

Title	Covid 19 Babbinswood Depot Vehicle Risk Assessment
Reference Number	
SOP Reference	
Date of Assessment	11.6.20
Review Date	11.6.21
Accepting Managers Name	Jemma Kennerley
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 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 to external area within the depot demise</p> <p>Out based drivers to minimise time spent in terminal or base, social distancing rules will apply</p> <p>Social distancing rules apply when using toilets</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 washing occurs</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	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 employed. Where this is not possible they will police the cab cleaning policy.
						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				
Transfer of documentation between office for depot based drivers	Employees	5	4	20	Yes	Always use disposable gloves when handling paperwork or cash	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
						Cash and cheques to be deposited in sealed bags				
						Paperwork to be left in plastic wallet and pre defined collection point				
Customer deliveries	Employees Customers	5	4	20	Yes	Always observe social distancing rules	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
						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				
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