



Method Statement

Project: Vehicle collections during Covid 19 pandemic

Location: Nationwide

Date of works: 7th January 2022 to 6th January 2023 for review

Description of activity

Collection of PCP EOT, VS & VT & Repossession vehicles.

Involves:

- Collection of vehicles from customers.
- Delivery of vehicles to auction or storage sites.

Supervision and personnel

- Mr S Shuttleworth – 07770 798700
- Mr C Millward – 07884 667882

Training

All operatives are adequately trained to carry out required tasks.

Legislation

- Health and Safety Work Act 1974
- The Management of Health and Safety at Work Regulations 2006
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Personal Protective Equipment at Work Regulations 2002

PPE requirements

- Safety boots
- Hi-vis vest
- Safety gloves
- Alcohol Hand Sanitiser
- Face masks



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Procedures

The agent will contact the customer to arrange a convenient date & time for collection of the vehicle. Customer is to be advised that the collection will be contactless.

Collection

On arrival at collection address, either telephone the customer to notify your arrival, or knock on the door and stand back 2 metres.

Ask the customer to place the keys and documents either inside the car, on the car or on the ground next to the car.

Inform the customer that you will complete a vehicle condition report but will not ask them to sign it, instead signing it yourself as "Covid19". The customer can have a copy of the VCR emailed to them by ticking the relevant box in the app.

Ensure that protective gloves and masks are used during the collection and remove them once the collection is complete. Gloves must be removed inside out when finished. Wipe down all vehicle surfaces that may be touched with antibacterial wipes. Used gloves should be disposed of in a bag in your vehicle, which should be disposed of at the end of the day.

Delivery

Telephone the delivery site to advise the date and approximate time of delivery.

On arrival, deposit the car in accordance with the delivery site instructions.

Inform the delivery site that you will complete a vehicle delivery receipt but will not ask them to sign it, instead signing it yourself as "Covid19".

Provide the delivery site with the client details and agreement number as required.

Ensure that protective gloves are used during the delivery and remove them inside out when finished. Used gloves should be disposed of in a bag in your vehicle, which should be disposed of at the end of the day.



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