



Ballyvesey Holdings Limited

RISK ASSESSMENT – BVH Vehicle Rental Companies – Centurion Truck Rental, DGC and Falcon Vehicle Solutions - working with the threat of Covid-19 – April 2020

Assessor	Dave Booker	Date	29th. April 2019	Doc Ref	
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x		x						
	Boots / shoes		Disposable gloves	Bump cap	Safety Spec	Goggles	Face Shield	Mask
					x			
	Respirator		Full face	Air fed	Hand washing	Overall	High vis	Ear protection

Maintain (acceptable)	Tolerable (improve within given timescale)	Unacceptable
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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 be spread by	Employees and their immediate family, contractors visiting the site and visitors – through exposure to the virus and the development of Covid-19 symptoms.	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 circulated last week by email – how to correctly set up the DSE work	Display signage in the offices and workshop to promote social distancing and mark the floor where necessary to remind employees of the necessary separation distances – 2 meters – at the clock machine or in a	Management.	



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	<p>contaminated droplets from people who are already infected.</p>		<p>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. For those few employees who continue to work from the office - additional and Covid-19 specific safety signage displayed at points around the premises. Only one employee to use the toilets and canteen at a time. Desks will be kept 2 meters apart. Workstations and any commonly shared surfaces will be wiped down on a regular basis using the anti-bacterial/alcohol based wipes provided whilst wearing disposable gloves. Regular and thorough hand washing – using the soap and water in the toilets and any hand cleanser provided. Employees instructed to report any</p>	<p>narrow corridor for example.</p>		
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			symptoms immediately to their line manager – fever, dry cough etc. refrain from working and self-isolate. Maintain social distancing if dealing with customers.			
2	Entering the cab of a vehicle which has just been returned to the depot to check the mileage and return condition. The virus can survive on untreated surfaces for some time. Traces of the virus could be left in the cab if the driver is infected and these could be picked up on entering the cab and coming into contact with surfaces touched by the driver – steering wheel, door handles, controls etc.	Office based staff receiving the vehicle on return to the depot and their immediate family.	Maintain social distancing whenever you come into contact with the customer. The cab door or doors can be opened for a few minutes in order to adequately vent before you enter. Use disposable gloves when working inside the vehicle and coming into contact with the internal surfaces – steering wheel, levers, door handles etc. which the driver could have touched. On completing the job carefully remove the disposable gloves, put them in the bin provided and thoroughly wash your hands using the facilities available. If you develop any symptoms – report them immediately to your line manager, refrain			



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			from working and self-isolate.			
3	Valeting the returned vehicle – as above, where employees – Falcon Vehicle Solutions – could come into contact with surfaces contaminated with the virus whilst cleaning the returned vehicle	Valeting employees – Falcon Vehicle Solutions and their immediate family. Valeting operations are sub contracted – DGC & CTR.	Use the PPE provided – overalls, face mask, disposable gloves and safety glasses. Carefully remove the gloves on completion of the work, dispose of them in the bins provided and thoroughly wash your hands. The vehicle should be thoroughly cleaned before it is released to the workshop for further work.			