

Site					
Pendragon Sites					
Risk Assessment					
COVID 19 - Considered Operations					
Section					
Working from a Dealership					
Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
22.A.1	Risk of putting dealership associates at additional risk of contracting/spreading COVID 19	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A,C1A,C1B,C2A,C2B,C3A,C3B,C4A,C4B,C5A,C5B,C6A,C6B,C7A		13/05/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
Additional cleaning measures put in place for dealerships to implement. The additional measures required are communicated through the Groups intranet page "Velocity". Reference to cleaning and up to date information considered within the relevant SSOW guidance. The reopening guidance also details how to ensure the correct cleaning procedures are enacted	Department Leader, Dealer Principal, Regional Leadership	HOB COVID 19 Working Controls, Reduced Operation Safety Guidance, Team Member COVID 19 Working Controls	Pendragon Dealership Reopening Procedure Version 1	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
All associates are subjected to a daily temperature test using a forehead scanning thermometer. The results are recorded in share point. any adverse results trigger a process to send the associates home to seek further medical guidance. Guidance on this is within the relevant SSOW documentation	Department Leader, Dealer Principal, Associates	HOB COVID 19 Working Controls, Team Member COVID 19 Working Controls	Temperature Testing at work -A4	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A

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22.A.1	Risk of putting dealership associates at additional risk of contracting/spreading COVID 19	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A,C1A,C1B,C2A,C2B,C3A,C3B,C4A,C4B,C5A,C5B,C5C,C5D,C5E,C5F,C5G,C5H,C5I,C5J,C5K,C5L,C5M,C5N,C5O,C5P,C5Q,C5R,C5S,C5T,C5U,C5V,C5W,C5X,C5Y,C5Z,C6A,C6B,C6C,C6D,C6E,C6F,C6G,C6H,C6I,C6J,C6K,C6L,C6M,C6N,C6O,C6P,C6Q,C6R,C6S,C6T,C6U,C6V,C6W,C6X,C6Y,C6Z,C7A,C7B,C7C,C7D,C7E,C7F,C7G,C7H,C7I,C7J,C7K,C7L,C7M,C7N,C7O,C7P,C7Q,C7R,C7S,C7T,C7U,C7V,C7W,C7X,C7Y,C7Z,C8A,C8B,C8C,C8D,C8E,C8F,C8G,C8H,C8I,C8J,C8K,C8L,C8M,C8N,C8O,C8P,C8Q,C8R,C8S,C8T,C8U,C8V,C8W,C8X,C8Y,C8Z,C9A,C9B,C9C,C9D,C9E,C9F,C9G,C9H,C9I,C9J,C9K,C9L,C9M,C9N,C9O,C9P,C9Q,C9R,C9S,C9T,C9U,C9V,C9W,C9X,C9Y,C9Z,C10A,C10B,C10C,C10D,C10E,C10F,C10G,C10H,C10I,C10J,C10K,C10L,C10M,C10N,C10O,C10P,C10Q,C10R,C10S,C10T,C10U,C10V,C10W,C10X,C10Y,C10Z,C11A,C11B,C11C,C11D,C11E,C11F,C11G,C11H,C11I,C11J,C11K,C11L,C11M,C11N,C11O,C11P,C11Q,C11R,C11S,C11T,C11U,C11V,C11W,C11X,C11Y,C11Z,C12A,C12B,C12C,C12D,C12E,C12F,C12G,C12H,C12I,C12J,C12K,C12L,C12M,C12N,C12O,C12P,C12Q,C12R,C12S,C12T,C12U,C12V,C12W,C12X,C12Y,C12Z,C13A,C13B,C13C,C13D,C13E,C13F,C13G,C13H,C13I,C13J,C13K,C13L,C13M,C13N,C13O,C13P,C13Q,C13R,C13S,C13T,C13U,C13V,C13W,C13X,C13Y,C13Z,C14A,C14B,C14C,C14D,C14E,C14F,C14G,C14H,C14I,C14J,C14K,C14L,C14M,C14N,C14O,C14P,C14Q,C14R,C14S,C14T,C14U,C14V,C14W,C14X,C14Y,C14Z,C15A,C15B,C15C,C15D,C15E,C15F,C15G,C15H,C15I,C15J,C15K,C15L,C15M,C15N,C15O,C15P,C15Q,C15R,C15S,C15T,C15U,C15V,C15W,C15X,C15Y,C15Z,C16A,C16B,C16C,C16D,C16E,C16F,C16G,C16H,C16I,C16J,C16K,C16L,C16M,C16N,C16O,C16P,C16Q,C16R,C16S,C16T,C16U,C16V,C16W,C16X,C16Y,C16Z,C17A,C17B,C17C,C17D,C17E,C17F,C17G,C17H,C17I,C17J,C17K,C17L,C17M,C17N,C17O,C17P,C17Q,C17R,C17S,C17T,C17U,C17V,C17W,C17X,C17Y,C17Z,C18A,C18B,C18C,C18D,C18E,C18F,C18G,C18H,C18I,C18J,C18K,C18L,C18M,C18N,C18O,C18P,C18Q,C18R,C18S,C18T,C18U,C18V,C18W,C18X,C18Y,C18Z,C19A,C19B,C19C,C19D,C19E,C19F,C19G,C19H,C19I,C19J,C19K,C19L,C19M,C19N,C19O,C19P,C19Q,C19R,C19S,C19T,C19U,C19V,C19W,C19X,C19Y,C19Z,C20A,C20B,C20C,C20D,C20E,C20F,C20G,C20H,C20I,C20J,C20K,C20L,C20M,C20N,C20O,C20P,C20Q,C20R,C20S,C20T,C20U,C20V,C20W,C20X,C20Y,C20Z,C21A,C21B,C21C,C21D,C21E,C21F,C21G,C21H,C21I,C21J,C21K,C21L,C21M,C21N,C21O,C21P,C21Q,C21R,C21S,C21T,C21U,C21V,C21W,C21X,C21Y,C21Z,C22A,C22B,C22C,C22D,C22E,C22F,C22G,C22H,C22I,C22J,C22K,C22L,C22M,C22N,C22O,C22P,C22Q,C22R,C22S,C22T,C22U,C22V,C22W,C22X,C22Y,C22Z,C23A,C23B,C23C,C23D,C23E,C23F,C23G,C23H,C23I,C23J,C23K,C23L,C23M,C23N,C23O,C23P,C23Q,C23R,C23S,C23T,C23U,C23V,C23W,C23X,C23Y,C23Z,C24A,C24B,C24C,C24D,C24E,C24F,C24G,C24H,C24I,C24J,C24K,C24L,C24M,C24N,C24O,C24P,C24Q,C24R,C24S,C24T,C24U,C24V,C24W,C24X,C24Y,C24Z,C25A,C25B,C25C,C25D,C25E,C25F,C25G,C25H,C25I,C25J,C25K,C25L,C25M,C25N,C25O,C25P,C25Q,C25R,C25S,C25T,C25U,C25V,C25W,C25X,C25Y,C25Z,C26A,C26B,C26C,C26D,C26E,C26F,C26G,C26H,C26I,C26J,C26K,C26L,C26M,C26N,C26O,C26P,C26Q,C26R,C26S,C26T,C26U,C26V,C26W,C26X,C26Y,C26Z,C27A,C27B,C27C,C27D,C27E,C27F,C27G,C27H,C27I,C27J,C27K,C27L,C27M,C27N,C27O,C27P,C27Q,C27R,C27S,C27T,C27U,C27V,C27W,C27X,C27Y,C27Z,C28A,C28B,C28C,C28D,C28E,C28F,C28G,C28H,C28I,C28J,C28K,C28L,C28M,C28N,C28O,C28P,C28Q,C28R,C28S,C28T,C28U,C28V,C28W,C28X,C28Y,C28Z,C29A,C29B,C29C,C29D,C29E,C29F,C29G,C29H,C29I,C29J,C29K,C29L,C29M,C29N,C29O,C29P,C29Q,C29R,C29S,C29T,C29U,C29V,C29W,C29X,C29Y,C29Z,C30A,C30B,C30C,C30D,C30E,C30F,C30G,C30H,C30I,C30J,C30K,C30L,C30M,C30N,C30O,C30P,C30Q,C30R,C30S,C30T,C30U,C30V,C30W,C30X,C30Y,C30Z,C31A,C31B,C31C,C31D,C31E,C31F,C31G,C31H,C31I,C31J,C31K,C31L,C31M,C31N,C31O,C31P,C31Q,C31R,C31S,C31T,C31U,C31V,C31W,C31X,C31Y,C31Z,C32A,C32B,C32C,C32D,C32E,C32F,C32G,C32H,C32I,C32J,C32K,C32L,C32M,C32N,C32O,C32P,C32Q,C32R,C32S,C32T,C32U,C32V,C32W,C32X,C32Y,C32Z,C33A,C33B,C33C,C33D,C33E,C33F,C33G,C33H,C33I,C33J,C33K,C33L,C33M,C33N,C33O,C33P,C33Q,C33R,C33S,C33T,C33U,C33V,C33W,C33X,C33Y,C33Z,C34A,C34B,C34C,C34D,C34E,C34F,C34G,C34H,C34I,C34J,C34K,C34L,C34M,C34N,C34O,C34P,C34Q,C34R,C34S,C34T,C34U,C34V,C34W,C34X,C34Y,C34Z,C35A,C35B,C35C,C35D,C35E,C35F,C35G,C35H,C35I,C35J,C35K,C35L,C35M,C35N,C35O,C35P,C35Q,C35R,C35S,C35T,C35U,C35V,C35W,C35X,C35Y,C35Z,C36A,C36B,C36C,C36D,C36E,C36F,C36G,C36H,C36I,C36J,C36K,C36L,C36M,C36N,C36O,C36P,C36Q,C36R,C36S,C36T,C36U,C36V,C36W,C36X,C36Y,C36Z,C37A,C37B,C37C,C37D,C37E,C37F,C37G,C37H,C37I,C37J,C37K,C37L,C37M,C37N,C37O,C37P,C37Q,C37R,C37S,C37T,C37U,C37V,C37W,C37X,C37Y,C37Z,C38A,C38B,C38C,C38D,C38E,C38F,C38G,C38H,C38I,C38J,C38K,C38L,C38M,C38N,C38O,C38P,C38Q,C38R,C38S,C38T,C38U,C38V,C38W,C38X,C38Y,C38Z,C39A,C39B,C39C,C39D,C39E,C39F,C39G,C39H,C39I,C39J,C39K,C39L,C39M,C39N,C39O,C39P,C39Q,C39R,C39S,C39T,C39U,C39V,C39W,C39X,C39Y,C39Z,C40A,C40B,C40C,C40D,C40E,C40F,C40G,C40H,C40I,C40J,C40K,C40L,C40M,C40N,C40O,C40P,C40Q,C40R,C40S,C40T,C40U,C40V,C40W,C40X,C40Y,C40Z,C41A,C41B,C41C,C41D,C41E,C41F,C41G,C41H,C41I,C41J,C41K,C41L,C41M,C41N,C41O,C41P,C41Q,C41R,C41S,C41T,C41U,C41V,C41W,C41X,C41Y,C41Z,C42A,C42B,C42C,C42D,C42E,C42F,C42G,C42H,C42I,C42J,C42K,C42L,C42M,C42N,C42O,C42P,C42Q,C42R,C42S,C42T,C42U,C42V,C42W,C42X,C42Y,C42Z,C43A,C43B,C43C,C43D,C43E,C43F,C43G,C43H,C43I,C43J,C43K,C43L,C43M,C43N,C43O,C43P,C43Q,C43R,C43S,C43T,C43U,C43V,C43W,C43X,C43Y,C43Z,C44A,C44B,C44C,C44D,C44E,C44F,C44G,C44H,C44I,C44J,C44K,C44L,C44M,C44N,C44O,C44P,C44Q,C44R,C44S,C44T,C44U,C44V,C44W,C44X,C44Y,C44Z,C45A,C45B,C45C,C45D,C45E,C45F,C45G,C45H,C45I,C45J,C45K,C45L,C45M,C45N,C45O,C45P,C45Q,C45R,C45S,C45T,C45U,C45V,C45W,C45X,C45Y,C45Z,C46A,C46B,C46C,C46D,C46E,C46F,C46G,C46H,C46I,C46J,C46K,C46L,C46M,C46N,C46O,C46P,C46Q,C46R,C46S,C46T,C46U,C46V,C46W,C46X,C46Y,C46Z,C47A,C47B,C47C,C47D,C47E,C47F,C47G,C47H,C47I,C47J,C47K,C47L,C47M,C47N,C47O,C47P,C47Q,C47R,C47S,C47T,C47U,C47V,C47W,C47X,C47Y,C47Z,C48A,C48B,C48C,C48D,C48E,C48F,C48G,C48H,C48I,C48J,C48K,C48L,C48M,C48N,C48O,C48P,C48Q,C48R,C48S,C48T,C48U,C48V,C48W,C48X,C48Y,C48Z,C49A,C49B,C49C,C49D,C49E,C49F,C49G,C49H,C49I,C49J,C49K,C49L,C49M,C49N,C49O,C49P,C49Q,C49R,C49S,C49T,C49U,C49V,C49W,C49X,C49Y,C49Z,C50A,C50B,C50C,C50D,C50E,C50F,C50G,C50H,C50I,C50J,C50K,C50L,C50M,C50N,C50O,C50P,C50Q,C50R,C50S,C50T,C50U,C50V,C50W,C50X,C50Y,C50Z,C51A,C51B,C51C,C51D,C51E,C51F,C51G,C51H,C51I,C51J,C51K,C51L,C51M,C51N,C51O,C51P,C51Q,C51R,C51S,C51T,C51U,C51V,C51W,C51X,C51Y,C51Z,C52A,C52B,C52C,C52D,C52E,C52F,C52G,C52H,C52I,C52J,C52K,C52L,C52M,C52N,C52O,C52P,C52Q,C52R,C52S,C52T,C52U,C52V,C52W,C52X,C52Y,C52Z,C53A,C53B,C53C,C53D,C53E,C53F,C53G,C53H,C53I,C53J,C53K,C53L,C53M,C53N,C53O,C53P,C53Q,C53R,C53S,C53T,C53U,C53V,C53W,C53X,C53Y,C53Z,C54A,C54B,C54C,C54D,C54E,C54F,C54G,C54H,C54I,C54J,C54K,C54L,C54M,C54N,C54O,C54P,C54Q,C54R,C54S,C54T,C54U,C54V,C54W,C54X,C54Y,C54Z,C55A,C55B,C55C,C55D,C55E,C55F,C55G,C55H,C55I,C55J,C55K,C55L,C55M,C55N,C55O,C55P,C55Q,C55R,C55S,C55T,C55U,C55V,C55W,C55X,C55Y,C55Z,C56A,C56B,C56C,C56D,C56E,C56F,C56G,C56H,C56I,C56J,C56K,C56L,C56M,C56N,C56O,C56P,C56Q,C56R,C56S,C56T,C56U,C56V,C56W,C56X,C56Y,C56Z,C57A,C57B,C57C,C57D,C57E,C57F,C57G,C57H,C57I,C57J,C57K,C57L,C57M,C57N,C57O,C57P,C57Q,C57R,C57S,C57T,C57U,C57V,C57W,C57X,C57Y,C57Z,C58A,C58B,C58C,C58D,C58E,C58F,C58G,C58H,C58I,C58J,C58K,C58L,C58M,C58N,C58O,C58P,C58Q,C58R,C58S,C58T,C58U,C58V,C58W,C58X,C58Y,C58Z,C59A,C59B,C59C,C59D,C59E,C59F,C59G,C59H,C59I,C59J,C59K,C59L,C59M,C59N,C59O,C59P,C59Q,C59R,C59S,C59T,C59U,C59V,C59W,C59X,C59Y,C59Z,C60A,C60B,C60C,C60D,C60E,C60F,C60G,C60H,C60I,C60J,C60K,C60L,C60M,C60N,C60O,C60P,C60Q,C60R,C60S,C60T,C60U,C60V,C60W,C60X,C60Y,C60Z,C61A,C61B,C61C,C61D,C61E,C61F,C61G,C61H,C61I,C61J,C61K,C61L,C61M,C61N,C61O,C61P,C61Q,C61R,C61S,C61T,C61U,C61V,C61W,C61X,C61Y,C61Z,C62A,C62B,C62C,C62D,C62E,C62F,C62G,C62H,C62I,C62J,C62K,C62L,C62M,C62N,C62O,C62P,C62Q,C62R,C62S,C62T,C62U,C62V,C62W,C62X,C62Y,C62Z,C63A,C63B,C63C,C63D,C63E,C63F,C63G,C63H,C63I,C63J,C63K,C63L,C63M,C63N,C63O,C63P,C63Q,C63R,C63S,C63T,C63U,C63V,C63W,C63X,C63Y,C63Z,C64A,C64B,C64C,C64D,C64E,C64F,C64G,C64H,C64I,C64J,C64K,C64L,C64M,C64N,C64O,C64P,C64Q,C64R,C64S,C64T,C64U,C64V,C64W,C64X,C64Y,C64Z,C65A,C65B,C65C,C65D,C65E,C65F,C65G,C65H,C65I,C65J,C65K,C65L,C65M,C65N,C65O,C65P,C65Q,C65R,C65S,C65T,C65U,C65V,C65W,C65X,C65Y,C65Z,C66A,C66B,C66C,C66D,C66E,C66F,C66G,C66H,C66I,C66J,C66K,C66L,C66M,C66N,C66O,C66P,C66Q,C66R,C66S,C66T,C66U,C66V,C66W,C66X,C66Y,C66Z,C67A,C67B,C67C,C67D,C67E,C67F,C67G,C67H,C67I,C67J,C67K,C67L,C67M,C67N,C67O,C67P,C67Q,C67R,C67S,C67T,C67U,C67V,C67W,C67X,C67Y,C67Z,C68A,C68B,C68C,C68D,C68E,C68F,C68G,C68H,C68I,C68J,C68K,C68L,C68M,C68N,C68O,C68P,C68Q,C68R,C68S,C68T,C68U,C68V,C68W,C68X,C68Y,C68Z,C69A,C69B,C69C,C69D,C69E,C69F,C69G,C69H,C69I,C69J,C69K,C69L,C69M,C69N,C69O,C69P,C69Q,C69R,C69S,C69T,C69U,C69V,C69W,C69X,C69Y,C69Z,C70A,C70B,C70C,C70D,C70E,C70F,C70G,C70H,C70I,C70J,C70K,C70L,C70M,C70N,C70O,C70P,C70Q,C70R,C70S,C70T,C70U,C70V,C70W,C70X,C70Y,C70Z,C71A,C71B,C71C,C71D,C71E,C71F,C71G,C71H,C71I,C71J,C71K,C71L,C71M,C71N,C71O,C71P,C71Q,C71R,C71S,C71T,C71U,C71V,C71W,C71X,C71Y,C71Z,C72A,C72B,C72C,C72D,C72E,C72F,C72G,C72H,C72I,C72J,C72K,C72L,C72M,C72N,C72O,C72P,C72Q,C72R,C72S,C72T,C72U,C72V,C72W,C72X,C72Y,C72Z,C73A,C73B,C73C,C73D,C73E,C73F,C73G,C73H,C73I,C73J,C73K,C73L,C73M,C73N,C73O,C73P,C73Q,C73R,C73S,C73T,C73U,C73V,C73W,C73X,C73Y,C73Z,C74A,C74B,C74C,C74D,C74E,C74F,C74G,C74H,C74I,C74J,C74K,C74L,C74M,C74N,C74O,C74P,C74Q,C74R,C74S,C74T,C74U,C74V,C74W,C74X,C74Y,C74Z,C75A,C75B,C75C,C75D,C75E,C75F,C75G,C75H,C75I,C75J,C75K,C75L,C75M,C75N,C75O,C75P,C75Q,C75R,C75S,C75T,C75U,C75V,C75W,C75X,C75Y,C75Z,C76A,C76B,C76C,C76D,C76E,C76F,C76G,C76H,C76I,C76J,C76K,C76L,C76M,C76N,C76O,C76P,C76Q,C76R,C76S,C76T,C76U,C76V,C76W,C76X,C76Y,C76Z,C77A,C77B,C77C,C77D,C77E,C77F,C77G,C77H,C77I,C77J,C77K,C77L,C77M,C77N,C77O,C77P,C77Q,C77R,C77S,C77T,C77U,C77V,C77W,C77X,C77Y,C77Z,C78A,C78B,C78C,C78D,C78E,C78F,C78G,C78H,C78I,C78J,C78K,C78L,C78M,C78N,C78O,C78P,C78Q,C78R,C78S,C78T,C78U,C78V,C78W,C78X,C78Y,C78Z,C79A,C79B,C79C,C79D,C79E,C79F,C79G,C79H,C79I,C79J,C79K,C79L,C79M,C79N,C79O,C79P,C79Q,C79R,C79S,C79T,C79U,C79V,C79W,C79X,C79Y,C79Z,C80A,C80B,C80C,C80D,C80E,C80F,C80G,C80H,C80I,C80J,C80K,C80L,C80M,C80N,C80O,C80P,C80Q,C80R,C80S,C80T,C80U,C80V,C80W,C80X,C80Y,C80Z,C81A,C81B,C81C,C81D,C81E,C81F,C81G,C81H,C81I,C81J,C81K,C81L,C81M,C81N,C81O,C81P,C81Q,C81R,C81S,C81T,C81U,C81V,C81W,C81X,C81Y,C81Z,C82A,C82B,C82C,C82D,C82E,C82F,C82G,C82H,C82I,C82J,C82K,C82L,C82M,C82N,C82O,C82P,C82Q,C82R,C82S,C82T,C82U,C82V,C82W,C82X,C82Y,C82Z,C83A,C83B,C83C,C83D,C83E,C83F,C83G,C83H,C83I,C83J,C83K,C83L,C83M,C83N,C83O,C83P,C83Q,C83R,C83S,C83T,C83U,C83V,C83W,C83X,C83Y,C83Z,C84A,C84B,C84C,C84D,C84E,C84F,C84G,C84H,C84I,C84J,C84K,C84L,C84M,C84N,C84O,C84P,C84Q,C84R,C84S,C84T,C84U,C84V,C84W,C84X,C84Y,C84Z,C85A,C85B,C85C,C85D,C85E,C85F,C85G,C85H,C85I,C85J,C85K,C85L,C85M,C85N,C85O,C85P,C85Q,C85R,C85S,C85T,C85U,C85V,C85W,C85X,C85Y,C85Z,C86A,C86B,C86C,C86D,C86E,C86F,C86G,C86H,C86I,C86J,C86K,C86L,C86M,C86N,C86O,C86P,C86Q,C86R,C86S,C86T,C86U,C86V,C86W,C86X,C86Y,C86Z,C87A,C87B,C87C,C87D,C87E,C87F,C87G,C87H,C87I,C87J,C87K,C87L,C87M,C87N,C87O,C87P,C87Q,C87R,C87S,C87T,C87U,C87V,C87W,C87X,C87Y,C87Z,C88A,C88B,C88C,C88D,C88E,C88F,C88G,C88H,C88I,C88J,C88K,C88L,C88M,C88N,C88O,C88P,C88Q,C88R,C88S,C88T,C88U,C88V,C88W,C88X,C88Y,C88Z,C89A,C89B,C89C,C89D,C89E,C89F,C89G,C89H,C89I,C89J,C89K,C89L,C89M,C89N,C89O,C89P,C89Q,C89R,C89S,C89T,C89U,C89V,C89W,C89X,C89Y,C89Z,C90A,C90B,C90C,C90D,C90E,C90F,C90G,C90H,C90I,C90J,C90K,C90L,C90M,C90N,C90O,C90P,C90Q,C90R,C90S,C90T,C90U,C90V,C90W,C90X,C90Y,C90Z,C91A,C91B,C91C,C91D,C91E,C91F,C91G,C91H,C91I,C91J,C91K,C91L,C91M,C91N,C91O,C91P,C91Q,C91R,C91S,C91T,C91U,C91V,C91W,C91X,C91Y,C91Z,C92A,C92B,C92C,C92D,C92E,C92F,C92G,C92H,C92I,C92J,C92K,C92L,C92M,C92N,C92O,C92P,C92Q,C92R,C92S,C92T,C92U,C92V,C92W,C92X,C92Y,C92Z,C93A,C93B,C93C,C93D,C93E,C93F,C93G,C93H,C93I,C93J,C93K,C93L,C93M,C93N,C93O,C93P,C93Q,C93R,C93S,C93T,C93U,C93V,C93W,C93X,C93Y,C93Z,C94A,C94B,C94C,C94D,C94E,C94F,C94G,C94H,C94I,C94J,C94K,C94L,C94M,C94N,C94O,C94P,C94Q,C94R,C94S,C94T,C94U,C94V,C94W,C94X,C94Y,C94Z,C95A,C95B,C95C,C95D,C95E,C95F,C95G,C95H,C95I,C95J,C95K,C95L,C95M,C95N,C95O,C95P,C95Q,C95R,C95S,C95T,C95U,C95V,C95W,C95X,C95Y,C95Z,C96A,C96B,C96C,C96D,C96E,C96F,C96G,C96H,C96I,C96J,C96K,C96L,C96M,C96N,C96O,C96P,C96Q,C96R,C96S,C96T,C96U,C96V,C96W,C96X,C96Y,C96Z,C97A,C97B,C97C,C97D,C97E,C97F,C97G,C97H,C97I,C97J,C97K,C97L,C97M,C97N,C97O,C97P,C97Q,C97R,C97S,C97T,C97U,C97V,C97W,C97X,C97Y,C97Z,C98A,C98B,C98C,C98D,C98E,C98F,C98G,C98H,C98I,C98J,C98K,C98L,C98M,C98N,C98O,C98P,C98Q,C98R,C98S,C98T,C98U,C98V,C98W,C98X,C98Y,C98Z,C99A,C99B,C99C,C99D,C99E,C99F,C99G,C99H,C99I,C99J,C99K,C99L,C99M,C99N,C99O,C99P,C99Q,C99R,C99S,C99T,C99U,C99V,C99W,C99X,C99Y,C99Z,C100A,C100B,C100C,C100D,C100E,C100F,C100G,C100H,C100I,C100J,C100K,C100L,C100M,C100N,C100O,C100P,C100Q,C100R,C100S,C100T,C100U,C100V,C100W,C100X,C100Y,C100Z		13/05/2020
All associates returning to work are assessed via a medical questionnaire. This checks their suitability to return to work in relation to vulnerability and signs of COVID 19 symptoms. Only associates who hit the correct criteria are permitted to return to work in turn protecting the vulnerable and helping to limit the potential of further contamination	Department Leader,Dealer Principal,Associates	N/A	Pendragon Dealership Reopening Procedure Version 1,Pendragon Dealership Reopening Procedure Version 1,Work Return to Telephone Questionnaire v1,Pendragon Dealership Reopening Procedure Version 1,Work Return to Telephone Questionnaire v1	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
In the event of spotting a gap in control associates have access to the Safety Gain function where they can raise a concern to their Team Leader through My Safe Centa. All associates have access to this and have been unformed through the Safety Gain SSOW. The Reduced Operations SSOW also details how this is completed	Department Leader,Dealer Principal,Associates	HOB COVID 19 Working Controls,Safety Gain SSOW,Team Member COVID 19 Working Controls	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
Non essential contractor visits cancelled which in turn minimises the contact with external providers.	Department Leader,Dealer Principal,Regional Leadership,Group Health and Safety Team	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A

Pendragon Risk Assessment



Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.1	Risk of putting dealership associates at additional risk of contracting/spreading COVID 19	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A,C1A,C1B,C2A,C2B,C3A,C3B,C4A,C4B,C5A,C5B,C5C,C5D,C5E,C5F,C5G,C5H,C5I,C5J,C5K,C5L,C5M,C5N,C5O,C5P,C5Q,C5R,C5S,C5T,C5U,C5V,C5W,C5X,C5Y,C5Z			13/05/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Non essential services as per the Government advice ceased for the advised period of time which in turn reduces external foot fall into dealerships and number of associates on site	Regional Leadership	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Required additional controls put in place and distributed through the COVID 19 Control SSOWS (one for associates one for the Heads of Business). These contain controls for interacting safely with both associates and Customers whilst maintaining a 2metre clearance. It also details the advised PPE and hand washing requirements for set activities	Dealer Principal	HOB COVID 19 Working Controls, Team Member COVID 19 Working Controls	Social Distancing Whilst at Work, Social Distancing Whilst at Work, Team Member Interaction - 7th May CLEAN, Pendragon Customer Interaction Guidance - 6th May CLEAN, Pendragon Customer Site Visit Information - 7th May CLEAN, Social Distancing Whilst at Work, Pendragon Customer Site Visit Information - 7th May CLEAN, Pendragon Customer Interaction Guidance - 6th May CLEAN, Team Member Interaction - 7th May CLEAN	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

Pendragon Risk Assessment



Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.1	Risk of putting dealership associates at additional risk of contracting/spreading COVID 19	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A,C1A,C1B,C2A,C2B,C3A,C3B,C4A,C4B,C5A,C5B,C5C,C5D,C5E,C5F,C5G,C5H,C5I,C5J,C5K,C5L,C5M,C5N,C5O,C5P,C5Q,C5R,C5S,C5T,C5U,C5V,C5W,C5X,C5Y,C5Z			13/05/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Signage designed and in situ throughout dealerships to help nudge customers and Team Members to follow required controls such as hand washing and limiting touch points. This is stipulated as part of the Dealership reopening procedure and mentioned referenced in the SSOW documentation on My Safe Centa	Department Leader,Dealer Principal,Associates	HOB COVID 19 Working Controls,Team Member COVID 19 Working Controls	Pendragon Dealership Reopening Procedure Version 1,Team Member Interaction - 7th May CLEAN,Pendragon Customer Interaction Guidance - 6th May CLEAN	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Specific, operational guidance on safety controls for COVID 19 are located and updated on the COVID 19 Guidance page on "Velocity" which all associates can access. Prompts to access this information is referred to with SSOW documentation on My Safe Centa to ensure sites that remain open are staying up to date with key advice	Department Leader,Dealer Principal,Regional Leadership	HOB COVID 19 Working Controls,Reduced Operation Safety Guidance,Team Member COVID 19 Working Controls	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Tasks that involve close proximity working that breeches the social distancing guidelines have additional guidance in place which is circulated through the SSOW documentation on My Safe Centa. Some activities are prohibited due to lack of sufficient control	Department Leader,Associates,Dealer Principal	HOB COVID 19 Working Controls,Team Member COVID 19 Working Controls	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
The Group implements Government advice relating to control of disease contraction and spread. Decisions taken in relation to the continual operation of sites and departments within sites decided upon and implemented by the COVID 19 team in conjunction with Operational Leaders	Regional Leadership	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

Pendragon Risk Assessment



Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
22.A.1	Risk of putting dealership associates at additional risk of contracting/spreading COVID 19	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A,C1A,C1B,C2A,C2B,C3A,C3B,C4A,C4B,C5A,C5B,C5C,C5D,C5E		13/05/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
When opening amid the COVID 19 pandemic each site completes a "re-opening" checklist to ensure the correct physical measures are in place at location before opening to customers. This includes procurement of the correct barriers, signage, markings and sanitiser units	Dealer Principal	N/A	Pendragon Dealership Reopening Procedure Version 1	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A

Pendragon Risk Assessment

Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
22.A.2	Risk of putting Contractors visiting dealerships additional risk of contracting/spreading COVID 19	Contractor			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
All relevant associates read and understand the "Team Member Interaction" document that details measures in place to interact with contractors when on site. This refers to both social distancing and sanitisation measures	Department Leader, Dealer Principal, Associates	HOB COVID 19 Working Controls, Team Member COVID 19 Working Controls	Team Member Interaction - 7th May CLEAN	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
Any contractor works deemed as essential continue as required. Contractor is required to provide evidence of their own additional controls put in place to help reduce contraction/spread of COVID 19	Dealer Principal, Regional Leadership, Contractors Selection Group	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
Contractor engagement significantly reduced as a result of any reduced service delivery in turn limiting contractor engagement. Contractor services required are outlined in the relevant SSOW documentation	Regional Leadership	HOB COVID 19 Working Controls, Reduced Operation Safety Guidance	Pendragon Dealership Reopening Procedure Version 1	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
Contractor services reviewed by associated Group Departments for decision on essential requirement during controlled period. Any services deemed as non-essential are temporarily postponed and reviewed going forward	Regional Leadership	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.3	Risk of injury/harm as a result of a reduced workforce working from site	Associates	1A,1B,1D,3A,3B,3D,7A,C1A,C1B,C3A,C3B,C7A			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
All associates that remain working at Dealerships in any capacity read and understand the "Reduced Operation Safety Guidance" SSOW that details controls and guidance relating to the management of a reduced number of associates	Department Leader,Dealer Principal,Associates	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
All associates that remain working at Dealerships in any capacity read and understand the "Safety Gain" SSOW that details how to report a safety issue relating to low attendance working at the Dealership at any point to the Site Leader and Regional Team.	Department Leader,Dealer Principal,Associates	Reduced Operation Safety Guidance,Safety Gain SSOW	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Any sites that remain functional has at least one Senior Leader (typically DP) in place and available to contact for all site enquiries from fellow Team Members, contractors and outside agencies.	Dealer Principal,Regional Leadership	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.4	Risk of injury/harm as a result of a lack of upkeep in relation to the working environment	Associates	1A,1B,1D,1E,3A,3B,3D,7A,C1A,C1B,C3A,C3B,C7A			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
All associates read and understand the "Reduced Operation Safety Guidance" SSOW that contains controls relating to the safe operation of a site that has a reduced service delivery.	Department Leader,Dealer Principal,Associates	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
All associates read and understand the "Safety Gain" SSOW that details how to log a safety concern at any point through My Safe Centa. This raises the issue to Site and Regional Leadership for action	Dealer Principal,Regional Leadership	Reduced Operation Safety Guidance,Safety Gain SSOW	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Departmental Condition Inspections remain available for sites to complete. This provides a regular documented check of the workplace	Department Leader,Dealer Principal	HSC/DP Site Safety Check,Workshops Condition Inspection ,Sales Department Condition Inspection,Parts Department Condition Inspection,Bodyshop Condition Inspection,Paint Operation with Spray Booths Condition Inspection ,Paint Operation No Spray Booths Condition Inspection ,Office and Admin Area Condition Inspection,Valet Area Condition Inspection	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

Pendragon Risk Assessment



Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.4	Risk of injury/harm as a result of a lack of upkeep in relation to the working environment	Associates	1A,1B,1D,1E,3A,3B,3D,7A,C1A,C1B,C3A,C3B,C7A			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Non required areas of the dealership and non-essential services isolated whilst not in use. Guidance on how to achieve this is detailed within the "Reduced Operation Safety Guidance" SSOW	Department Leader,Associates,Dealer Principal	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Senior Leader(s) that remain at site have read and understood their relative Leadership guidance on My Safe Centa that detail key safety controls to maintain a working environment. The principles of these documents don't change for any processes that remain operational.	Department Leader,Dealer Principal	Reduced Operation Safety Guidance,Aftersales/ Workshop Leadership Role Information and System Guidance,Dealer Principal Leadership Role Information and System Guidance,Bodyshop/Paint Operation Leadership Role Information and System Guidance,Sales Leadership Role Information and System Guidance,Parts Leadership Role Information and System Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.5	Increased risk for fire as a result of vacated working areas and a reduced workforce implementing fire safety measures	Associates, Contractor	1A,1B,1D,1E,3A,3B,3D,7A,C1A,C1B,C3A,C3B,C7A			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Associates still operating from dealerships will have read and understand SSOW documentation relevant to their role that has key controls relating to Fire safety. These processes will not have changed and the information remains consistent.	Associates	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, The Regulatory Reform (Fire Safety) Order 2005	N/A	
Fire Awareness Training, e-learning module remains available to all associates to complete through the Pendragon Learning Academy website. FEOP will help to indicate those associates that should complete. In addition the "Reduced Operation Safety Guidance" SSOW details who should complete the training and how to do it	Department Leader, Dealer Principal	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, The Regulatory Reform (Fire Safety) Order 2005	N/A	

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.5	Increased risk for fire as a result of vacated working areas and a reduced workforce implementing fire safety measures	Associates, Contractor	1A,1B,1D,1E,3A,3B,3D,7A,C1A,C1B,C3A,C3B,C7A			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Fire Safety control measures for a reduced operation detailed within the "Reduced Operation Safety Guidance" SSOW. This is distributed to all relevant associates to read and understand	Department Leader, Dealer Principal, Associates	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, The Regulatory Reform (Fire Safety) Order 2005	N/A	
Professional Fire Safety guidance remains available from the Groups chosen Fire Safety Consultants. The contact details for the advice is found within the "Reduced Operation Safety Guidance" SSOW	Dealer Principal, Group Health and Safety Team	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, The Regulatory Reform (Fire Safety) Order 2005	N/A	

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.5	Increased risk for fire as a result of vacated working areas and a reduced workforce implementing fire safety measures	Associates, Contractor	1A,1B,1D,1E,3A,3B,3D,7A,C1A,C1B,C3A,C3B,C7A			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Sites that remain operational complete their "Fire Emergency Evacuation Plan" (FEEP) to reflect their current operational position	Department Leader, Dealer Principal	FEEP - Fire Emergency Evacuation Plan	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, The Regulatory Reform (Fire Safety) Order 2005	N/A	

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.6	Increased severity of injury as a result of insufficient First Aid Provision as direct consequence of reduced levels of workforce on site	Associates	1A,1B,1D,1E,3A,3B,3D,7A,C1A,C1B,C3A,C3B,C7A			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
St John Ambulance Online course made available to all associates to cover any short fall in trained first aid supply. Guidance on how to access is located in the SSOW guidance distributed through My Safe Centa. This also includes how to endorse new controls in the event of treating an injury	Department Leader, Dealer Principal	HOB COVID 19 Working Controls, Reduced Operation Safety Guidance, Team Member COVID 19 Working Controls	Team Member Interaction - 7th May CLEAN	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.7	Reduced service delivery from contractors that feature as key risk controls during normal operation	Contractor, Associates	1A,1B,1D,3A,3B,3D,7A,C1A,C1B,C3A,C3B, C7A			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Essential contractor works still available from Group controlled contractors. Their own safety measures are checked by Group Health and Safety and their service difficulties managed centrally to help maintain a continual service delivery.	Group Health and Safety Team	HOB COVID 19 Working Controls, Reduced Operation Safety Guidance, Team Member COVID 19 Working Controls	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999,	N/A	
Essential contracts and associated contact details are made available to associates within the SSOW guidance circulated through My Safe Centa	Department Leader, Dealer Principal, Associates	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999,	N/A	

Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.9	Delivering a vehicle off site	Member of Public,Associates	10A,1D,2A,2B,7A			20/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
All associates have been provided with a sufficient amount of PPE and cleaning/sanitation supplies to perform the vehicle drops offs in the correct, detailed safe manner	Department Leader,Dealer Principal,Associates	HOB COVID 19 Working Controls,Reduced Operation Safety Guidance,Team Member COVID 19 Working Controls	Vehicle Drop Off Process 04-2020	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
All vehicles being dropped off, used as a drop vehicle or taken in part exchange are subject to detailed decontamination processes to ensure all touch points of vehicles are sanitised between use by alternative persons	Department Leader,Dealer Principal,Associates	HOB COVID 19 Working Controls,Reduced Operation Safety Guidance,Team Member COVID 19 Working Controls	Vehicle Drop Off Process 04-2020,Vehicle Cleansing Guide	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Customers vetted prior to proceeding with drop off to ensure they (or their household) are not showing any signs or symptoms of COVID 19. If they are the drop off is postponed.	Department Leader,Dealer Principal,Associates	HOB COVID 19 Working Controls,Team Member COVID 19 Working Controls	Vehicle Drop Off Process 04-2020	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Interaction at hand over reduced by upfront online and over the phone processes prior to vehicle drop off. This minimises the time spent at the customers premises for the hand over an the level of customer interaction required	Department Leader,Dealer Principal,Associates	N/A	Vehicle Drop Off Process 04-2020	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

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Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
22.A.9	Delivering a vehicle off site	Member of Public,Associates	10A,1D,2A,2B,7A		20/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
Specific, detailed handover process detailed within the "Vehicle Drop Off" document that is circulated to all relevant associates. This includes measures of social distancing and controlled key handover	Department Leader,Dealer Principal,Associates	HOB COVID 19 Working Controls,Reduced Operation Safety Guidance,Team Member COVID 19 Working Controls	Vehicle Drop Off Process 04-2020	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
Team Members do not share vehicles due to social distancing restrictions in place. In turn a part exchange vehicle is used to return to the site or the Team Member seeks safe public transport as stipulated tin the "Vehicle Drop Off Process"	Department Leader,Associates,Dealer Principal	HOB COVID 19 Working Controls,Team Member COVID 19 Working Controls	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A

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Risk Reference	Hazard	Associate at Risk	Roles at Risk	Date Risk Ref Modified	
22.A.10	Interaction with customers or external visitors to the site	Associates, Member of Public	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4D,5A,5B,6A,6B,7A,8A,9A,C1A,C1B,C2A,C2B,C3A,C3B,C4A,C4B,C5A,C5B,C6A	29/04/2020	
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
Specific controls in place for interacting with customers amid the COVID 19 pandemic. These controls are distributed to associates via the "Team Members COVID 19 Site Controls" SSOW. It includes measures relating to social distancing, sanitisation and hand washing	Department Leader, Dealer Principal, Associates	HOB COVID 19 Working Controls, Team Member COVID 19 Working Controls	Pendragon Customer Interaction Guidance - 6th May CLEAN, Pendragon Customer Site Visit Information - 7th May CLEAN	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
When opening amid the COVID 19 pandemic each site completes a "re-opening" checklist to ensure the correct physical measures are in place at location before opening to customers. This includes procurement of the correct barriers, signage, markings and sanitiser units	Dealer Principal	N/A	Pendragon Dealership Reopening Procedure Version 1	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
Wherever possible customers are contacted prior to attending the site to book a specific slot to prevent over crowding and maintain social distancing. The local site controls are also distributed to booked in customers prior to arrival	Department Leader, Dealer Principal, Associates	HOB COVID 19 Working Controls, Team Member COVID 19 Working Controls	Pendragon Customer Interaction Guidance - 6th May CLEAN, Pendragon Customer Site Visit Information - 7th May CLEAN	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A

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Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
22.A.11	Delivery of parts off site	Member of Public,Associates	3A,3B,3D		04/05/2020
All relevant associates read and understand the "Off Site Parts Delivery Guidance" that sits within the SSOW guidance distributed through My Safe Centa. It details controls relating to the safe delivery of parts whilst maintaining the correct social distancing and hygiene measures	Department Leader,Dealer Principal,Associates	HOB COVID 19 Working Controls,Quickco Reduced Operation Safety Guidance,Team Member COVID 19 Working Controls	Off Site Parts Delivery Process 04-2020	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.A.12	Customer collecting a vehicle from site	Associates, Member of Public	2A,2B,2D,7A			14/05/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Click and collect process/vehicle collection processes come under the same customer and Team Member interaction process controls that are distributed via relevant SSOW documentation.	Department Leader, Associates, Dealer Principal	HOB COVID 19 Working Controls, Team Member COVID 19 Working Controls	Team Member Interaction - 7th May CLEAN, Pendragon Customer Interaction Guidance - 6th May CLEAN	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Each location has a specific "Click and Collect" area that has demarcations in place to assist with social distancing requirements. This is outlined in the "Vehicle Drop off/Click and Collect" Process which features within the relevant SSOW documentation distributed via My Safe Centa	Department Leader, Dealer Principal, Associates	N/A	Vehicle Drop Off Click Collect Process	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

Section					
Working in an Office Based Role					
Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
22.B.1	Risk of putting office based associates at additional risk of contracting/spreading COVID 19	Associates	5A,5B,8A,9A		13/05/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
Additional cleaning measures put in place for office buildings to implement. The additional measures required are communicated through the Groups intranet page "Velocity". Reference to cleaning and up to date information considered within the SSOW guidance circulated through My Safe Centa	Department Leader,Regional Leadership	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999,	N/A
Any office based associates that have the capability to are advised to work from home. The additional risks presented by working from home are considered with controls within the "Home Working" SSOW that is targeted to specific associates through My Safe Centa	Department Leader,Group Health and Safety Team,Associates	Home Working	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, Display Screen Equipment Regulations 2002 (DSE)	N/A
Non essential contractor visits cancelled which in turn minimises the contact with external providers.	Department Leader,Regional Leadership	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.B.1	Risk of putting office based associates at additional risk of contracting/spreading COVID 19	Associates	5A,5B,8A,9A			13/05/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Non essential services as per the Government advice ceased for the advised period of time which in turn reduces fall into offices and number of associates on site.	Department Leader,Regional Leadership,Associates	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Specific, operational guidance on safety controls for COVID 19 are located and updated on the COVID 19 Guidance page on "Velocity" which all associates can access. Prompts to access this information is referred to as part of the SSOW guidance distributed through My Safe Centa to ensure sites that remain open are staying up to date with key advice	Department Leader,Regional Leadership,Associates	Reduced Operation Safety Guidance,Team Member COVID 19 Working Controls	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
The Group implements Government advice relating to control of disease contraction and spread. Decisions taken in relation to the continual operation of office based workers is decided upon and implemented by the COVID 19 team in conjunction with Operational Leaders	Regional Leadership	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999,	N/A	

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Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
22.B.2	Risk of putting Contractors visiting main office buildings at additional risk of contracting/spreading COVID 19	Contractor			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
Any contractor works deemed as essential continue as required. Contractor is required to provide evidence of their own additional controls put in place to help reduce contraction/spread of COVID 19	Regional Leadership, Group Health and Safety Team	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999,	N/A
Contractor engagement significantly reduced as a result of any reduced service delivery in turn limiting contractor engagement.	Regional Leadership	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999,	N/A
Contractor services reviewed by associated Group Departments for decision on essential requirement during controlled period. Any services deemed as non-essential are temporarily postponed and reviewed going forward	Regional Leadership	Reduced Operation Safety Guidance	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999,	N/A

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.B.3	Potentially Increased risk of muscular skeletal injuries from home/portable working	Associates	5A,5B,7A,8A,9A			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Best practice for home working is documented and distributed to all relevant associates through the "Home Working" SSOW on My Safe Centa. This includes controls relating to comfortable seating positions and regular break taking which all help reduce muscular skeletal issues	Department Leader,Associates	Home Working	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, Display Screen Equipment Regulations 2002 (DSE)	N/A	
Home working tips and guidance available through the "Home Working" page on the Pendragon Group Intranet "Velocity" This is updated on a regular basis	Department Leader,Associates	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, Display Screen Equipment Regulations 2002 (DSE)	N/A	
IT equipment provided from the Group to help assist with portable working. Support on IT issues available from Pendragon IT Support. Details for the support is located in the "Home Working" SSOW distributed through My Safe Centa	Department Leader,Associates	Home Working	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, Display Screen Equipment Regulations 2002 (DSE)	N/A	

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Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
22.B.4	Increased risk of isolation/separation from Team as a result of home working for an extended period of time	Associates	5A,5B,8A,9A		06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
Home working best practice in relation to regular communication is distributed within the "Home Working" SSOW. It includes the importance of regular team communication whilst working apart	Department Leader,Associates	Home Working	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999,	N/A
The Group has made Microsoft Teams available for associates to use. The social application allows for associates to talk and video call each other to stay in touch whilst in isolation. Support for this is available from Pendragon IT Support and is referenced in the "Home Working" SSOW	Department Leader,Associates	Home Working	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999,	N/A

Section					
Understanding the Risks/Communicating Controls					
Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
22.C.1	Failing to understand and implement the latest Government guidance in relation to COVID 19	Associates,Member of Public,Contractor			06/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
Central function teams tasked with translating Government guidance then feed information to Operational Teams to consult with the operations side of the business prior to implementation. The final decided upon guidance is then distributed to relevant Team Members	Group Health and Safety Team,Regional Leadership	N/A	Appendix 2 - Social Distancing Principles - Copy	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
Respective Department Leaders/associates look at and receive industry guidance on best practice during the pandemic. This information is then fed into the COVID 19 team for consideration	Department Leader,Regional Leadership	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
The Pendragon Group has a COVID 19 Team set up featuring key Senior Leaders that are in continual contact to digest the latest Government advice and in turn decide upon key safety measures to be implemented across the entire Group	Regional Leadership	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.C.2	Failing to communicate effective, accurate advice on controls to associates	Associates, Member of Public, Contractor				13/05/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
My Safe Centa continues to run and be accessible throughout. The system continues to offer key safety information and any additional, specific messages/controls	Group Health and Safety Team	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
The Group has a specific COVID 19 awareness page that features on the front page of the Groups online Intranet "Velocity". This features all the up to date Group Guidance that all associates can access as required	Regional Leadership	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Top level (Managing Directors) of Evans Halshaw, Car Store and Stratstone have close contact and integral participation in the COVID 19 Group. Any instructions from the COVID 19 Group are then distributed through the typical Regional channels to dealership levels	Regional Leadership	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.C.3	Increased stress and mental health strain placed on associates as a result of severe changes to working lives	Associates				13/05/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Associates working from home are instructed to speak with their Leader or ASK HR if they are feeling anxious about there change in working pattern/processes	Department Leader, Dealer Principal, Regional Leadership, Associates	Home Working	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Employee Assistance Programme (EAP) accessible for all associates. This remains a constant throughout. Reminders of the programme in place feature on Velocity and within Group emails that have been released to all	Regional Leadership	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.C.4	Reporting and reacting to any concerns relating to COVID 19 controls or suspected cases	Associates,Member of Public	1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4C,4D,5A,5B,6A,6B,7A,8A,9A,C1A,C1B,C2A,C2B,C3A,C3B,C4A,C4B,C5A,C5B,C6A,C6B,C			14/05/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
My Safe Centa is available to all Team Members to report any control concerns through the Safety Gain function on the home page. Team Members are advised to do this through the SSOW documentation distributed through My Safe Centa. These can then be investigated by both Regional Teams and Group Health and Safety	Department Leader,Dealer Principal,Group Health and Safety Team,Associates	COVID 19 Control Concern,HOB COVID 19 Working Controls,Safety Gain SSOW,Team Member COVID 19 Working Controls	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
My Safe Centa used as a hub to report ill health notifications related to COVID 19 cases/suspected cases. The correct steps can then be followed and reinforced at Dealership level	Department Leader,Associates,Dealer Principal,Group Health and Safety Team	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

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Section					
Opening Following Closure					
Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
22.D.1	Workshop equipment being past its TExT period for use as per LOLER Regulations	Associates	1A,1B,C1A,C1B		08/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
Central operations team in constant consultation with the Groups chosen inspecting contractor (BES) to inspect equipment that is due wherever possible. Any overdue items are considered for inspection at the next available opportunity	Dealer Principal, Group Health and Safety Team	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	N/A
Reduced amount of equipment being used within the workshop due to a reduced workforce in place. This allows for easier isolation of any equipment that may have gone over its inspection period	Department Leader, Dealer Principal	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	N/A

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Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.D.1	Workshop equipment being past its TExT period for use as per LOLER Regulations	Associates	1A,1B,C1A,C1B			08/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Site Leader aware of which items of workshop equipment are beyond inspection and in turn cannot use.	Dealer Principal	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	N/A	

Pendragon Risk Assessment

Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.D.2	Workshop equipment being past its decided upon maintenance period for use as per PUWER Regulations	Associates	1A,1B,C1A,C1B			08/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Equipment that has a service interval has not been in use for the period of isolation and will receive its required LOLER inspection as and when due to check safety integrity of equipment and isolate if required	Department Leader, Dealer Principal, Group Health and Safety Team	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Provision and Use of Work Equipment Regulations 2002 (PUWER)	N/A	
Straightset remain available to service and repair workshop equipment for dealerships that remain or become open. Key contact details circulated within the relevant SSOW documentation	Department Leader, Dealer Principal	HOB COVID 19 Working Controls, Team Member COVID 19 Working Controls	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Provision and Use of Work Equipment Regulations 2002 (PUWER)	N/A	

Pendragon Risk Assessment

Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
22.D.3	Associates working/returning to work having missed their annual refresher date for Occupational Health Screening	Associates	1A,1B,4A,4B,C1A,C1B,C4A,C4B		13/05/2020
The hazards that present the risk leading to the requirement for occupational health testing have been largely reduced as a result of the reduced levels of workshop and bodyshop activities. As and when numbers increase within the workshop/bodyshop setting occupational health testing will resume	Department Leader, Associates, Dealer Principal, Group Health and Safety Team	N/A	N/A	The Control of Noise at Work Regulations 2005, The Control of Vibration at Work Regulations 2005, The Control of Substances Hazardous to Health Regulations 2002 (COSHH)	N/A

Pendragon Risk Assessment



Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
22.D.4	Sites re opening having gone beyond their designated annual electrical inspections (Fixed electrics, PAT, Fire Alarms, Emergency Lighting)	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A		08/04/2020
Any occupied dealerships remain on the testing schedules for Reaction Group to perform the required electrical testing inspections	Department Leader, Associates, Dealer Principal, Group Health and Safety Team	N/A	N/A	Electricity at Work Regulations 1989 - HSR25	N/A

Pendragon Risk Assessment



Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.D.5	Sites re opening having gone beyond their designated annual Gas Safety Inspection	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A			08/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Any occupied dealerships remain on the testing schedules for key Gas safety contractors to perform the required gas safety inspections	Department Leader, Dealer Principal	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
The requirement to keep any gas appliances within their gas safety inspections dates is communicated to relevant associates via the Reduced Operations SSOW	Department Leader, Dealer Principal	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

Pendragon Risk Assessment



Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.D.6	Sites re opening having gone beyond their designated 2 year Fire Risk Assessment	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A			08/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Fire Risk Assessments will resume once dealerships reopen at full function (sales and service) providing they are due for completion. The Groups fire controls remain in place whilst sites are open	Department Leader, Dealer Principal	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999, The Regulatory Reform (Fire Safety) Order 2005	N/A	
Fire safety requirements and best practice for reduced opening is distributed via the Reduced Operations SSOW.	Department Leader, Dealer Principal	Reduced Operation Safety Guidance, HOB COVID 19 Working Controls, Team Member COVID 19 Working Controls	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

Pendragon Risk Assessment



Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.D.7	Increased risk of Legionella after water supply being left to stand for an extended period of time	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A			08/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Steve Hodgins on standby to attend sites to flush shower outlets as required if the dealership has been left dormant for an extended period of time	Dealer Principal	N/A	N/A	L8 ACOP – The Control of Legionella Bacteria in Water Systems 2013	N/A	
The Re-opening checklist that all dealerships are required to complete prior to opening makes specific reference to required Legionella controls such as running all water outlets for an extended period of time.	Dealer Principal	N/A	Pendragon Dealership Reopening Procedure Version 1	L8 ACOP – The Control of Legionella Bacteria in Water Systems 2013	N/A	

Pendragon Risk Assessment



Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
22.D.8	Opening a site that has not had regular Departmental condition inspections completed for a period of time leading to potential house keeping hazards	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A		08/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
Departmental condition inspections are still available for Leaders to complete and assess their working area as they were before the COVID19 pandemic. From here Leaders can set actions to rectify issues	Department Leader, Dealer Principal	HSC/DP Site Safety Check, Workshops Condition Inspection ,Sales Department Condition Inspection, Parts Department Condition Inspection, Bodyshop Condition Inspection, Paint Operation with Spray Booths Condition Inspection ,Paint Operation No Spray Booths Condition Inspection ,Office and Admin Area Condition Inspection, Valet Area Condition Inspection	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A

Pendragon Risk Assessment



Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.D.9	Mental strain on associates returning to work after not working for an extended period	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A			13/05/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
The Group EAP (Employee Assistance Programme) will remain available to use for all associates. The details of the programme are detailed within the Reduced Operations SSOW	Department Leader, Dealer Principal, Associates	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

Pendragon Risk Assessment

Risk Reference	Hazard	Associate at Risk	Roles at Risk		Date Risk Ref Modified
22.D.10	Starting of excessive amounts of non starting vehicles that have flat batteries after being stood stationary for an extended period of time	Associates	2A,2B,7A,C2B		08/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference
Relevant associates at site have access to the "Batteries" SSOW that details how to start a vehicle with a flat battery	Department Leader,Dealer Principal,Associates	Batteries SSOW	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
The close proximity when pushing vehicles is covered within the associates interaction guide. It details additional PPE requirements and the correct times for hand washing prior to and after the task	Department Leader,Dealer Principal,Associates	HOB COVID 19 Working Controls,Team Member COVID 19 Working Controls	Appendix 2 - Social Distancing Principles - Copy,Team Member Interaction - 7th May CLEAN	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A
The correct method for manually pushing a vehicle is covered within the "Manoeuvring and Parking Safety Principles Guide" which is distributed to all relevant associates	Department Leader,Dealer Principal,Associates	Manoeuvring and Parking Safety Principles	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A

Pendragon Risk Assessment

Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.D.11	Identification of unexpected damage or equipment failing to function after being isolated for an extended period of time and being able to receive the correct support	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A			08/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
All associates have access to the "Safety Gain" function on My Safe Centa to raise concerns relating to spotted hazards. This includes when checking the condition of equipment that has been inoperative for a period of time. In addition workshops have a defect notification process available to allow technicians to raise equipment concerns to their Leader	Department Leader, Dealer Principal, Associates	N/A	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Departmental condition inspections remain available to prompt the checking of workplace items. Issues can then be raised as actions through My Safe Centa for rectification	Department Leader, Dealer Principal	Workshops Condition Inspection ,Sales Department Condition Inspection, Parts Department Condition Inspection, Bodyshop Condition Inspection, Paint Operation with Spray Booths Condition Inspection ,Paint Operation No Spray Booths Condition Inspection ,Office and Admin Area Condition Inspection, Valet Area Condition Inspection	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	

Pendragon Risk Assessment



Risk Reference	Hazard	Associate at Risk	Roles at Risk			Date Risk Ref Modified
22.D.11	Identification of unexpected damage or equipment failing to function after being isolated for an extended period of time and being able to receive the correct support	Associates	10A,10B,1A,1B,1D,1E,2A,2B,2D,3A,3B,3D,4A,4B,4BS,4C,4D,5A,5B,6A,6B,7A,8A,9A			08/04/2020
Control Method	Responsibility	Associated Forms	Associated Documents	Legislation	Associated Reference	
Key contractors still working and are available to rectify detected issues. The Key contractor details are circulated through the relevant SSOW documentation	Department Leader,Associates,Dealer Principal	Reduced Operation Safety Guidance,HOB COVID 19 Working Controls,Team Member COVID 19 Working Controls	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	
Pendragon support functions such as Pendragon IT, Group Health and Safety and Business Development are available to support dealerships in the event of equipment not functioning after a period of down time. Contact details are circulated within the Reduced Operations SSOW	Department Leader,Associates,Dealer Principal	Reduced Operation Safety Guidance,HOB COVID 19 Working Controls,Team Member COVID 19 Working Controls	N/A	The Management of Health and Safety at Work Regulations (MHSWR) 1999	N/A	