

COVID 19 Management Pack on behalf of Grove Autocare Ltd

For all Automotive Clients

06/05/2020



Grove
Autocare Ltd

PROFESSIONAL CONTRACT **VALETING SERVICES**

Servicing The Retail Automotive Industry

COVID 19 Policies



Sub-Contractors Coronavirus Policy

Introduction

Grove Autocare Ltd is committed to ensuring the health, safety and welfare of all operatives. This policy describes the measures we have put in place to protect you from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

Scope

This policy applies to all operatives engaging with Grove Autocare Ltd.

Infection control

All operatives must follow the guidelines promoted by Public Health England/Wales, the NHS and the World Health Organisation on infection control whilst at work and in their daily lives. This includes:

- Regularly cleaning your hands using alcohol-based hand rub or soap and water;
- When coughing and sneezing, covering your mouth and nose with a flexed elbow or tissue, throwing this tissue away immediately and washing your hands; and
- Avoiding close contact with anyone who has a fever and cough.

Notices promoting infection control best practice will be displayed throughout the workplace. The Grove Autocare Ltd/dealership will ensure that adequate stocks of soap and hand sanitiser solutions are available in the workplace.

Business travel and attending work

On 23 March 2020, the government announced more stringent measures on travel and social distancing. You should now only leave the house for one of four reasons:

1. Shopping for basic necessities, for example food and medicine, which must be as infrequent as possible;



Employees Coronavirus Policy

Introduction

Grove Autocare Ltd is committed to ensuring the health, safety and welfare of all employees. This policy describes the measures we have put in place to protect you from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

Scope

This policy applies to all employees of Grove Autocare Ltd.

Infection control

All employees must follow the guidelines promoted by Public Health England/Wales, the NHS and the World Health Organisation on infection control whilst at work and in their daily lives. This includes:

- Regularly cleaning your hands using alcohol-based hand rub or soap and water;
- When coughing and sneezing, covering your mouth and nose with a flexed elbow or tissue, throwing this tissue away immediately and washing your hands; and
- Avoiding close contact with anyone who has a fever and cough.

Notices promoting infection control best practice will be displayed throughout the workplace. The Grove Autocare Ltd will ensure that adequate stocks of soap and hand sanitiser solutions are available in the workplace.

Business travel and attending work

On 23 March 2020, the government announced more stringent measures on travel and social distancing. You should now only leave the house for one of four reasons:

1. Shopping for basic necessities, for example food and medicine, which must be as infrequent as possible;



COVID-19 Health and Wellbeing Policy

Introduction

We are committed to fulfilling our duty of care to protect the health, safety and welfare of our employees/ sub-contractors during this pandemic.

We will keep our employees/sub-contractors as up to date as we can with all current World Health Organisation and UK government guidance where they impact upon our working activities.

We recognise that this is a unique situation and may cause some level of stress and anxiety. We will therefore look to provide information, guidance and instruction to support our employees'/sub-contractors wellbeing as much as we can during such times.

Definition of stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Manager responsibilities

- Ensure good communication between management and employees/sub-contractors, particularly where there are organisational and procedural changes.
- Ensure sub-contractors are fully trained to discharge their duties.
- Monitor workloads to ensure that people are not overloaded and are taking breaks away from their work activities.
- Where necessary, look to offer additional support to any employees/sub-contractors who are experiencing additional stress outside of work, e.g. illness of family members or anxiety about the general safety of their loved ones.

- The above COVID 19 Policies have been developed in order to ensure that Grove Autocare Ltd are operating safely during the COVID 19 period and in accordance with our Health and Safety duties under the Health and Safety at Work etc. Act 1974 and others.

COVID 19 Risk Assessment Valeting



Coronavirus Risk Assessment for Grove Autocare Activities							
<p>This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.</p> <p>You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.</p>							
Location/Dept: Various Dealerships as part of Grove Autocare Client basis			Date Assessed: 06/05/2020		Assessed by: Russell Pearce (Grove Autocare)/Scott Crichton (Ellis Whittam)		
Task/ Activity: Grove Autocare Activities – power washing of vehicles/valeting/driving of company vehicles etc. (coronavirus)			Review Date: Every day after 2pm		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Driving/ Valeting	Contact with persons suffering from coronavirus	Drivers/ Valeters/ Service washers/ Site Maintenance Operatives	<p>If an employee/operative or known visitor tests positive for coronavirus, all staff/operatives and contractors who have been in contact with that person or who work in the relevant areas will be instructed to quarantine themselves while further advice is sought from the Public Health England/Wales local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p>	5	3	15	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/</p>

- The above COVID 19 risk assessment has been developed in order to ensure that Grove Autocare Ltd are operating safely during the COVID 19 period and in accordance with our Health and Safety duties under the Management of Health and Safety at Work Regulations 1999 and others.



What to do if you believe you have (had) a person with coronavirus (COVID-19) on your site

If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace, they should be sent home and advised to follow the [stay at home guidance](#). The same advice applies without modification to persons in vulnerable groups such as those over 70 years old or women who are pregnant.

At the time of writing (30 April), the government is not recommending that you need to close your business/workplace or send any staff home if someone develops these symptoms on your premises.

You should keep monitoring the government [guidance for employers](#) as it is reviewed and updated regularly. Please bear in mind that not all cases of symptoms will be confirmed as coronavirus. You may also wish to contact your local Health Protection Agency team, who will be able to advise if there have been any other confirmed coronavirus cases in your area.

If the person with symptoms needs clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should **not** visit their GP, pharmacy, urgent care centre or a hospital.

If the person qualifies for testing, they should visit the relevant government website and book a test. A decision on their return to work can be made based on receiving these results.

If anyone working on behalf of Grove Autocare Ltd has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

COVID 19 Automotive Dealership Interaction



This form is to be completed for automotive dealership interactions.

Coronavirus (COVID-19) Automotive Dealership Interaction Form				
No	Action Required	✓	X	N/A
1	Is there a robust policy/procedure in place for the control of infection?			
2	Are your employees/workers fully aware of the policy and procedures for the control of infection?			
3	Have any of your employees/workers indicated any symptoms of COVID-19 within the last 14 days or have been in contact with any such persons?			
4	Have any employees/workers travelled to any high-risk COVID-19 areas within the last 14 days?			
5	Have your employees/workers been instructed regularly to wash their hands?			
6	Have sanitising/handwashing instructions been provided to all your employees/workers?			
7	Are your employees/workers aware that they must inform you of any indications of COVID-19 immediately?			
8	Are your employees/workers aware that if they are suspected to have COVID-19, they are to remove themselves immediately and inform you?			

- The above COVID 19 document has been developed in order to ensure that Grove Autocare Ltd (and it's clients) are operating safely during the COVID 19 period and in accordance with our Health and Safety duties under the Management of Health and Safety at Work Regulations 1999. The anticipation is that our clients will co-operate and co-ordinate with us by completing the above document in order to achieve an effective safety working partnership during this period and thereafter.

COVID 19 Daily Site Checklist



COVID-19 Daily Site Checklist

This checklist is to be used in conjunction with the most up-to-date government guidance during the coronavirus (COVID-19) pandemic. It should be completed daily prior to the working day starting and should be fully communicated to all sub-contractors.

DAILY CHECKLIST

It is the responsibility of the management team to ensure that the site is safe to open and that controls are put in place.

Name: Date:/...../.....|

Item	Y or N	Comments	Reported to
Has the latest government guidance been checked and followed?			
Have any sub-contractors reported any symptoms of COVID-19?			
Is there adequate hand soap, paper towels and running water in place?			
Are any other contractors due to visit today?			

- The above COVID 19 checklist has been developed in order to ensure that Grove Autocare Ltd (and it's clients) are operating safely during the COVID 19 period and in accordance with our Health and Safety duties under the Health and Safety at Work etc. Act 1974 and others and is to be completed at each location on a daily basis.

COVID 19 Weekly Checklist



Premises:	W/C:	Responsible Person:
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The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

COVID-19 Weekly Cleaning Checklist									
(Initial to confirm each of the actions has been carried out on a daily basis)									
Action	Guidance	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Comments (record date next to any comments made)
Confirm PPE worn before cleaning commences	Ensure that you are wearing disposable gloves.								
Hard surfaces have been cleaned prior to disinfecting?	Clean hard surfaces with warm soapy water using a disposable cloth.								
Disinfect all surfaces with usual disinfectant	Pay attention to any frequently touched areas and surfaces, e.g. doors, toilets, stair rails and phones.								
Hands washed with soap and water for 20 seconds, after removing PPE	Hand wash using warm water after cleaning and regularly throughout the day.								

- The above COVID 19 checklist has been developed in order to ensure that Grove Autocare Ltd (and it's clients) are operating safely during the COVID 19 period and in accordance with our Health and Safety duties under the Health and Safety at Work etc. Act 1974 and others and is to be completed at each location on a daily basis.



COVID-19 Toolbox Talk

What is the difference between COVID-19 and coronavirus?

- A virus is an infectious agent that can only replicate within a host organism.
- Coronaviruses exist in animals and have recently made the jump to humans.
- COVID-19 (coronavirus disease 2019) is a respiratory illness caused by a novel coronavirus.

What is COVID-19?

- COVID-19 is a disease believed to spread largely through respiratory droplets from coughing and sneezing, and it seems to spread easily. It may also be possible to become infected by touching a contaminated surface or object and then touching one's nose or mouth. It is recommended that sub-contractors should:
 - Stay home if they have respiratory symptoms (coughing, sneezing, shortness of breath) and/or a temperature above 38 C. If eligible, get yourself tested.
 - Leave work if they develop these symptoms while at the workplace.
 - Shield coughs and sneezes with a tissue, elbow, or shoulder (not bare hands).
 - Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser.

What should I do if my colleague tests positive for COVID-19?

- The above COVID 19 toolbox talk has been developed in order to ensure that Grove Autocare Ltd are operating safely during the COVID 19 period and in accordance with our Health and Safety duties under the Health and Safety at Work etc. Act 1974 and others and is to be delivered to those providing their services to Grove Autocare Ltd week commencing 11th May 2020.

COVID 19 Vulnerable Persons Risk Assessment



COVID-19 Vulnerable Persons Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require employers to carry out a risk assessment of vulnerable persons in order to assess your work and working environment so that you are not placed at risk during the coronavirus pandemic.

Your co-operation in completing this form is appreciated. The form is for health and safety reasons only. The information will be treated as confidential and used to ensure that any potential hazards to which you are exposed are evaluated and managed.

Name:	
Position:	
Location:	

Does any of the following apply?	Action taken for risk elimination or reduction	
	Yes/no	Details if applicable
Are you pregnant?		If yes, complete new and expectant mothers assessment.
Are you aged 70 or over?		
Are you under 70 with the following underlying		

- The above COVID 19 vulnerable persons risk assessment has been developed in order to ensure that Grove Autocare Ltd are operating safely during the COVID 19 period and in accordance with our Health and Safety duties under the Health and Safety at Work etc. Act 1974 and is in place in order to protect any vulnerable persons providing their services to Grove Autocare Ltd .

- The attached management pack has been produced by Ellis Whittam (Scott Crichton) on behalf of Grove Autocare Ltd (in conjunction with Russell Pearce) and will be regularly reviewed and maintained in accordance with Government guidance during the COVID 19/post COVID 19 period.
- If you require to discuss anything in further detail or require to have copies of any documentation contained herein, please contact Grove Autocare Ltd.

Contact

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