



GENERAL RISK ASSESSMENT FORM

No: ANNEXE
001A

Issue: 1

SECTION I: ASSESSORS SECTION

ASSESSMENT No:

COVID19 - 1

ASSESSMENT TITLE: COVID-19 SITE RISK ASSESSMENT

A COVID-19 Site Risk Assessment has been produced to identify all controls in place at Bentley Motors to manage the risk and protect the business from COVID-19. The control measures specified to reduce risk are based on current guidance from the UK government and also consider Group standards.

The risk level differs depending on who is affected. Worst case severity, with no controls, will be fatality. Worst case likelihood, based on current knowledge, will be almost certain. This will score 25-High Risk on the Risk Assessment form.

A COVID-19 Area Specific Risk Assessment must be carried out and by the Manager and Safety Representative to ensure the COVID-19 Site Risk Assessment control measures to reduce risk from COVID-19 can be achieved in the workplace for activities performed in that area. Where the COVID-19 Site Risk Assessment control measure cannot be followed, further review of the area or activity is required to identify additional controls. The General Risk Assessment for the task should also be consulted before making any changes. The Manager and Safety Representative must both sign the COVID-19 Area Specific Risk Assessment.

NOTE: Wearing of face masks has been made mandatory by Bentley motors for all workers on site until notice is received otherwise. Face masks must be fitted upon entering the site and worn at all times. Face masks may be removed when drinking or eating in a rest area or at a workstation when they should be placed outer side down next to the wearer. Colleagues to wash/sanitise hands before and after putting on or removing masks. The wearer must replace their face mask before leaving the area. Used face masks and any other disposable PPE must be treated as potentially contaminated and waste containing these items should be double bagged and dated on the outside of the bag. Waste should be stored for 72 hours securely before transfer into the general waste stream. There are designated contaminated waste bins containing liners which are provided at turnstiles and within production areas.

DEPARTMENT: All

LOCATION: Bentley Motors Ltd

DATE OF ASSESSMENT: 18/01/2021

WHO IS AT RISK? (circle)

Worker

Visitor

Contractor

Maintenance

Public

NUMBER AT
RISK: +2000

ASSESSORS NAME(S):

SIGNATURE(S):

Head of Health & Safety

Senior Safety Advisor

Senior Chairman

Senior Safety Representative

OVERALL PRIORITY FOR REMEDIAL ACTION

*NIL Actions / LOW / MED / HIGH



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*Circle as appropriate

SECTION 2: MANAGERS SUMMARY SECTION

I DECLARE THAT THIS ASSESSMENT IS SUITABLE AND SUFFICIENT

MANAGERS NAME: Head of Health & Safety

SIGNATURE:

DATE: 19/01/2021

DATE FOR RE-ASSESSMENT: 18th March 2021



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SECTION 3: HAZARDS LIST (including but not limited to)

MECHANICAL HAZARDS	WORK ACTIVITY HAZARDS	RADIATION HAZARDS
Crushing	Highly Repetitive Actions	Lasers
Shearing	Stressful Posture	Welding
Cutting/Severing	Lifting and Handling	Hot Surfaces/Burns
Entanglement	Slips/Trips/Falls	Electro-Magnetic Effects
Drawing-in/Trapping	Falling/Moving Object	Non Ionising Radiation
Impact	High Workload/Stress	Ionising Radiation
Stabbing/Puncture	Visual Fatigue	Other Radiation Hazards
Friction/Abrasion	Poor Workplace Design	
High Pressure	Condition of Tools	
Other Mechanical Hazards	Other Activity Hazards	
ELECTRICAL HAZARDS	WORK ENVIRONMENT	HAZARDOUS SUBSTANCES
Direct Contact	Hot/Cold Work Surfaces	Liquid
Indirect Contact	Noise	Fumes/Mists/Gas/Dust (COSHH)
Static	Vibration	Flammable Liquid
Short Circuit/Overload	Lighting	Flammable Gas/Mist/Fumes/Dust (DSEAR)
Source of Ignition (Sparks)	Hot/Cold Work Areas	Other Hazardous Substances
Condition of Cables Plugs	Spillage	
Accidental Start Up	Slippery/wet flooring	
Stored Energy	Other Environment Hazards: COVID-19	
Other Electrical Hazards		

SECTION 4: DETERMINE MAGNITUDE OF RISK Likelihood x Severity

LIKELIHOOD		✓	SEVERITY/CONSEQUENCE		✓
5	Almost Certain		5	Extreme Permanent injury or death, extensive damage or disruption	
4	Likely		4	Major Serious injury, prolonged lost time, significant damage or	
3	Even Chance		3	disruption	
2	Possible		2	High Significant injury, lost time incident, major damage or	
1	Remote		1	disruption	
				Medium Minor injury, medical treatment, minor damage or	
				disruption	
				Low Minimal or no injury, first aid, minimal damage or	
				disruption	

SECTION 5: RISK SCORE MATRIX

LIKELI	5 Almost Certain	5	10	15	20	25
	4 Likely	4	8	12	16	HIGH RISK 20
	3 Even Chance	3	6	MEDIUM RISK	12	15



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H O O D	2 Possible	2	4	6	8	10
	1 Remote	1	2	3	4	5
		1 Low	2 Medium	3 High	4 Major	5 Extreme
SEVERITY						

SECTION 6: GENERAL RISK ASSESSMENT FORM

Task or Activity	Hazards (line per hazard)	Potential harm	Current Controls	Current Risk Score			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score		
				L	S	T					L	S	T
Infected person enters or exits site via pedestrian gate	COVID19	Virus spread	<ul style="list-style-type: none"> All colleagues instructed to complete questionnaire before attending work and not to attend work if they answer 'yes' to any of the questions regarding symptoms Testing (antigen) introduced for specific groups Staggered shift times implemented where practicable Colleagues advised to arrive at work before their planned start time to allow for queuing Wearing of face masks is mandatory for all workers on site System to manage queues at peak times eg signage, cones/barriers and floor markings to highlight 2m distancing requirement Separate entry and exit routes, one-way systems and turnstile protocol clearly indicated with signage Hand sanitiser available at all site entrances and exits 	2	5	10					2	5	10

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			<ul style="list-style-type: none"> • 'Come Back Stronger' Hub on intranet and also COVID on B-DOCS contain all information on safe working requirements to support colleagues and managers • Communication to all colleagues prior to start up to reinforce safe working requirements eg Travel on own where possible; site entry and exit process; no thoroughfare through buildings; how to maintain safe distancing from others on site; minimising hand contact eg use elbows etc. Provision of information of COVID-19 'Come Back Stronger' hub to employees. Hard copy 'Colleague Guide' provided to workers who do not have intranet access • Visitor screening and approval process in place. UK visitor requires OMK/ Functional Director approval, overseas visitor requires MOB approval 																	
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Infected person walks across site to place of work	COVID19	Virus spread	<ul style="list-style-type: none"> • Authorised pedestrian routes through site to maintain social distancing are communicated and supported by signage • Wearing of face masks is mandatory for all workers on site • No thoroughfare through buildings unless person works in that area; supported by signage and/or limit swipe access to authorised persons only 	2	5	10					2	5	10
Infected person 'clocks in'	COVID19	Virus spread	<ul style="list-style-type: none"> • Clock machines converted to swipe only and no touch required • Floor marking to highlight 2m distancing • Wearing of face masks is mandatory for all workers on site 	2	5	10					2	5	10
Infected person enters an occupied work area	COVID19	Virus spread	<ul style="list-style-type: none"> • No thoroughfare through work areas unless person works in that area; supported by signage and/or limit swipe access to authorised persons only • Alternative door opening methods where practicable eg hands-free (with consideration for fire doors) • Wearing of face masks is mandatory for all workers on site • Workers keep a 2m distance from others 	2	5	10					2	5	10

			<ul style="list-style-type: none"> • Floor marking to highlight 2m distancing where required eg high traffic areas such as entrances, pedestrian routes, locker areas • Visual reminder of 2m distance to re-inforce control where required eg area signage, barriers, floor markings • One way systems in work areas supported by signage and marshalled where required to maintain social distancing • Workers reminded to wash hands regularly • Employees receive appropriate information, instruction and training eg Correct methods for cleaning work stations and equipment, donning and doffing of masks and cleaning of visors, personal hygiene measures (eg 'catch it, bin it, kill it'), waste disposal of potentially contaminated items • Bins and bags available in work areas and at site exits for disposing of used masks and any other potentially contaminated items eg tissues, wipes 																
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			<ul style="list-style-type: none"> • Daily monitoring / supervision by manager to confirm control measures are followed eg 2m distance, hygiene and hand washing, wearing of protective equipment. Monitoring reported and reviewed at board level • Revised emergency procedures to evacuate the building and support social distancing. Communicated to all relevant colleagues eg managers, fire marshal Emergency procedures are documented in Colleague Guide (page 28) on ‘Come Back Stronger’ Hub and COVID on B-DOCS 												
Infected person works on task requiring >1 person in the immediate area	COVID19	Virus spread	<ul style="list-style-type: none"> • Task is reviewed in area specific risk assessment and re-designed or re-planned where required to ensure 2 metre safe distancing can be achieved (eg reduce numbers of people involved, change layout of work area and/or sequencing of task, change orientation of workers so they are not facing each other. Supported by use of Spot Man charts • Wearing of face masks is mandatory for all workers on site 	2	5	10							2	5	10

			<ul style="list-style-type: none"> • Where colleagues cannot keep 2m apart, the task will be reviewed to ensure at least 1m+ distance and implementation of all mitigation actions possible to manage transmission risk. Working in Close Proximity guidelines define the mitigating measures to be implemented for any tasks requiring >1 person where a 2m distance cannot be maintained at all times • Employees identified as ‘Clinically Vulnerable’ or ‘Clinically Extremely Vulnerable’ due to underlying health conditions are not permitted to work in close proximity to others. Social distancing measures (>2m) are stringently applied • Occ Health contacted all ‘Clinically Extremely Vulnerable’ and ‘Clinically Vulnerable’ employees • All managers are aware of ‘Clinically Extremely Vulnerable’ and ‘Clinically Vulnerable’ colleagues • Support for workers around mental health and wellbeing is available where required 																
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<p>Infected person works on task which requires Working in Close Proximity to others (<2m)</p>	<p>COVID19</p>	<p>Virus spread</p>	<ul style="list-style-type: none"> • Only work categorised as 'CRITICAL' to key strategic programmes is allowed to take place in close proximity; all other non-critical work must be postponed / re-scheduled • Takt time doubled during ramp up and gradually reduced. • Area specific risk assessments reviewed prior to any takt change • Control measures for tasks requiring >1 person in work area have been considered to eliminate the requirement for close proximity working • Where people must work in close proximity (<2m), the task will be reviewed to ensure at least 1m+ distance and the following mitigating measures are implemented at all times: <ul style="list-style-type: none"> • Teams of workers kept together (cohorting) and teams as small as possible • Colleagues work side by side or facing away from each other rather than face-to-face wherever possible • Washing / hygiene facilities are available reasonably close to where the activity is carried out 	<p>2</p>	<p>5</p>	<p>10</p>					<p>2</p>	<p>5</p>	<p>10</p>
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			<ul style="list-style-type: none"> • All workers wash their hands before and after the activity with soap and warm water or use a hand sanitiser • All workers provided with individual hand sanitiser • Sanitising of tools after use • Wearing of face masks is mandatory for all workers on site • Face shields are available and may be worn subject to risk assessment (eg where colleagues may need to work facing each other at <2m distance such as training, tasks requiring more than one person) • Consideration of perspex screening where appropriate • Disposable gloves to be made available on request • Outer re-usable gloves used as PPE, which cannot be disposed of immediately after the task, are bagged for storage between tasks • Daily monitoring / supervision by manager to confirm these control measures are followed. Monitoring reported and reviewed at board level 												
Infected person enters an eating / rest area	COVID19	Virus spread	<ul style="list-style-type: none"> • Area specific risk assessment to ensure 	2	5	10							2	5	10

			<p>suitable eating / rest facilities in place</p> <ul style="list-style-type: none"> • Suitable facilities in place for washing hands and cleaning eating utensils and screens / tables • Time available for washing hands and cleaning eating utensils and screens / tables • Workers reminded to wash hands regularly, before entry to the area and after eating; supported by signage • Workers take responsibility for cleaning their own eating utensils immediately after use • Wearing of face masks is mandatory for all workers on site • Masks may be removed during breaks when seated in a rest area and should be placed outer side down next to the wearer. The wearer must replace their mask before getting up to leave the rest area • Tables > 2m apart and workers keep a 2m distance from others, including when seated • Perspex screens installed following area specific risk assessment where 2m cannot be achieved 																	
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			<ul style="list-style-type: none"> • Rest / lunch breaks staggered to ensure social distancing guidelines can be met at all times • Daily monitoring / supervision by manager to confirm control measures are followed eg 2m distance, hygiene and hand washing. Monitoring reported and reviewed at board level 										
Infected Person enters smoking area	COVID19	Virus spread	<ul style="list-style-type: none"> • Maximum occupancy signage to ensure safe distancing >2m • Monitoring confirming if control measures are being followed in external area is reported and reviewed at board level 	3	5	15	Smoking areas are on CMT agenda for ongoing discussion; to identify any reasonably practicable options to increase capacity and improve social distancing	L. Jones	ongoing		2	5	10
Infected person enters an Office area	COVID19	Virus spread	<ul style="list-style-type: none"> • Office workers work from home where possible • Wearing of face masks is mandatory for all workers on site • Individual work stations >2m apart • All tasks reviewed as part of area specific assessment to ensure 2m safe distancing • Windows opened where possible to facilitate regular air changes • Ventilation systems operated, monitored and managed (eg filters) in 	2	5	10					2	5	10

			<p>accordance with manufacturer's instructions and current guidance</p> <ul style="list-style-type: none"> Workers educated on good hygiene methods eg 'catch it, bin it, kill it' Workers reminded to wash hands regularly All workers provided with individual hand sanitiser Equipment should be individual not shared where possible. Disinfect before and after use if more than one user. Clean desk policy Visitors log for entry into office areas (where visitor is from another area) recommended where feasible and ensuring a GDPR compliant process Daily monitoring / supervision by manager to confirm control measures are followed eg 2m distance, hygiene and hand washing. Monitoring reported and reviewed at board level 												
Infected person enters restroom	COVID19	Virus spread	<ul style="list-style-type: none"> Wearing of face masks is mandatory for all workers on site Employees reminded to keep a 2m distance from other employees at all times 	2	5	10							2	5	10

			<ul style="list-style-type: none"> • Restroom controls reviewed as part of area specific risk assessment • Floor markings outside and inside rest room indicating 2m separation where required • Hand wash posters in restrooms • Urinals / Sinks taken out of service and taped off where required to maintain 2m separation (Ref Colleague guide on Come Back Stronger Hub) • Breaks staggered and allow a longer time / greater frequency to use facilities where feasible • Daily monitoring / supervision by manager to confirm control measures are followed eg maximum occupancy, 2m distance, hygiene and hand washing. Monitoring reported and reviewed at board level 												
Infected person requires First Aid treatment	COVID19	Virus spread	<ul style="list-style-type: none"> • First Aiders, wherever possible, avoid working in close proximity (<2m) with an injured party or others • Wearing of face masks is mandatory for all workers on site • Where appropriate for the injury, first aiders may provide guidance and support for injured parties 	2	5	10							2	5	10

			<p>to self-administer basic first aid for their own minor injuries without the need to be in close proximity</p> <ul style="list-style-type: none"> • Injured party and First Aider follow the hand washing guidance before and after dealing with the first aid case • Where close proximity (<2m) first aid attention is essential, those attending wear a mask, disposable gloves and face shield • First Aiders update in return to work briefing • First Aiders receive appropriate information, instruction and training eg Correct methods for cleaning equipment, donning and doffing of masks and cleaning of visors, personal hygiene measures (eg 'catch it, bin it, kill it'), waste disposal of potentially contaminated items 												
Infected person enters site and displays symptoms of COVID 19 infection or a positive result is confirmed following antigen testing	COVID19	Virus spread	<ul style="list-style-type: none"> • All colleagues instructed to complete questionnaire before attending work and not to attend work if they answer 'yes' to any of the questions regarding symptoms 	2	5	10							2	5	10

			<ul style="list-style-type: none"> • Wearing of face masks is mandatory for all workers on site • All managers of areas aware of policy and actions to be taken should a person entering site show COVID-19 symptoms. Infected person and possible contaminated areas are isolated and COVID-19 guidelines followed (Follow OH guidance and refer to Process for COVID-19 case on BDOCS or 'Come Back Stronger Hub') • Deep clean of infected persons (strongly suspected or diagnosed) work area or area quarantined for 72 hours. Requirement is documented in the COVID-19 case link on the 'Come Back Stronger' Hub • All close contacts of infected person are confirmed and isolated, this is defined as follows:- <ul style="list-style-type: none"> ○ Direct contact: Face to face contact with a case for any length of time, within 1m, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin) or travel in a small vehicle with a case. This includes exposure within 										
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			<p>1 metre for 1 minute or longer</p> <ul style="list-style-type: none"> ○ Proximity contact: Extended close contact (between 1 and 2 metres) with a case for more than 15 minutes (accumulative over a day or 24hr period) ○ Lookback time - Person who has had contact (as above) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 10 days after onset of symptoms (or test) <ul style="list-style-type: none"> ● CMT plan is in place for a COVID-19 outbreak. Single Point of Contact (SPOC) is Head of Health & Safety. SPOC will contact local PHE health protection teams to report cases ● Process for positive cases can be found on BDOCS COVID 											
Infected person works with colleagues defined as Clinically Vulnerable or Clinically Extremely Vulnerable (as defined by government guidance)	COVID19	Virus spread	<ul style="list-style-type: none"> ● 'Clinically Extremely Vulnerable' and 'Clinically Vulnerable' colleagues have been identified and assessed by Occupational Health and should work from home where possible. ● Attendance at work for Clinically Extremely Vulnerable is subject to change and any restrictions will be in line with current Government guidance. The Government will inform colleagues in 	3	5	15	Review area specific risk assessment on an individual basis for each 'Clinically Extremely Vulnerable' and 'Clinically Vulnerable' colleague. Ensure all individual controls have been agreed before colleague attends site.	Mgrs	On-going		2	5	10	

			<p>writing if they are in this Clinically Extremely Vulnerable group. If there is any uncertainty whether a colleague falls into this group, then a management referral to Occupational Health will be made</p> <ul style="list-style-type: none"> • If 'Clinically Extremely Vulnerable' or 'Clinically Vulnerable' colleagues do attend work, then social distancing measures must be stringently applied and they cannot carry out tasks which may require work in close proximity (<2m) to other colleagues • Process to identify those living with front line workers for consideration as 'Clinically Vulnerable' colleagues • Wearing of face masks is mandatory for all workers on site • Colleagues living with someone who is 'Clinically Extremely Vulnerable' have been identified and should work from home where possible but can attend work 			<p>Confirm agreement with colleague that additional controls provide adequate protection. Record individual review using the risk assessment review sheet.</p>						
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<i>Specific assessments required – please tick if required and add assessment reference below or comment</i>											
Assessment	Ref	✓	Assessment	Ref	✓	Assessment	Ref	✓	Assessment	Ref	✓
Hazardous substances (COSHH)	See section 7		Dangerous substances (DSEAR)			Workplace Transport			Vibration		

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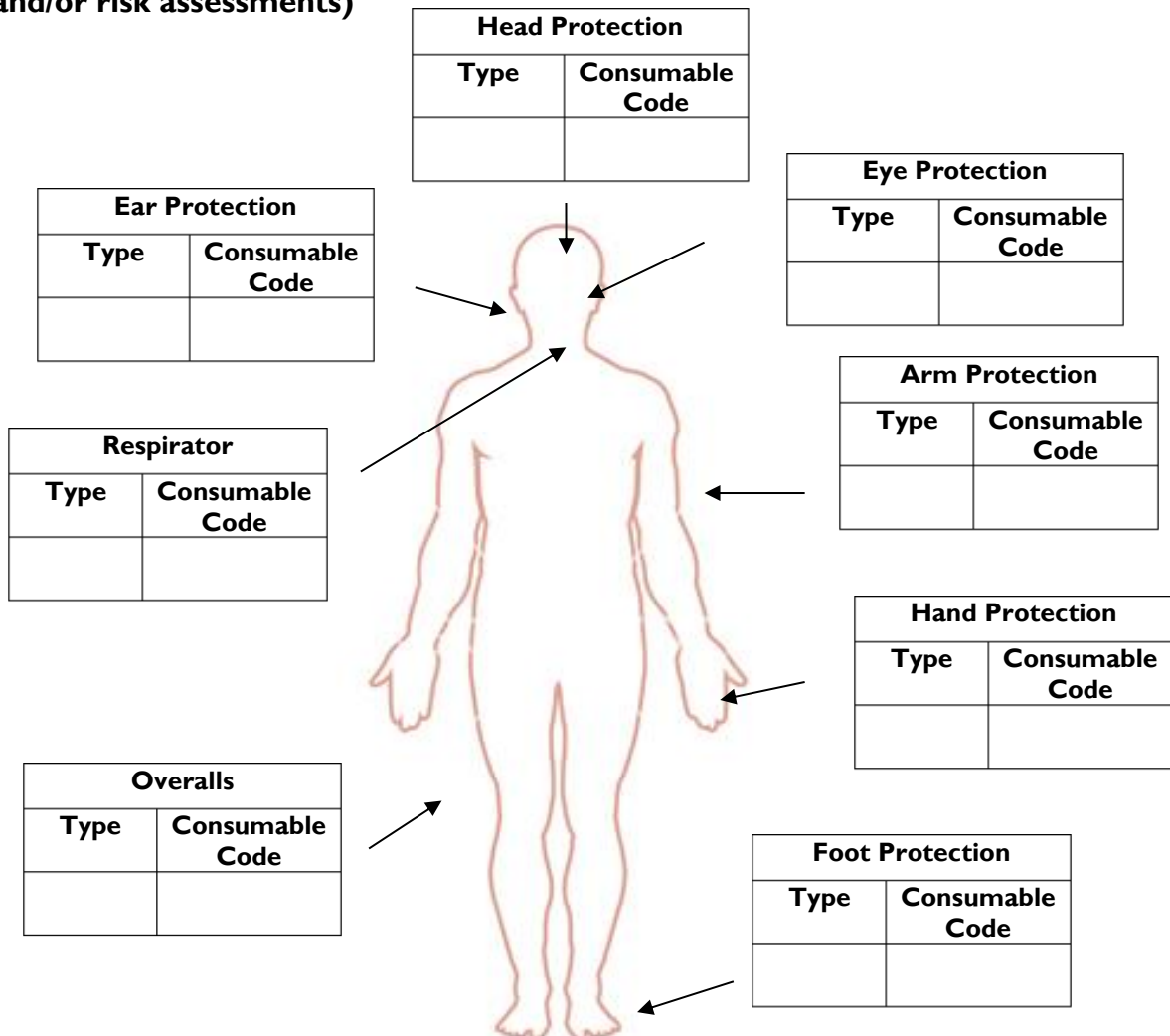
Ergonomic (Posture)			Noise			Display screen (DSE)					
Manual Handling			Machinery (PUWER)								



SECTION 7: COSHH ITEMS USED IN TASK/ACTIVITY

COSHH ITEMS		
Material Name	H&S Number	Assessment Number (CA XXXX)
Aquasan Handsanitiser	7301	CA0422
Handisan Hand Sanitiser	7297	CA0422
KRI0 Hand Sanitiser Foam	7298	CA0422

SECTION 8: PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS (As identified in the COSHH and/or risk assessments)



Any other PPE or product protection requirements:
None