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| Title | Covid 19 Boston Depot Vehicle Risk Assessment |
| Reference Number | |
| SOP Reference | |
| Date of Assessment | 22.5.20 |
| Review Date | 22.5.21 |
| Accepting Managers Name | Alex Lewin |
| Accepting Managers Signature | |



| Hazard | People affected | S | P | Unmitigated Risk Rating | Control Action Required | Current controls in Place | S | P | Mitigated Risk Rating | Further Actions if Required |
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| Using common areas and toilets in the depot | Employees Visitors Contractors | 5 | 4 | 20 | Yes | Drivers not to occupy drivers room Vehicle keys to be located to external area within the depot demise Out based drivers to minimise time spent in terminal or base, social distancing rules will apply Social distancing rules apply when using toilets An engaged sign fitted to each toilet to control one person using at any time Hand washing sign to be installed in all toilets Each user to hand sanitise before entry and wash hands with soap and water before exiting Disposable paper towels to be provided in each facility where hand washing occurs Sign on entry that only one person can use at any time. | 5 | 2 | 10 | Regular checks by Depot Manager to ensure everyone is adhering to guidelines |
| Start & finish of daily shift | Employees visitors contractors | 5 | 3 | 15 | Yes | Social distancing rules apply when entering the depot at the start of end of a shift Start/finish times to be staggered to avoid or minimise contact with colleagues Drivers not to enter depot except for using the toilet and hand washing facilities | 5 | 2 | 10 | Regular checks by Depot Manager to ensure everyone is adhering to guidelines |
| Daily vehicle inspections | Employees visitors contractors | 5 | 2 | 10 | Yes | Do not share documentation or pens with colleagues when inspecting the vehicles Social distance at all times if other colleagues are at the depot | 5 | 1 | 5 | Regular checks by Depot Manager to ensure everyone is adhering to guidelines |

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| | | | | | | Use hand sanitiser or wear disposable gloves before undertaking inspection and handling defect book or pen | | | | |
| Vehicle fittings | Employees | 5 | 2 | 10 | Yes | Regular cleaning of fittings with disinfectant cleaner Wear disposable and work gloves at all times | 4 | 1 | 4 | |
| Vehicle sharing | Employees | 5 | 4 | 20 | Yes | Where possible one driver to one vehicle rule applies If a vehicle has to be used by another driver then the donor driver is responsible for through cleaning of cab In cases where the previous driver has suspected Covid 19 or is isolating then the cab is to be fogged | 5 | 2 | 10 | Depot Manager to ensure one person to one cab policy is employed. Where this is not possible they will police the cab cleaning policy. |
| Transfer of documentation between office for depot based drivers | Employees | 5 | 4 | 20 | Yes | Always use disposable gloves when handling paperwork or cash Cash and cheques to be deposited in sealed bags Paperwork to be left in plastic wallet and pre defined collection point | 5 | 2 | 10 | Regular checks by Depot Manager to ensure everyone is adhering to guidelines |
| Customer deliveries | Employees Customers | 5 | 4 | 20 | Yes | Always observe social distancing rules Disposable gloves to be worn at every delivery and changed directly afterwards Social distancing rules to be observed when in contact with customers No collection of payments unless prior authorised by the Depot Manager Do not accept any form of beverage or food from the customer Do not use domestic customer toilets Refrain from using commercial customer facilities unless emergency situation arises Do not go into customers house | 5 | 2 | 10 | Regular checks by Depot Manager to ensure everyone is adhering to guidelines |
| Sharing of magazines, papers & literature | Employees | 5 | 4 | 20 | Yes | No sharing of any form of literature | 5 | 2 | 10 | Regular checks by Depot Manager to ensure everyone is adhering to guidelines |

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| Taking a vehicle to a service provider | Employees Contractors | 5 | 4 | 20 | Yes | Social distancing rules to be observed | 5 | 2 | 10 | Obtain statement from service provider these provisions are in place |
| | | | | | | Sanitise hands before entering and after leaving the service providers premises, or wear disposable gloves | | | | |
| | | | | | | Confirm courtesy vehicle has been cleaned and sanitised after previous user | | | | |
| Service Providers | Employees | 5 | 4 | 20 | Yes | Obtain copy of service providers risk assessment | 5 | 2 | 10 | Obtain statement from service provider these provisions are in place |
| | | | | | | Ensure technicians wear disposable gloves when repairing vehicle | | | | |
| | | | | | | Obtain confirmation that service providers clean and sanitise vehicle before returning | | | | |
| Handling consumable items | Employees | 5 | 4 | 20 | Yes | Always wear disposable gloves | 5 | 1 | 5 | Regular checks by Depot Manager to ensure everyone is adhering to guidelines |
| | | | | | | Pre defined area to be identified where items will be left externally at the depot | | | | |
| Vehicle cab | Employees | 5 | 4 | 20 | Yes | Regular daily cleaning of vehicle cabs with suitable product | 5 | 2 | 10 | Regular checks by Depot Manager to ensure everyone is adhering to guidelines |
| Personal Hygiene | Employees | 5 | 4 | 20 | Yes | Frequent use of hand sanitiser and fresh pair of disposable gloves to be used at each delivery, used gloves to be retained and disposed of at the depot | 5 | 2 | 10 | Regular checks by Depot Manager to ensure everyone is adhering to guidelines |
| Using shared apparatus or collecting consumables from container | Employees | 5 | 4 | 20 | Yes | Disposable gloves to be worn at all times | 5 | 2 | 10 | Regular checks by Depot Manager to ensure everyone is adhering to guidelines |