

Covid 19 Long Marston Depot Vehicle Risk Assessment	
Reference Number	
QOP Reference	
Date of Assessment	2.6.20
Review Date	2.6.21
Assessing Managers Name	James Forster
Assessing 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 office at the depot	Employees Visitors Contractors	5	4	20	Yes	Vehicle keys to be located to external areas within the depot perimeter One based driver to minimise time spent in terms of or base, social distancing rules will apply Social distancing rules apply when in vehicles Hand washing sign to be installed in all offices Each visit 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 controls Sign on entry that only one person should be 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 Sanitising times to be managed to avoid or minimise contact with colleagues Drivers not to enter depot except for urgent based delivery 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 Use hand sanitiser or wear disposable gloves before undertaking inspection and handling defect book	5	1	5	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Vehicle fittings	Employees	5	2	10	Yes	Regular cleaning of fittings with manufacturer 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 cab/vehicle If a vehicle has to be used by another driver then the depot driver is responsible for thorough cleaning of cab In cases where the previous driver has suspected Covid 19 or is isolating due to a contact contracting 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/cash Cash and cheques to be deposited in sealed bags Paperwork to be left in plastic wallet at 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	Do not leave delivery tickets at customer's 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 customer 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 arise Do not go into customer's 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.
Taking a vehicle to a service provider	Employees Contractors	5	4	20	Yes	Social distancing rules to be observed 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 visit	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 Ensure technicians wear disposable gloves when repairing vehicle Obtain confirmation that service providers clean and sanitise vehicle before returning	5	2	10	Obtain statement from service provider these provisions are in place
Handling consumable items	Employees	5	4	20	Yes	Always wear disposable gloves The defined area to be identified where items will be left externally at the depot	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	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.