

Covid 19 Drivethru Depot Vehicle Risk Assessment	
Reference Number	
QIR Reference	
Date of Assessment	11.8.20
Review Date	11.8.21
Accounting Managers Name	N.A. Soper/Steve
Accounting Managers Signature	



Hazard	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 to external area within the depot premise</p> <p>Out based drivers to minimise time spent in terms of or base, social distancing rules will apply</p> <p>Social distancing rules apply when in depot</p> <p>An mapped 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</p> <p>Disposable paper towels to be provided in each facility where hand washing occurs</p> <p>Sign on entry that only one person allowed at any time</p>	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines.
Start & finish of duty 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 parts with colleagues when inspecting the vehicle</p> <p>Social distances at all times if other colleagues are at the depot</p> <p>Use hand sanitiser or wear disposable gloves before undertaking inspection and handling defect book</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 solution</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/terminal</p> <p>If a vehicle has to be used by another driver then the donor driver is responsible for thorough cleaning of vehicle</p> <p>In cases where the previous driver has suspected Covid 19 or is isolating then the vehicle to be bagged</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 paperwork/cab cards</p> <p>Cab cards to be deposited in sealed bags</p> <p>Paperwork to be left in plastic waste 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 with customers inside</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 or 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 providers 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>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 jar 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