

Covid 19 Dyersyth Depot Vehicle Risk Assessment	
Reference Number	
QIP Reference	
Date of Assessment	10.6.20
Review Date	10.6.21
Assessing Managers Name	Garath McMillan
Assessing 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 rooms</p> <p>Vehicle keys to be located downstairs in the depot using separate door from office colleagues</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 toilet</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 when using</p> <p>Disposable paper towels to be provided in each facility where hand washing occurs</p> <p>Sign on entry that only one person is used 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 shift</p> <p>Start/finish times to be staggered to avoid or minimise contact with colleagues</p> <p>Drivers to only use facilities located downstairs</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 distance at all times if other colleagues are at the depot</p> <p>Do hand sanitise 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 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/taillight</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 then the cab is to be tagged</p>	5	2	10	Depot Manager to ensure one person to one cab policy is enforced. 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 on cab</p> <p>Each and check to be disposed in suitable bin</p> <p>Paperwork to be left in plastic wallet at 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</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</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>The defined area to be identified where items will be left externally at all times</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 front part of disposable gloves to be used at each entry, use 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.