

## Removals Activities Under COVID-19 Conditions

Company					Depot					Company Wide				
GB Liners					R/A NO:					CW01				
Activity														
Travelling in vehicle and drawing fuel COVID 19														
Hazard	Potential 3(high) 2(med) 1(low)	Likelihood 3(high) 2(med) 1(low)	Risk Score H/M/L	Persons at risk	Controls	Further action required	By Whom	By When	Date completed					
Infection and spread of Covid-19	3	1	M	Staff in vehicle	<p>Only two staff in the cab, passenger to sit next to the window and not in the middle seat. Cab windows to be opened slightly to improve ventilation, whilst travelling staff must wear a face covering.</p> <p>Where possible crews to work in fixed pairs from the same vehicle to limit exposure and vehicles not to be driven by anybody else. At the start of the shift the driver is to sanitise all the external door handles with virucidal spray.</p>	<p>Provide van with a trigger spray bottle, pressure spray bottle and virucidal spray and disposable paper roll for cleaning. One trigger bottle per vehicle to only be used</p>								

				<p>The driver must then sanitise the cab to include the steering wheel, inside door panels, door handles, window winders.switches, dashboard, radio, tachograph and steering wheel. This cleaning must be documented on the appropriate record sheet.</p> <p>At the end of the shift the rear internal body of the vehicle is to be misted using virucidal cleaner spray to include the floor, side, raves and where possible the van blankets. All equipment to be wiped over with virucidal spray to include sack trucks, piano wheels and removal in progress signs.</p> <p>If drawing fuel at a fuel station driver to wear own disposable gloves and to ensure they have a plentiful supply in the cab. When entering the fuel station implement social distancing</p>	<p>by the driver. Cleaning process to be logged.</p> <p>6L pressure spray bottles with lance to be provided and used with virucidal spray and disposable paper towels. The cleaning process is to be logged.</p> <p>Staff to be provided with disposable gloves, alcohol wipes and hand gel.</p>			
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				<p>rules. When the transaction is complete wipe the fuel card with an alcohol wipe and dispose of the gloves, sanitise your hands with hand gel.</p> <p>If drawing fuel from a fuel pump at a depot, wear your own disposable gloves. Use your own pen to complete the fuel record sheet.</p> <p>All staff are responsible to clean and sanitise any shared equipment, if you are unsure if you were the last to touch it then clean it.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	<p>Staff to be provided with disposable gloves and alcohol wipes.</p>			
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<b>Risk assessment carried out by</b>	
<b>Date</b>	
<b>Review Date</b>	
<b><u>Notes</u></b>	