



Ballyvesey Holdings Limited

RISK ASSESSMENT – BVH Truck Division - working with the threat of Covid-19 – May 2020

Assessor	Dave Booker	Date	14th. May 2019	Doc Ref	001
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Boots / shoes	Disposable gloves	Bump cap	Safety Spec	Goggles	Face Shield	Mask
		x	x			x
Respirator	Full face	Social distancing	Hand washing	Overall	High vis	Good hygiene

<i>Maintain (acceptable)</i>	<i>Tolerable (improve within given timescale)</i>	<i>Unacceptable</i>
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No.	What are the hazards?	Who might be harmed and how?	Current control measures in place?	Additional control measures, if required?	Responsibility of additional control measures?	Current risk level?
1	Contracting the Coronavirus as the business continues to operate during lockdown - with potentially fatal consequences in the more vulnerable sectors of society. The virus can	Employees-technicians, parts, sales & office based staff and their immediate families, contractors visiting the site and visitors – through exposure to	Wherever possible office based employees have been told to work from home and provided with the necessary DSE – laptop, PC or tablet. Further HSE guidance for home workers was recently circulated by email – how to	Local management – to check their Depots/VMUs /areas of responsibility and ensure that they are compliant with the requirements of this risk assessment	Depot Managers/After Market Managers/VMU Managers – with immediate effect.	



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	<p>be spread by contaminated droplets from people who are already infected – coughing and sneezing. These can be inhaled directly or can contaminate nearby surfaces and in turn be transferred to the body by touching your face, eating, smoking, drinking etc.</p>	<p>the virus and the development of Covid-19 symptoms.</p>	<p>correctly set up the DSE work station for maximum comfort and employees instructed to report any symptoms of stress or lack of well-being to their line manager. Telephone based counselling will be made available should employees require it.</p> <p>Non-essential staff furloughed and those employees considered being in the high risk groups – determined by increased age or underlying health conditions will be instructed to remain off work.</p> <p>Returning employees will be screened using a return to work interview – where they will need to declare any symptoms or if they have been in contact with members of their immediate family who are suffering from the disease. A failure to satisfy the questionnaire will</p>			
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			<p>result in that member of staff remaining off work.</p> <p>For those employees who continue to work from the offices - additional and Covid-19 specific safety signage displayed at points around the site.</p> <p>The numbers of people using the toilets and kitchens/workshop rest areas will be controlled to ensure that social distancing is maintained at all times. This will involve removing tables and chairs to limit occupancy/capacity and placing some of the urinals, cubicles and sinks out of use. These facilities will be signed accordingly. Staff should be encouraged to take their breaks in their own vehicle or at their desks where possible – to avoid congregating in the canteen/rest areas.</p>			
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			<p>Occupied desks in those larger offices – Service Reception and Accounts for example will be segregated and kept 2 meters apart.</p> <p>Computer workstations and any commonly shared surfaces – kitchens, toilets and Service Reception for example will be cleaned on a regular basis in accordance with the cleaning roster using the anti-bacterial/alcohol/bleach based wipes/cleaning products provided whilst wearing disposable gloves.</p> <p>Where practical, doors will be wedged open during normal business hours to minimise the need for hand contact and limit the opportunity for contamination.</p> <p>Regular and thorough hand washing will be promoted – using the soap</p>			
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			<p>and water in the toilets and any hand cleansers/sanitizer provided. Additional hand sanitizer dispensers deployed in the offices/technicians rest areas. This is everyone's responsibility and all staff must play their part.</p> <p>This practice will be reinforced by local signage.</p> <p>Social distancing will be promoted and enforced by the use of signage, posters, prominent flooring markings and management supervision and intervention where needed. If possible a one way pedestrian system will be implemented to control and restrict people's movements – locking doors to control flow etc. and forcing staff to travel in one direction only. It is accepted that the implementation of this</p>			
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			<p>particular requirement is very much determined by the design and layout of the building though.</p> <p>All visitors should be discouraged at the present time.</p> <p>Customers entering Service Reception should be controlled by prominent markings on the floor to maintain social distancing. Hand sanitizing stations can be deployed at the entrance. Signage to the displayed.</p> <p>A temporary Perspex screen should be considered for customer facing service staff wherever its installation is feasible.</p> <p>Maintain social distancing at all times when staff are delivering and collecting vehicles from customer premises. Use customer</p>			
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			<p>cleaning/sanitizing/hand washing facilities where provided.</p> <p>Employees will be instructed to use their own transport, walk or cycle to work. Car sharing will not be permitted.</p> <p>Employees will be encouraged to report any concerns they may have relating to Coronavirus threat to their line manager.</p> <p>Any employee who thinks that he/she may be suffering Covid-19 symptoms must report the condition to their line manager immediately, refrain from work and then self-isolate for 14 days.</p>			
2	Workshop – additional control measures.	Technicians & their immediate families.	Disposable gloves will be worn by the technicians. Social distancing will be enforced and where this is not possible – a job requiring 2 men for example then the use of face masks will be			



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			<p>made. This is not a regular occurrence. Most jobs require 1 technician on the vehicle at a time. The technicians work a shift system so do not all arrive and leave at the same time. The floor in front of the clock should be marked at 2 meter intervals to emphasis social distancing separation requirements. The capacity of the canteen will be reduced to maintain social distancing – chairs/tables removed where necessary. The number of toilets/cubicles and sinks will be reduced accordingly. Signage to be displayed to control access. Shared tooling – 1" impact wrench for example will be wiped down and sanitized between uses. Minor tool sharing will be discouraged. A one way system around the workshop should be adopted if this is feasible. Customer entry into the workshop will be forbidden and enforced.</p>			
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			Customer must wait in the Driver's waiting area. Any roller towels serving the washroom should be replaced with paper towels to help prevent the spread of contamination. Where the vehicle is dropped in the yard by the driver the doors should be opened for a few minutes before it is brought into the workshop to allow the cab to vent.			
3	Parts –additional control measures.	Parts Staff and their immediate families.	Maintain social distancing when serving customers. If customers are served over the counter is it possible to install some form of protective screen/barrier – as per the Service Reception area? Instruct the technicians to maintain social distancing when collecting parts from the counter. Mark the floor if appropriate to achieve segregation. When delivering to customers – maintain social distancing, use the disposable gloves provided,			



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			wash your hands thoroughly at the customer's premises if facilities are available and on return to the depot.			
4	Roadside breakdown attendance – additional control measures.	Technicians attending the breakdown and their immediate families.	Use the PPE provided – disposable gloves. Maintain social distancing. Ask the driver to exit the cab on the nearside and remain in a position of safety – behind the Armco barrier for example, - so you do not share the cab with him/her. Allow the cab to vent for a few minutes before entering – open the cab door. On completion of the work, carefully remove the gloves, place them in a bag and then wash your hands thoroughly using the facilities provided on the service van – soap water/hand cleanser.			



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5	Vehicle collections and deliveries.	Delivery/collection employees and their immediate families.	Maintain social distancing when visiting customer sites. Check with your manager – is a signature still required when you drop/collect a vehicle? Use disposable gloves when collecting the vehicle. Open the door of the cab for a few minutes to allow it to vent on collection before you get in. Use the hand wash facilities provided by the customer. On your return to the depot ensure you wash your hands thoroughly using the facilities provided.			
6	First aid requirements.	First aider.	In the event of an accident which requires the examination of the injured party and first aid treatment the first aider will don the necessary items of PPE – disposable gloves, face shield and face mask. The items of PPE will be disposed of correctly once finished with.			