

Covid 19 Glassboro Depot Vehicle Risk Assessment	
Title	
Reference Number	
QOP Reference	
Date of Assessment	14/06
Review Date	15/07
Accepting Managers Name	Jane Darch
Accepting Managers Signature	



Header	People affected	S	P	Unmitigated Risk Rating	Control Action Required	Current controls in Place	S	P	Mitigated Risk Rating	Further Action if Required
Using common areas and toilets in the depot	Employees visitors Contractors	5	4	20	Yes	<p>Drivers not to occupy drivers room</p> <p>Vehicle keys to be located in external area within the depot demise</p> <p>Out based drivers to minimise time spent in terminal at or base, social distancing rules will apply</p> <p>Social distancing rules apply when not on site</p> <p>An engaged sign fitted to each toilet to control one person using at any time</p> <p>Hand washing sign to be installed in all toilets</p> <p>Each user to hand sanitise before entry and wash hands with soap and water before exiting</p> <p>Disposable paper towels to be provided in each facility where hand sanitise is not used</p> <p>Sign on entry that only one person can use at any time</p>	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	<p>Social distancing rules apply when entering the depot at the start of end of a shift</p> <p>Start/Finish times to be staggered to avoid or minimise contact with colleagues</p> <p>Drivers not to enter depot except for using the toilet and hand washing facilities</p>	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	<p>Do not share documentation or pass with colleagues when inspecting the vehicles</p> <p>Social distancing at all times if other vehicles are at the depot</p> <p>Do not hand sanitise or wear disposable gloves before undertaking inspection and handling defect book or sign</p>	5	1	5	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Vehicle fittings	Employees	5	2	10	Yes	<p>Regular cleaning of fittings with disinfectant cleaner</p> <p>Wear disposable and work gloves at all times</p>	4	1	4	
Vehicle sharing	Employees	5	4	20	Yes	<p>Where possible one driver to one vehicle</p> <p>If a vehicle has to be used by another driver then the donor driver is responsible for thorough cleaning of cab</p> <p>In cases where the previous driver has suspected Covid 19 or is isolating due to a contact contracting then the cab is to be tagged</p>	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	<p>Always use disposable gloves when handling documents/cash</p> <p>Cash and cheques to be deposited in sealed bags</p> <p>Payment to be left in plastic wallet and pre defined collection point</p>	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Customer deliveries	Employees Customers	5	4	20	Yes	<p>Always observe social distancing rules</p> <p>Disposable gloves to be worn at every delivery and changed directly afterwards</p> <p>Social distancing rules to be observed when in contact with customers</p> <p>No collection of payments unless prior authorised by the Depot Manager</p> <p>Do not accept any form of beverage or food from the customer</p> <p>Do not use domestic customer toilets</p> <p>Refrain from using commercial customer facilities unless emergency situation arises</p> <p>Do not sit on any customer lounge</p>	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Sharing of magazines, paper & literature	Employees	5	4	20	Yes	<p>No sharing of any form of literature</p>	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	<p>Social distancing rules to be observed</p> <p>Sanitise hands before entering and after leaving the service providers premises, or wear disposable gloves</p> <p>Confirm courtesy vehicle has been cleaned and sanitised after previous use</p>	5	2	10	Obtain statement from service provider these provisions are in place
Service Providers	Employees	5	4	20	Yes	<p>Obtain copy of service provider's risk assessment</p> <p>Ensure technicians wear disposable gloves when repairing vehicle</p> <p>Obtain confirmation that service providers clean and sanitise vehicle before returning</p>	5	2	10	Obtain statement from service provider these provisions are in place
Handling consumable items	Employees	5	4	20	Yes	<p>Always wear disposable gloves</p> <p>Pre defined area to be identified where items will be left externally at the depot</p>	5	1	5	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Vehicle cab	Employees	5	4	20	Yes	<p>Regular daily cleaning of vehicle cabs with suitable product</p>	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Personal Hygiene	Employees	5	4	20	Yes	<p>Frequent use of hand sanitiser and from pair of disposable gloves to be used at each delivery, used gloves to be retained and disposed of at the depot</p>	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Using shared apparatus	Employees	5	4	20	Yes	<p>Disposable gloves to be worn at all times when using shared apparatus at the depot or terminal</p>	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines