

<b>Title</b>	<b>Covid 19 G Thomas Depot Vehicle Risk Assessment</b>
<b>Reference Number</b>	
<b>SOP Reference</b>	
<b>Date of Assessment</b>	<b>8.6.20</b>
<b>Review Date</b>	<b>8.6.21</b>
<b>Accepting Managers Name</b>	<b>Andrea Whittle</b>
<b>Accepting Managers Signature</b>	



Hazard	People affected	S	P	Unmitigated Risk Rating	Control Action Required	Current controls in Place	S	P	Mitigated Risk Rating	Further Actions if Required
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	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	5	1	5	Regular checks by Depot Manager to ensure everyone is adhering to guidelines

						Social distance at all times if other colleagues are at the depot 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 thorough 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	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines

						Do not go into customers house				
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
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	Employees	5	4	20	Yes	Disposable gloves to be worn at all times when using shared apparatus at the depot or terminal	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines