

## PVD COVID-19 RISK ASSESSMENT EXAMPLE TEMPLATE

This Risk Assessment Example Template is designed to help PVD Members to put together their own Risk Assessments for their business. All members will need to update their risk assessments to account for the COVID-19 pandemic. For any specific questions, please email [info@ukdetailingacademy.com](mailto:info@ukdetailingacademy.com)



HAZARD	WHO MAY BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	Action by who?	Action by when?	Done
VEHICLE KEY HANDOVER	YOURSELF PRE-WORK, CUSTOMER POST-WORK	WEAR GLOVES WHEN COLLECTING OR HANDING OVER KEYS, MINIMISE HANDLING.	SANITISE KEYS WITH 60% ALCOHOL OR GREATER, OR WITH A SUITABLE DISINFECTANT SPRAY.			
INTERIOR DETAILING / VALETING	YOURSELF, CUSTOMER, STAFF	RESPIRATORY PPE, SUITBALE NITRILE OR LATEX GLOVES, EYE PROTECTION.	REGULAR HAND WASHING WHENEVER GLOVES ARE REMOVED, QUARANTINE VEHICLE FOR 72 HOURS IF POSSIBLE.  STERILISE OR DISINFECT TOOLS AND ATTACHMENTS AFTER EACH JOB TO PREVENT CROSS CONTAMINATION			
PAYMENT FOR SERVICES	YOURSELF, CUSTOMER	SWITCH TO CONTACTLESS PAYMENT ONLY.	OFFER BANK TRANSFER OR PAYPAL AS A TEMPORARY MEASURE IF CONTACTLESS IS NOT AVAILABLE.  ACCEPT CASH, BUT QUARANTINE NOTES AND COINS FOR 72h TO MINIMISE RISK. WEAR GLOVES WHEN HANDLING, DISPOSE THEREAFTER.			
EXTERNAL DETAILING / VALETING	GENERAL PUBLIC, YOURSELF	WEAR SUITABLE RESPIRATORY PPE IF WORKING IN A PUBLIC AREA, WASH HANDS REGULARLY, WEAR GLOVES TO PREVENT CROSS CONTAMINATION.	SEPARATE WORKING AREA WITH CONES OR BARRIERS FROM PUBLIC AREAS, MAINTAIN AT LEAST 2m DISTANCE FROM ALL NON-HOUSEHOLD PERSONS.			

HAZARD	WHO MAY BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	Action by who?	Action by when?	Done
COLLECTION OF CUSTOMER VEHICLES	YOURSELF, CUSTOMER	WEAR RESPIRATORY PPE & GLOVES AS A STANDARD, CONSIDER DISPOSABLE COVERALLS IF VEHICLE IS CONFIRMED AS C-19 POSITIVE.	CONSIDER RESCHEDULING, OR REQUEST 72h QUARANTINE OF THE VEHICLE BEFORE COLLECTION.			
DELIVERY OF CUSTOMER VEHICLES	CUSTOMER	WEAR RESPIRATORY PPE & GLOVES AS A STANDARD, CONSIDER NEW COVERALLS TO PREVENT RE-CONTAMINATION OF VEHICLE.	INSTRUCT CUSTOMER TO QUARANTINE VEHICLE FOR 72h.			
ACCEPTING DELIVERY OF PRODUCTS	YOURSELF, STAFF	WIPE BOTTLES DOWN WITH 60% ALCOHOL OR SUITABLE DISINFECTANT, WASH HANDS AFTER HANDLING.	PLAN AHEAD, QUARANTINE DELIVERY FOR 72h UPON ARRIVAL TO MINIMISE RISKS.			
FILLING WORK VEHICLE WITH FUEL	YOURSELF, STAFF	USE PAY AT PUMP WHERE POSSIBLE, WIPE PUMP BEFORE USE WITH SANITISING WIPES, USE HAND SANITISER AFTER.	FILL VEHICLE TO MAXIMUM AT EVERY VISIT TO REDUCE FREQUENCY OF EXPOSURE.			
CUSTOMER DELIVERY TO WORKSHOP	YOURSELF, STAFF, CUSTOMER	MAINTAIN SOCIAL DISTANCING, RECOMMEND DISTANCED HANDOVER THROUGH DROP-BOX FOR KEYS.	SANITISE KEYS AFTER HANDLING, WASH HANDS REGULARLY. WEAR RESPIRATORY PPE WHERE SOCIAL DISTANCING IS NOT POSSIBLE.			
CUSTOMER COLLECTION FROM WORKSHOP	YOURSELF, STAFF, CUSTOMER	MAINTAIN SOCIAL DISTANCING, RECOMMEND DISTANCED HANDOVER THROUGH DROP-BOX FOR KEYS. ALLOW CUSTOMER TO INSPECT VEHICLE ALONE, AND RELAY ANY ISSUES AFTERWARDS.	SANITISE KEY BEFORE HANDOVER, WEAR RESPIRATORY PPE, WASH HANDS BEFORE AND AFTER CUSTOMER ATTENDANCE.			

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