



ASTON BARCLAY

Workplace Risk Assessment

Summary

This is the output of the COVID-19 risk assessments for Aston Barclay. It includes all measures Aston Barclay is taking to help prevent the spread of COVID-19 through social distancing and preventative measures.

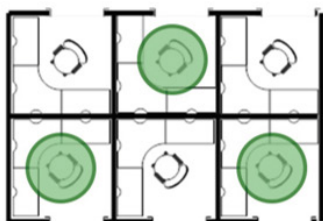
Aston Barclay takes the COVID-19 pandemic seriously, and has worked hard to ensure that we open our doors only when it is safe.



Current measures in place

When reviewing the requirements for a COVID secure environment we have followed Government, HSE and NAMA guidance. These are the measures we have in place.

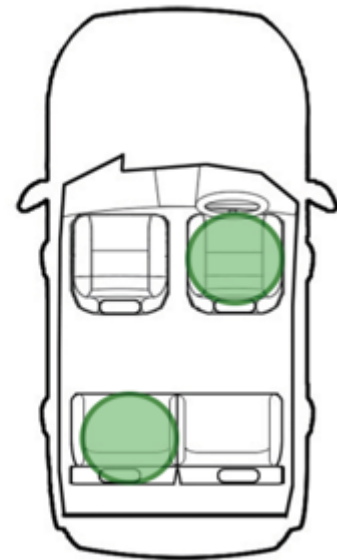
- Back to work document generated providing guidance and controls employees need to comply with.
- Employee return to work Induction has been initiated.
- Checklists have been produced to support Auction Centre Managers and COVID Champions.
- Q&A document has been generated to support with frequently asked questions relating to COVID and Risk Assessments.
- We have carried out a generic risk assessment based upon the group-wide COVID identified hazards on returning to work and existing and additional controls have been shared with each of the centres.
- We have introduced site COVID champions to support the introduction of new and existing measures.
- Where the need to conduct an independent risk assessment on an individual or task, this will be carried out in addition to this assessment.
- Each centre has undergone a deep clean prior to opening.
- An enhanced cleaning schedule has been initiated across the centres, ensuring that frequently touched areas such as worksurfaces, door handles, taps etc. are all thoroughly cleaned with a COVID approved detergent at least twice per day.
- Personal and respiratory hygiene has been re-enforced, advising employees to regularly wash their hands for at least 20 seconds and to demonstrate a cough and sneeze etiquette.
- Hand sanitiser stations are in place for re-open.
- Where at all possible employees who can work from home will continue to do so until further notice.
- We have taken all reasonable steps to maintain a two meter distance in the workplace.
- We have re-modelled our operation to ensure a two meter distance can be achieved. Where this cannot, additional controls have been introduced:
 - Office layouts and employee staffrooms have been reconfigured to ensure two meter distance protocols can be achieved.
 - Social distancing floor markers and notices have been sited.
 - New guidance on reverse parking for employee car parks has been implemented.
 - Public transport for business use has been prohibited.
 - Buddy system introduced to move trade platens between locations.
 - Employee welfare facilities now operate on a one in-one out basis.
 - Social distancing measures implemented on key collections.



Current measures in place

Where a two meter distance cannot be achieved, we have reviewed the activity to ensure the safest possible outcome can be achieved. These are:

- Plate drivers – no longer use public transport and are transported by a buddy using a pool car. While in the car a new seating configuration must be adhered to and the occupants must sit front and rear opposite.
- Stairways – Only one on the stairs at anyone time.
- Lift – Only one in the lift at any one time.
- Toilet facilities – Operated on a one in and one out basis.
- Access into some of our auctions are via double doors, signage will be provided to advise that only one to pass through the doorway at any one time.
- Customer facing areas have perspex counter screens, with portable ones for meeting rooms



Building management measures include:

- All water outlets have flushed.
- Legionella testing has been initiated.
- Ventilation servicing has been initiated.
- Air Conditioning units servicing has been initiated.