a clear risk. It has accordingly been decided that if a customer refuses to wear a mask, the following adjustments should be made:</p> <ul style="list-style-type: none"> ■ An offer should be made to serve them outside the store; AND ■ An offer should be made to arrange for a click & collect outside the store; AND ■ An offer should be made to serve them in store once the store is empty of other members of the public; AND ■ Where a member of the public states that they have a face covering exemption, then in addition to the above options, they should also be offered either a face covering, or a face visor (ECP Pt JTA.8000.2425. They are not expected to return these items and they should not be re-used. ■ Staff/customers are separated by Perspex screens ■ Hand sanitisers are available ■ All touch points – card machines etc are wiped after every use. ■ Increased cleaning regime on all touch points – door handles etc. ■ Prominent signage to display control measures to customers. <p>If a member of staff has a valid reason for not wearing a face mask, they can also be issued with a face visor as above, this can be re-used as it will be personal issue. This is for exceptional cases only and not an alternative to wearing a mask if there is no valid reason not to.</p>	<p>Monitor and Maintain. Adjust as necessary. Report any confirmed cases to HRBP/BM</p>	Branch Manager Retail Staff	N/A	Immediate and ongoing
Exposure to Covid – Hard surface to Staff	Staff Vulnerable Persons	<ul style="list-style-type: none"> ■ Increased cleaning hygiene regime is on place at all branches ■ Poster on personal hygiene are displayed at all branches ■ Cleaning material are readily available at the retail counter. ■ Transactions are contactless whenever possible ■ All touch points – card machines etc are wiped after every use. ■ Increased cleaning regime on all touch points – door handles etc. 	<p>Monitor and Maintain. Adjust as necessary. Report any confirmed cases to HRBP/BM</p>	Branch Manager Retail Staff	Immediate and ongoing	Yes
Exposure to Covid – Staff to Staff	Staff Vulnerable Persons	<ul style="list-style-type: none"> ■ Increased cleaning hygiene regime is on place at all branches ■ Poster on personal hygiene are displayed at all branches. ■ Staff to wear face mask when working in close proximity. ■ Cleaning material are readily available at the retail counter. ■ Only essential staff are permitted in the retail area. ■ PPE is available for staff to don as appropriate 	<p>Monitor and Maintain. Adjust as necessary. Report any confirmed cases to HRBP/BM</p>	Branch Manager Staff	Immediate and ongoing	Yes

Company name: LKQ Euro Car Parts
Date of review: 09/03/2021

Assessment carried out by: P Taylor
Date of next review: 09/06/2021

