

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



Assessor(s): <i>(Insert FULL Names)</i>	HS&E Team	Reason for Assessment/ review <i>(Please Tick)</i>		Please provide details of reason for change: Review of Working safely during COVID-19 in or from a vehicle. V2 – Reviewed and amended following change in Government guidance.
	Reviewed by I Day, L Body	Significant risk	<input type="checkbox"/>	
Participated by: <i>(Insert FULL Names)</i>	Unite Reps	Post-accident/ hazard ID	<input type="checkbox"/>	
		Change in Organisation	<input type="checkbox"/>	
		Change/ new Process	<input type="checkbox"/>	
		Change In Legislation	<input checked="" type="checkbox"/>	
		Two yearly Review	<input type="checkbox"/>	
Department:	All operational areas	Communication method		
Owner:	Directors/Management team			

DESCRIPTION OF TASK

Working safely in or from a vehicle. This includes arriving at and departing from work, travelling between sites, couriers, mobile workers, lorry drivers, on-site transit and work vehicles (Fork lift trucks, MEWPs & Boom lifts).

SCORING METHODOLOGY

Likelihood (L): <ul style="list-style-type: none"> 1 = Unlikely 2 = Occasional/Possible 3 = Frequent 4 = Regular 5 = Common 	Severity (S) <ul style="list-style-type: none"> 1 = No Injury 2 = Minor/First Aid 3 = 7 Day absence 4 = Major 5 = Fatal 	RISK = Likelihood x Severity Tolerable risk target is 5 or less	5	10	15	20	25
			4	8	12	16	20
			3	6	9	12	15
			2	4	6	8	10
			1	2	3	4	5

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



RISK ASSESSMENT (Prioritise risk from Highest to lowest risk)												
What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
COVID 19 – Arriving at and departing from work	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of controls Bike racks in place to allow cycling to work. Changing rooms and lockers in place. (Consider jogging into work)	1	5	5	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. Avoid car sharing from different households.	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
COVID 19 – Travelling between sites	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of controls Minimising non-essential travel – consider remote options first. (Online Team Meetings whenever possible) SSoW 141 – Overseas Working Guidance Including Covid 19 Requirements	1	5	5	If walking to Marina is not possible limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty. (See Fig 1. Below) Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to face.	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									<p>Reducing the number of workers at base depots or distribution centres at a given time based on minimum operational safety requirements.</p> <p>Scheduling times for the collection of goods to avoid overcrowding.</p> <p>Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight</p>			

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date: 22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									accommodatio n meets social distancing guidelines. KP/NPS taxi – Follow passenger limitations as identified on the vehicle			

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="border: 1px solid black; padding: 5px; width: 10%;">Fig 1.</div> <div style="text-align: center;"> </div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p>If walking to Marina is not possible limiting passengers in corporate vehicles, for example, Work minibuses. This could include leaving seats empty.</p> </div> </div> <p style="text-align: center; margin-top: 20px;">Seating arrangements to maximise distance between workers</p>												
COVID 19 – Deliveries to other sites	Health risk and spreading of COVID 19 Employees, visitors and	5	5	25	SHEP 145 –COVID Methodology of controls. Minimise person-to-person contact during deliveries to other sites.	1	5	5	Maintaining consistent pairing where two-person deliveries are required.	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
	contractors								Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.			
COVID 19 – Moving around buildings, worksites and destinations	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of controls. (One-way systems, max amount of employees in restricted space areas) Shifts in place to reduce the number of workers at base depots or distribution centres at a given time based on minimum operational safety requirements.	1	5	5	Scheduling times for the collection of goods to avoid overcrowding. Picking goods ahead of collection and loading onto vehicles without interacting with the driver.	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									<p>Reducing job and location rotation.</p> <p>Finding alternative solutions to two-person delivery. This could include delaying delivery of large items or using an alternative method, for example, mechanical/ material handling equipment. Where these are not possible maintain fixed pairing for two-person deliveries and minimise physical</p>			

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									contact.			
COVID 19 – Social distancing in vehicles	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of controls.	1	5	5	Devising mitigation measures where workers have no alternative but to work within 1m to minimise the risk of transmission, including: Clear signage to outline social distancing measures in place. Single person or contactless refuelling where possible. Using physical screening, provided this does not compromise safety, for	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									example, through reducing visibility. Sitting side-by-side not face-to-face and Increasing ventilation where possible. Using a fixed pairing system if people have to work in close proximity, for example in a vehicle. Making sure vehicles are well-ventilated to increase the flow of air, for example, by opening a window.			

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date: 22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
COVID 19 – Carrying out deliveries or collections	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of controls.	1	5	5	Scheduling to limit exposure to large crowds and rush hours where appropriate. Revising pick-up and drop-off collection points and procedures with signage and marking. Where possible and safe having single workers load or unload vehicles. Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									<p>the nature of the product allows for use of electronic pre-booking.</p> <p>Maximising use of electronic paperwork where possible, and reviewing procedures to enable safe exchange of paper copies where needed, for example, required transport documents. Enabling drivers to access welfare facilities when required and consistent with other guidance.</p>			

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.			
COVID 19 – Accidents, security and other incidents	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 –COVID Methodology of controls. SSoW 114 – First aiders - COVID 19 Controls	1	5	5	In an emergency, for example, an accident, fire or break-in, people do not have to stay 1m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures.	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									Immediately afterwards including washing hands.			
COVID 19 – Customers, visitors and contractors	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of controls. Safe system of work site visitors SSoW 118 Contractor control procedure SHEP 146	1	5	5	Determining if schedules can be revised to reduce interaction and overlap between people. For example, when drivers arrive at depots, collection and delivery times and break times. Ensuring delivery and receipt confirmation can be made contactless and avoiding physical contact when handing	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									goods over to the customer. Preparing for goods to be dropped off to a previously agreed area to avoid transmission, for example, taking advantage of click and collect type arrangements. Maintaining a record of all visitors, if this is practical.			
COVID 19 – Cleaning	Health risk and spreading of COVID 19 Employees, visitors and	5	5	25	SHEP 145 – COVID Methodology of controls.	1	5	5		Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
	contractors											
COVID 19 – Personal protective Equipment	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of controls. SSoW 115 – COVID 19 Controls RPE	1	5	5		Management team	Ongoing	Ongoing
COVID 19 – Shift patterns and working groups	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of controls.	1	5	5	As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. People who work together in one vehicle should be in	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									a fixed pairing as far as possible. Identifying areas where people have to directly pass things to each other (such as job information, spare parts, samples, raw materials) and find ways to remove direct contact, for example, by using drop-off points or transfer zones.			
COVID 19 – Work related travel	Health risk and spreading of COVID 19 Employees	5	5	25	SHEP 145 – COVID Methodology of controls.	1	5	5	Where workers are required to stay away from their home, centrally logging the stay and	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									making sure any overnight accommodation meets social distancing guideline			
COVID 19 – Work related travel – Deliveries to other sites	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of controls.	1	5	5	Putting in place procedures to minimise person-to-person contact during deliveries to other sites. Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
COVID 19 – Communications and training – Returning to work	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of controls. COVID Tile – Intranet HR Briefs L&D Centre	1	5	5	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. Developing communication and training materials for workers prior to	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									returning to site, especially around new procedures for arrival at work.			
COVID 19 – Communications and training. Ongoing communications and signage	Health risk and spreading of COVID 19 Employees, visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of controls. COVID Tile – Intranet HR Briefs L&D Centre Unite Union Communication board Clear signage	1	5	5		Management team	Ongoing	Ongoing
COVID 19 Inbound and outbound goods	Health risk and spreading of COVID 19 Employees, visitors and	5	5	25	SHEP 145 – COVID Methodology of controls.	1	5	5	Revising pick-up and drop-off collection points, procedures, signage and markings.	Management team	Ongoing	Ongoing

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
	contractors								<p>Minimising unnecessary contact at gatehouse security, yard and warehouse for example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.</p> <p>Where possible and safe, having single workers load or unload vehicles.</p> <p>Where possible, using the same pairs of people for loads where more than one is needed.</p>			

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
									<p>Enabling drivers to access welfare facilities when required, consistent with other guidance.</p> <p>Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.</p>			

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



OTHER ACTIONS

Please indicate if other documents need to be reviewed, created or deleted following this risk assessment: *(if not applicable insert N/A)*

Document <i>(Please tick)</i> <i>(double click on box and press checked)</i>	Document REF number: (that requires review)	By Who? <i>(Insert FULL Name)</i>	Date By: <i>(DD/MM/YYYY)</i>	Date Completed: <i>(DD/MM/YYYY)</i>
Safe Systems of Work (SSoW) <input type="checkbox"/>				
Other risk assessments? <input type="checkbox"/>				
WES / CWI / GWI <input type="checkbox"/>				
Policy <input type="checkbox"/>				
Procedure <input type="checkbox"/>				
COSHH <input type="checkbox"/>				
Occupational Health Surveillance Required <input type="checkbox"/>				
OTHER: <i>(Please specify)</i> <input type="checkbox"/>				

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



SIGNATURES

Risk assessments must be completed for SIGNIFICANT RISK and must be read and signed by all parties involved:

Employees FULL NAME (BLOCK CAPITALS)	Employees SIGNATURE	Date SIGNED
---	----------------------------	--------------------

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



--	--	--

RISK ASSESSMENT APPROVAL

Line Manager Approval	
------------------------------	--

TSHE 102 RA2019116 - Princess Yachts Risk Assessment

Title: *COVID 19 - Transport and vehicles v2*

Date: **22/07/2021**

Next Review: **22/07/2024**



"I" the Line Manager believe that the above risk assessments captures the relevant risks related to the work activity and agree that all the actions will be implemented in line with the "Action By" Date.

FULL Name:

Signature:

Date:

- All completed risk assessments must be signed and electronically sent to the SH&E dept. coordinator
- Any employee completing this task must be aware of the risks involved.