

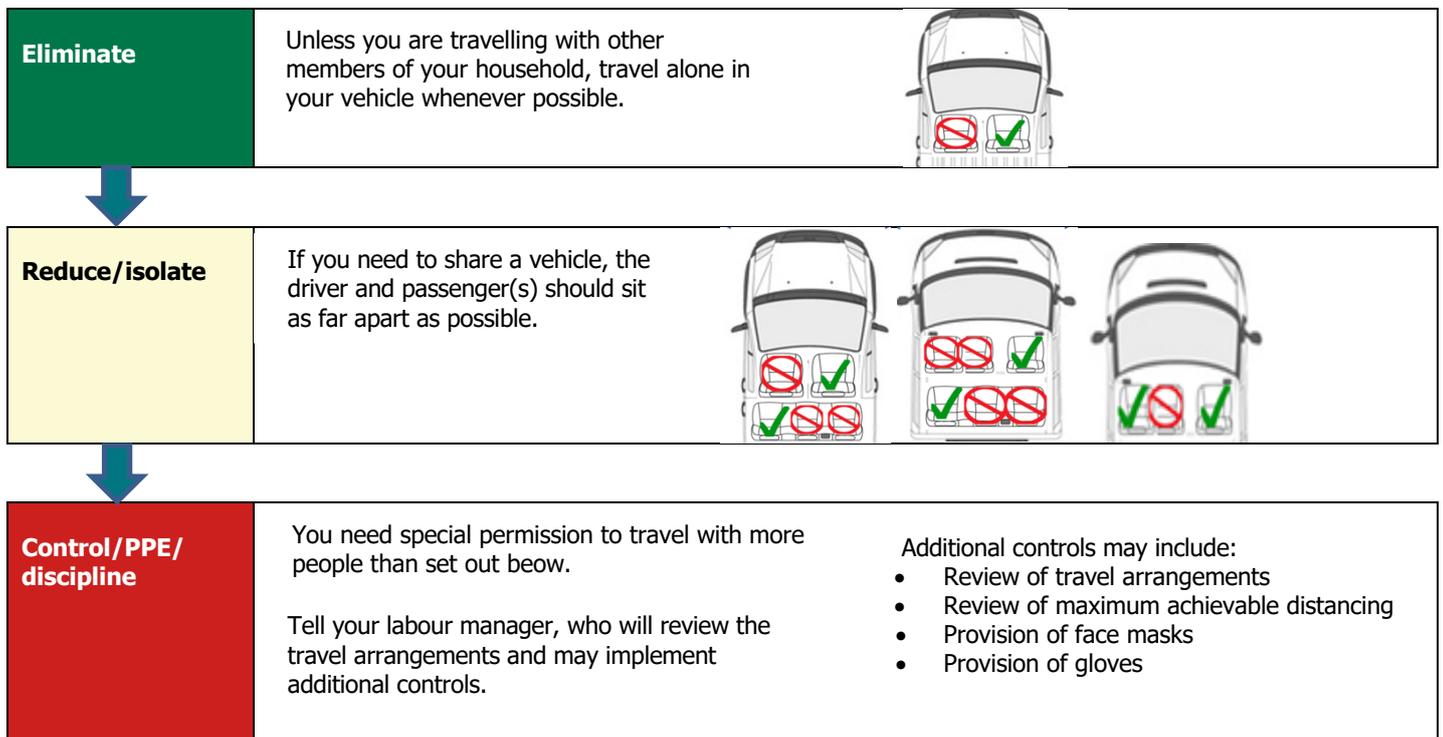
# Site specific risk assessment

Method statement/ work/ task no.	General	Point of work risk assessment	Ref. no.	VGC Driving/COVID/APR2020
			Rev.	May 2020
Premises/site:	VGC authorised driving	Task and location:	COVID-19 exposure	
<b>Driving at work during COVID-19 pandemic</b>				
Persons affected:	Employees <b>Yes</b>	Subcontractors <b>Yes</b>	Public <b>Yes</b>	Others <input type="checkbox"/>
Assessor	R Wheeler	Signature:	<i>R Wheeler</i>	Date: 05 May2020
Review Date	31 July 2020			

## Appendix A: Travel hierarchy of control

**If you, or someone you live with, have any symptoms of coronavirus, please do not travel anywhere.** Stay at home and follow the government guidelines on self-isolation

**All vehicles must be disinfected before and after use.**



## Appendix B: If you are driving a VGC vehicle or travelling to site with someone else

Make sure the vehicle is disinfected before and after each use. Remember to disinfect the keys, too.

### Before travel

- Clean the external door handles with soap and water or disinfectant wipes.
- Internally, use disinfectant wipes to sanitise the door handles, steering wheel, gear lever, handbrake, indicator and wiper arms, beacon switches, seat belts and buckles, window buttons, mirrors, stereo and climate control buttons.

### While you are travelling

- Keep the windows open as much as you can.
- Make sure the air system is not on recirculate, so fresh air is coming into the vehicle.
- Don't store food or drink in the cab unless you keep it in your own container.

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- Make sure you have a supply of clean tissues or paper towel and a waste bag in the vehicle. If you need to cough or sneeze, catch it a tissue, then throw it in the bin and sanitise your hands. Remove the bin bag at the end of your shift and dispose of it correctly.
- Do not share personal items like phones.
- As always, remember you are the public face of VGC, and be courteous to other road users.

## When you get to your destination

- Get out of the vehicle one at a time and move apart. Then each person should collect their belongings one at a time, and then move away to maintain social distancing. Stay 2m away from your colleagues at all times.
- Disinfect the inside and outside handles again, and also the keys.
- Everyone should wash their hands with soap and water for at least 20 seconds as soon as possible.

Hazard	Consequences	Initial risk rating score			Control measures	Residual risk rating score			Further action and comments
		L	S	T		L	S	T	
Sharing transport with co-workers	Employees may breach social distancing guidelines whilst being transported to work in shared vehicles. Causing unintentional infections through breath or contaminated surfaces	4	3	12	1. Clean down all surfaces with suitable cleansing product 2. No more than two people in a vehicle, and always in line with social distancing guidance (2m) depending on cab size. <i>Generally this means 2 people in a crew bus/ double cab and 1 person in a vehicle with a single cab.</i> 3. Employees must follow government guidance on self isolation, when required, before presenting for work 4. Regularly wash clothes 5. Supervisor and driver to challenge people that fail to follow the guidance	2	3	6	Personal hygiene to be increased especially regular washing of hands
Sharing Transport with co-workers	Contracting illness due to pathogens present in a vehicle	4	3	12	If possible, travel alone in your vehicle 1. Where this is not possible, arrange distances between driver and passengers as shown in <b>appendix A</b> below 2. Ensure all external contact points including door handles along with all internal surfaces including handles, buttons and seatbelts are cleaned with disinfectant before and after use see <b>appendix B</b> below for further guidance 3. Driver to verbally confirm with any passengers that they, and any members of their household, are not showing signs of illness. 4. Drivers to maintain a log for each and every journey stating all passengers they carry stating date, time of entry and exit of the vehicle and the location travelled from and to	2	3	6	Personal hygiene to be increased especially regular washing of hands
Police and / or other enforcement bodies challenging the movement of people to site	Employees may be challenged regarding entry to certain roads or transport routes due to government restrictions	4	3	12	1. Critical worker Letter to be issued to workforce , that can be presented to the enforcement authority when challenged 2. Means of identification should be carried by employee to back up the letter	2	3	6	
Use of shared Welfare Facilities (Welfare vans)	Employees may breach welfare guidelines whilst using the shared facilities. Causing unintentional infections through contaminated surfaces	4	3	12	1. Regular clean down all surfaces, door handles and equipment with suitable cleansing product , minimum soapy water 2. No more than 2 people in a vehicle , and always in line with social distancing guidance (2m) dependant on cab size. 3. If required stagger breaks and use multiple locations , such as eating alone in a van 4. Employees should bring food that requires little or no preparation and can be eaten without the use of utensils where possible 4. Employees must follow government guidance on Social Distancing (2m) 5. Employees must wash hands (20 sec rule) with soap and water prior to and after : Eating, Smoking and using the water cubical. 6. Eating utensils and associated items such as mugs must not be shared 7. Supervisor and site teams to challenge people that fail to follow the guidance	2	3	3	
Interaction with Members of the public	Employees and other stakeholders may be at additional risk of harm from members of the public , given the current restrictions on normal life	4	3	12	1. Employees to avoid confrontation with members of the public where possible and always act professionally  In the event of a RTI (road traffic incident), the driver must provide his name and where an exchange of information is required, communicate this where necessary. If the Third Party (TP) requires further information, the number for ColeHire is to be provided to the TP and the driver to await whilst the TP establishes contact.	2	3	6	
Maintaining Mental and Physical Wellbeing	Due to the restrictions in normal life and the financial problems (real, potential or perceived) caused by the Covid-19 outbreak , employees may be suffering from physical or mental conditions that impact their ability and concentration whilst driving	4	3	12	1. Regular two-way communication with drivers will be maintained by managers. 2. Employees should inform their supervisor of any issues which may affect their ability to drive safely	2	3	6	
Vulnerable Persons (or drivers/passengers with vulnerable persons in their household)	Additional Risk to those who are , or who live with a, vulnerable person	4	3	12	Employees in these groups should notify their managers and follow government protocols : A. Extremely vulnerable (received a letter) - Shielding for 12 weeks and should not be at work B. Vulnerable - social distancing and taking additional care	1	3	3	

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First Aid	Additional Risk to First Aiders that will be required to breach social distancing guidelines, causing unintentional infections through breath and contaminated clothing	4	3	12	1. Only persons to be treated if it is deemed life critical including for members of the public. 2. If its a minor complaint ascertain if the the person can self administer first aid 3. More serious cases should be treated adhering to normal first hygiene guidance 4. Before referring to hospital consider the current situations and potential delays	1	3	3	