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| **Coronavirus Risk Assessment for Vehicles and HGV Drivers** | | | | | | | | | | |
| **This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.**  **You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.** | | | | | | | | | | |
| **Location/Dept:** | | | | | | **Date Assessed:** | **Assessed by:** | | | |
| **Task/Activity:** Vehicles and HGV driving during coronavirus | | | | | |  | **Reference Number:** | | | |
|  | | | **Risk rating before implementing control measures** | | |  | **Risk rating after implementing control measures** | | |  |
| **Activity/ Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Vehicles and HGV driving | Contact with persons suffering from coronavirus | Drivers | 5 | 5 | 25 | Emergency Action Plan (EAP) in place and communicated to all members of staff and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.  All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.  Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.  Ellis Whittam’s Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.  Employees encouraged to download NHS COVID-19 app on personal phones and follow instructions received when it is made available.  Employees instructed to download NHS COVID-19 app on their business phone, use during working hours and follow instructions received when it is made available.  Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:   * All surfaces and objects which are visibly contaminated with body fluids; and * All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.   Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.  If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released.  Client should notify transport company of any known cases that may have had contact with driver.  If possible, avoid going into transport office for documentation (pass documents through window).  Avoid using crew room to reduce the risk of infection. |
| Vehicles and HGV driving | Contact with persons who may have been exposed to coronavirus – foreign travel | Drivers | 5 | 5 | 25 | Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.  Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.  Employees who have returned from a country which is not on the government’s [list of travel corridors](https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors) should quarantine themselves, even if they do not show any symptoms. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Vehicles and HGV driving | Contact with persons who may have been exposed to coronavirus | Drivers | 5 | 5 | 25 | Anyone who can work from home will be asked to. Where this cannot be done, the minimum amount of people will be asked to work on site.  Employees who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.  The business will aim to maintain two-metre social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites. Where this is not possible, a distance of one metre + (one metre with risk mitigations) will be adhered to.  In an emergency, for example an accident or fire, people do not have to stay two metres apart if it would be unsafe.  People involved in the provision of assistance to others will pay particular attention to sanitation measures immediately afterwards, including washing hands.  Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the business to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between staff. Further mitigating actions include:   * Increasing the frequency of handwashing and surface cleaning; * Keeping the activity time involved as short as possible; * Using screens or barriers to separate people from each other; * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others); * Avoiding multiple-occupancy vehicles where safe to do so. * Avoiding sharing vehicles if possible. * If it is not possible to keep a two-metre distance in a vehicle, consider one metre with additional safety measures (one metre +).   Staggered arrival and departure times will be implemented to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.  Additional parking and facilities such as bike racks to help people walk, run or cycle to work where possible will be provided.  Passengers in corporate vehicles will be limited and will include leaving seats empty.  We will aim to reduce congestion, for example by having more entry points to the workplace.  The business will provide storage for workers’ clothes and bags.  The business will use markings and introduce one-way flow at entry and exit points.  The business will provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points and not use touch-based security devices such as keypads.  The business will provide alternatives to touch-based security devices such as keypads.  The business will provide alternatives for entry/exit points where appropriate, for example deactivating turnstiles requiring pass checks in favour of showing a pass to security personnel at a distance.  The businesses will service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.  Where systems serve multiple buildings, or we are unsure, advice will be sought from the heating ventilation and air conditioning (HVAC) engineers or advisers.  The business will open windows and doors frequently to encourage ventilation, where possible. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Vehicles and HGV driving | Contact with persons who may have been exposed to coronavirus | Drivers | 5 | 5 | 25 | The business will reduce movement by:     * Where possible, 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 over-crowding; * Picking goods ahead of collection and loading onto vehicles without interacting with the driver; * Reducing job and location rotation; and * Finding alternative solutions to two-person delivery. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Vehicles and HGV driving | Contact with persons who may have been exposed to coronavirus – where social distancing cannot be implemented in vehicle | Drivers | 5 | 5 | 25 | The business will implement the following measures where workers have no alternative but to work within two metres to minimise the risk of transmission, whilst adhering to a minimum of one-metre distancing:   * 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 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. * Ensuring regular cleaning of vehicles, in particular between different users. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Vehicles and HGV driving | Contact with persons who may have been exposed to coronavirus – carrying out deliveries | Drivers | 5 | 5 | 25 | 1. The business will:  * Implement scheduling to limit exposure to large crowds and rush hours where appropriate. * Revise pick-up and drop-off collection points and procedures with signage and marking. * Where possible and safe, have single workers load or unload vehicles. * Minimise unnecessary contact at gatehouse security, yard and warehouse, for example non-contact deliveries where the nature of the product allows for the use of electronic pre-booking. * Maximise the use of electronic paperwork where possible and review procedures to enable safe exchange of paper copies where needed, for example required transport documents. * Enable drivers to access welfare facilities when required and consistent with other guidance. * Encourage drivers to stay in their vehicles where this does not. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Vehicles and HGV driving | Contact with persons suffering from coronavirus – common areas | Drivers | 5 | 5 | 25 | The business will look to reduce contact with others by:   * Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example receptions, staircases; * Staggering break times to reduce pressure on break rooms or canteens; * Using safe outside areas for breaks; * Creating additional space by using other parts of the workplace or building that have been freed up by remote working; * Installing screens to protect staff in receptions or similar areas; * Providing packaged meals or similar to avoid fully opening staff canteens; * Encouraging workers to bring their own food; * Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions; * Encouraging staff to remain on-site and, when not possible, maintain social distancing while off-site; * Regulating the use of locker rooms, changing areas and other facility areas to reduce concurrent usage; and * Encouraging storage of personal items and clothing in personal storage spaces, for example lockers and during shifts. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Vehicles and HGV driving | Contact with persons suffering from coronavirus – visitors and contractors | Drivers | 5 | 5 | 25 | The business will look to improve hygiene between others by:   * Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available; * Providing regular reminders and signage to maintain personal hygiene standards; * Providing hand sanitiser; * Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible; * Enhancing cleaning for busy areas; * Providing more waste facilities and more frequent rubbish collection; * Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities; and * Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Vehicles and HGV driving | Contact with persons suffering from coronavirus – contact with objects that come into the workplace and vehicles at the worksite | Drivers | 5 | 5 | 25 | The business will introduce:   * Cleaning procedures for goods and merchandise entering the site; * Cleaning procedures for vehicles; * Greater handwashing and handwashing facilities for workers handling goods and merchandise and provide hand sanitiser where this is not practical; * Regular cleaning of vehicles that workers may take home; and * Restrictions on non-business deliveries, for example personal deliveries to workers. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Vehicles and HGV driving | Contact with persons suffering from coronavirus – wearing of personal hygiene | Drivers | 5 | 5 | 25 | Basic infection controls should be followed as recommended by Public Health England:   * Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. * Put used tissues in the bin straightaway. * Wash your hands with soap and hot water often – use hand sanitiser gel if soap and hot water are not available. * Try to avoid close contact with people who are unwell. * Clean and disinfect frequently-touched objects and surfaces (including steering wheel, cab, mobile phone or other devices). * Do not touch your eyes, nose or mouth if your hands are not clean. * Avoid double-crewing of vehicles where possible. * If handing over vehicle to another driver at end of shift, cab area is to be cleaned thoroughly. This should include all door handles and associated equipment (all areas that driver may come in contact with) using suitable sanitising materials. All waste is to be disposed of in suitable bins and not left at laybys. * Pop-up handwashing stations (where possible). * If possible, avoid going into transport office for documentation (pass documents through window). * Avoid using home base and clients’ rest rooms. * Ensure the cab is clean prior to starting your shift. * Use the truck stop for a short period of time only, ensuring minimal contact with other persons. * Thoroughly wash hands when using toilet facilities.   If eating at truck stop, get a takeaway and eat in cab or outside to avoid any close contact.  Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Vehicles and HGV driving | Contracting and spreading of infection | Drivers | 5 | 5 | 25 | Basic infection controls should be followed as recommended by the government:   * Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. * Put used tissues in the bin straightaway. * Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. * Try to avoid close contact with people who are unwell. * Clean and disinfect frequently-touched objects and surfaces. * Do not touch your eyes, nose or mouth if your hands are not clean.   Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Vehicles and HGV driving | Disposal of waste that may be contaminated by a coronavirus sufferer (driver) | Drivers | 5 | 5 | 25 | All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.  Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Vehicles and HGV driving | Contact with persons suffering from coronavirus- wearing of PPE | Employees  Contractors  Visitors | 5 | 5 | 25 | Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be worn.  As the workplace is outside a clinical setting and we do not respond to a suspected or confirmed case of COVID-19, this workplace will not encourage the precautionary use of extra PPE to protect against COVID-19.  Employees using face coverings will be encouraged to:   * Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. * When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. * Change their face covering if it becomes damp or if they have touched it. * Continue to wash their hands regularly. * Change and wash face coverings daily. * If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste. * Practise social distancing wherever possible. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |

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| **Risk/Priority Indicator Key** |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

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| **Review Record** |

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| **Date of Review** | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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