	Covid 1970ingsbury Terminals Vehicle Ri Assessment				
Title					
Reference Number					
SQP Reference					
Date of Assessment	266.20				
Review Date	264.21				
Accepting Managers Name	James Portin				



Hazard	People affected	s	P	Unmitigated Kick Rating	Control Action	Current controls in Place	s	P	Mitigated Risk Rating	Further Actions if Required
Using common areas and toilets in the terminal	Employees Visitors Contractors	2	4	20	Required	Drivers not to occupy common areas. Out based drivers to minimise time	s	2	10	Regular checks by Depot
toriets in the tentional	Contractors					spent in terminal or base, social elements rules will seek				Manager to ensure everyone is adhering to guidelines
						Social distancing rules apply when using trailers Observe terminal directives for usage				
						of this facility  Each user to hand sanitise before entry and wash hands with soap and				
Start & finish of daily shift	Employees	s	2	15	Yes	water before exiting Social distancing rules apply when entering the depot at the start of end	s	2	10	Regular checks by Depot
	Employees visitors contractors					entering the depot at the start of end of a shift Start/finish times to be staggered to				Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Daily webide inspections	Employees visitors contractors	5	2	10	Yes	colleagues Do not share documentation or pens with colleagues when inspecting the subtries	5	1	•	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
						Social distance at all times if other colleagues are at the depot				
						with colleagues when inspecting the whicher Social distance at all times if other colleagues are at the depost Use hand unbitler or wear disposable gloves before undertaking inspection and handling defect book or pen				
Vehicle fittings	Employees	s	2	10	Yes	Regular cleaning of fittings with disinfectant cleaner	4	1	4	
Vehicle sharing	Employees	Ļ		**		Wear disposable and work gloves at all times	,		10	A
reactioning	anpayer.					Where possible one driver to one yehicle rule applies if a vehicle has to be used by another driver then the donor driver is responsible for through deaning of cab.			20	Depot Manager to ensure one person to one cab policy is employed. Where this is not possible they will police the cab cleaning policy.
						driver then the donor driver is responsible for through deaning of cab				not possible they will police the cab cleaning policy.
						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				
Transfer of documentation between office for depot	Employees	s	4		Yes	Always use disposable gloves when banding renewant or righ. Cash and cheques to be deposited in	s	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
						cash and cheques to be deposited in sealed basis Paperwork to be left in plastic wallet and pre-defined collection point				
Customer deliveries	Employees	5	4	20	Yes	and pre-defined collection point  Always observe social distancing	5	2	10	Regular checks by Depot
	Employees Customers	1	-			cular	-	-		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.				
						when in contact with customers.  No collection of payments unless prior authorised by the Depot				
						prior authorised by the Depot Manager Do not accept any form of beverage				
						or fined from the customer.  Do not use domestic customer toilets.				
						Refrain from using commercial customer facilities unless emergency				
Sharing of magazines, papers		L				Situation arises On not eo into customers house				
& literature	Limptoyees		*		Nes.	No sharing or any torin of interacure		2	10	Manager to ensure everyone is adhering to guidelines
Taking a vehicle to a service provider	Employees Contractors	s	4		Yes	Social distancing rules to be observed	5	2	10	Obtain statement from service provider these
						Sanitise hands before entering and after leaving the service providers premises, or wear disposable gloves				provisions are in place
						Confirm courtesy vehicle has been cleaned and sanitised after previous				
Service Providers	Employees	s	4	20	Yes	user Obtain copy of service providers risk	s	2	10	Obtain statement from
						Ensure technicians wear disposable gloves when repairing vehicle				Obtain statement from senice provider these provisions are in place
						Obtain confirmation that service providers clean and sanitise vehicle				
Handling consumable items	Employees	s	4	20	Yes	before returning Always wear disposable gloves	s	1	2	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 fence				
Vehicle cab	Employees	s	4	20	Yes	where items will be left externally at the faces. Regular daily dearing of vehicle cabs with suitable product.	s	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Personal Hygiene	Employees	s	4	20	Yes	Frequent use of hand sanitiser and fresh pair of disposable gloves to be	s	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
						Frequent use of hand sanition and fresh pair of disposable gloves to be used at each delivery, used gloves to be retained and disposed of at the				is adhering to guidelines
Using shared apparatus	Employees	s	4	20	Yes	Disposable gloves to be worn at all times when using shared apparatus at the depot or terminal	s	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Evacuation of Valero Terminal	Employees	5		- 15	Ver	at the depot or terminal		2	10	is adhering to guidelines
			-			Social distancing practised wherever possible in evacuation and at muster points	-	-	-	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Driver induction at Valero	Employees	s	à		Yes	Extend any expired inductions for 3 month period. No new driver	1	1	2	
Use of showers at Valero	Employees	s	2	15	Yes	inductions until further notice One in one out shower facility. No outdoor shoes allowed in shower	s	2	10	Additional cleaning in area by terminal deaners
Loading rack knows @ Valero	Employees	s	2	15	Yes		4	1	4	
						No drivers in control area, issue to be dealt with via tannoy system. Driver to always wear gloves and sanitise before and after loading Only 2 people in shelter at any one time Jone such end. Increased frequency of classine bins				
Use of smaking shelter	Employees	\$	4	20	Yes	Only 2 people in shelter at any one time (one each end), increased frequency of cleaning bins	s	2	10	Employees to refrain from using this facility
Disposal of PPE at terminals	Employees	2	4		Yes	Treasency of cleaning bins All waste PPE should be double bagged and disposed of but drivers not to use Valero bins. Bins OK to be wast on site of MATG	4	2	1	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
People with symptoms of Covid 19	Employees.	s	4	20	Yes	and on the se MYG.  Any colleague displaying any symptoms must not attend the	5	2	10	
Covid 19	Employees. Contractors. Visitors.									Regular communication by local manager to be assured everyone is adhering to guidelines and inform colleagues of escalating situations. Line managers in conjunction with the
						a point of contact and liaise with them helion strending site.				colleagues of escalating situations. Line managers in
						Any colleagues who has displayed symptoms or notifies their colleagues of feeling unwell, must be sent home				conjunction with the business HR partner will offer support and advice to
						with immediate effect and follow Government advice				staff who are affected or have a family member affected by Coronavirus
	1	1			l	Any contractors or violates must have a point of contract and foliate with when hadron witnerfine the Any colleagues who has displayed symptoms or notifies their colleagues of feeling unsell, must be sent home with immediate effect and follow Colleagues, contractor or violate will be allowed back until full selection had been completed and				anacted by Coronavirus
		l				Line managers and business HR				
		l				been exposed to a colleague or contractor that has been confirmed				
Mercal Health	Employees	4	3	12	Yes	so Invaline Frauld 18 Regular communication of mental heath information and open door policy for those who need additional support	4	1	1	
	1	1				policy for those who need additional support				