

Covid 19 Immigration Depot Vehicle Risk Assessment	
Reference Number:	
COF Reference:	
Date of Assessment:	10.6.20
Review Date:	10.6.21
Assessing Managers Name:	Abbas James
Assessing Managers Signature:	



Issue	People affected	S	P	Unmitigated Risk Rating	Control Action Required	Current controls in Place	S	P	Mitigated Risk Rating	Further Action Required
Living common areas and toilets in the depot	Employees Visitors Contractors	5	4	20	Yes	Drivers not to occupy driver cabs Vehicle keys to be located in external area within the depot demise Dut based drivers to minimise time spent in terminal or base, social distancing rules still apply Social distancing rules apply when using toilets An assigned sign fitted to wash toilet to control one person using at any one time Hand washing sign to be installed in toilets Each user to hand sanitise before entry and wash hands with soap and water before entry Disposable paper towels to be provided in each facility where hand washing occurs Only one person to be in the cab at any one time Sign on entry that only one person can use 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 Cabin at the start of end of a shift Shift times to be staggered to avoid or minimise contact with colleagues. Only one person to be in the cab at any one time Drivers not to enter depot except for using the toilet, hand washing facilities and to print off delivery documentation	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 or pen	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 disinfectant cleaner Wear disposable and work gloves at all times	4	1	5	
Vehicle sharing	Employees	5	4	20	Yes	Where possible one driver to one vehicle cab If a vehicle has to be used by another driver then the driver is responsible for thorough cleaning of cab In cases where the previous driver has requested Covid 19 is existing 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 update the cab cleaning policy.
Transfer of documentation between office for depot based drivers	Employees	5	4	20	Yes	Always use disposable gloves when cash and cheques to be deposited in locked bins Payments 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	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 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 facilities Return from using commercial customer facilities unless emergency situations Do not go into customers 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	Employee 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 user	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 return	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 Pre 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 free use of disposable gloves to be used at each delivery, used gloves to be returned and disposed of at the depot	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines
Use of shared apparatus	Employees	5	4	20	Yes	Disposable gloves to wear at all times when using shared apparatus at the Cabin or terminal	5	2	10	Regular checks by Depot Manager to ensure everyone is adhering to guidelines