Title: COVID 19 - Transport and vehicles v2

Date:22/07/2021

Next Review: 22/07/2024



Assessor(s):	HS&E Team	Reason for Assessment/ review	(Please Tick)	Please provide details of reason for change:				
(Insert FULL Names)		Significant risk						
	Reviewed by I Day, L Body	Post-accident/ hazard ID		Review of Working safely during COVID-19 in or from				
		Change in Organisation		vehicle.				
Participated by:	Unite Reps	Change/ new Process		V2 – Reviewed and amended following change in				
(Insert FULL Names)		Change In Legislation	\boxtimes	Government guidance.				
		Two yearly Review						
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):	Severity (S)		5	10	15	20	25
1 = Unlikely2 = Occasional/Possible	1= No Injury2 = Minor/First Aid	RISK = Likelihood x Severity	4	8	12	16	20
3 = Frequent	 3 = 7 Day absence 		3	6	9	12	15
4 = Regular5 = Common	4 = Major5 = Fatal	Tolerable risk target is 5 or less	2	4	6	8	10
• 5 – Common	• 5 – raidi		1	2	3	4	5

TSHE 102 – Risk Assessment Date Created 19.06.18 Version.v.1 Reviewed 3 Yearly

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	RISK ASSESSMENT (Prioritise risk from Highest to lowest risk)														
What are the Hazards?	What are the Risks & to		itial r ratino		Existing controls	Res		l risk		Action by	Action by	Date reviewed			
COVID 19 – Arriving at and	whom? Health risk and spreading of	L	S	R	SHEP 145 – COVID Methodology of controls	L	S	R	Staggering arrival and	whom? Management team	when? Ongoing	Ongoing			
departing from work	Employees, visitors and contractors	5	5	25	Bike racks in place to allow cycling to work. Changing rooms and lockers in place. (Consider jogging into work)	1	5	5	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.						

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Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
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

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

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

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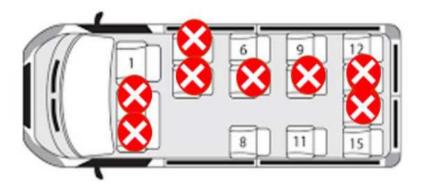
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What are the	What are the		itial ri ating			Resic rc	dual ating		Additional			
Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed

Fig 1.



If walking to Marina is not possible limiting passengers in corporate vehicles, for example,

Work minibuses. This could include leaving seats empty.

Seating arrangements to maximise distance between workers

COVID 19 – Deliveries to other sites Health risk and spreading of COVID 19 Employees, visitors and	5	5	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
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What are the	What are the		itial r				idual ating		Additional			
Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
	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

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Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
	whom?	L	5	K K		L	3	R	Reducing job and location rotation. 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	whom?	when?	
									pairing for two- person deliveries and minimise physical			

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What are the	What are the		itial r ating				idua ating	l risk Э	Additional			
Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
									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 1 m 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

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Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
									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.			

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Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
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

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What are the	What are the		itial r			Resi	dual ating		Additional			
Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
									the nature of the product allows for use of electronic pre-booking. 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.			

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Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
									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

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What are the	What are the		itial r ratino				idua atin		Additional			
Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
									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

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What are the	What are the		itial r ratin				iduc atin	al risk g	Additional			
Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
									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

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What are the	What are the		itial r				idua ating	l risk 9	Additional			
Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
	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	Ongoing	Ongoing

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What are the	What are the		nitial ı ratin				idua ating		Additional			
Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
									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

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What are the	What are the		itial r ratin				idua atin		Additional			
Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
									making sure any overnight accommodatio n 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

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What are the	What are the		itial r				dua ating	l risk	Additional			
Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
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

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Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
									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 20

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Hazards?	Risks & to whom?	L	S	R	Existing controls	L	S	R	controls or comments	Action by whom?	Action by when?	Date reviewed
	contractors								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 prebooking. Where possible and safe, having single workers load or unload vehicles. Where possible, using the same pairs of people for loads where more than one is needed.			24

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

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

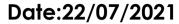
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Risk assessments must completed for <u>SIGNIFICANT RISK</u> and must be read and signed by all parties involved: Employees FULL NAME (BLOCK CAPITALS) Employees SIGNATURE Date SIGNED		
	SIGNATURES	

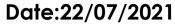
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	DICK ACCECCATINE ADDROVAL		
RISK ASSESSMENT APPROVAL			
Line Manager Approval			

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"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 <u>signed</u> and electronically sent to the SH&E dept. coordinator
- Any employee completing this task must be aware of the risks involved.