

Title	Covid 19 Home Counties Depot Vehicle Risk Assessment
Reference Number	
SOP Reference	
Date of Assessment	4.6.20
Review Date	4.6.21
Accepting Managers Name	Mark Watson
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
Using shared facilities at the yard or terminal	Employees Visitors Contractors	5	4	20	Yes	Drivers not to occupy drivers room	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
						Out based drivers to minimise time spent in terminal or base, social distancing rules will apply				
						Each user to hand sanitise before entry and wash hands with soap and water/sanitise before exiting washrooms				
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	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
						Start/finish times to be staggered to avoid or minimise contact with colleagues				
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	4	1	4	
						Wear disposable and work gloves at all times				
Vehicle sharing	Employees	5	4	20	Yes	Where possible one driver to one vehicle rule applies	5	2	10	Depot Manager to ensure one person to one cab policy is

						<p>If a vehicle has to be used by another driver then the donor driver is responsible for through cleaning of cab</p> <p>In cases where the previous driver has suspected Covid 19 or is isolating then the cab is to be fogged</p>				employed. Where this is not possible they will police the cab cleaning policy.
Transfer of documentation between vehicle and office	Employees	5	4	20	Yes	<p>Always use disposable gloves when handling paperwork or cash</p> <p>Cash and cheques to be deposited in sealed bags</p> <p>Paperwork 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 go into customers house</p>	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
Taking a vehicle to a service provider	Employees Contractors	5	4	20	Yes	<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 user</p>	5	2	10	Obtain statement from service provider these provisions are in place

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
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 at Terminal	Employees	5	4	20	Yes	Disposable gloves to be worn when using shared apparatus at the terminal Terminal risk assessment to be communicated to all drivers	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines