Generic risk assessment – Coronavirus (COVID-19)

Travelling in vehicles with others

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| **Author** | *David Glassford* | **Contact details** | *glassfordd@northlan.gov.uk* |
| **Owner** | *Business Continuity Group - Silver* | *n/a* |

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| **Date** | *23/03/2020* | **Version number** | 0.2 | **Document status** | *Complete* |

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| **Governance Committee**  | *Business Continuity Group - Silver* | **Date approved**  | *30/03/2020* |
| **Review date** | *As required* |

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| **Strategic Alignment** *n/a* |

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| **Consultation process**  | *Business Continuity Group – Silver* |
| **Stakeholders** | Contacts identified for each service  |
| *All council services* |  |
| **Distribution** | *All council services* |

**Change record**

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| **Date** | *30/03/2020* | **Author** | *D Glassford* |
| **Change made** | *Updated to include home support social distancing in vehicles.* |

Risk Assessment

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| Assessors Name: Jean Russell | Date/Time of Assessment03.04.2020 |
| Review Date: 05.05.2020 |
| RA Reference: |
| Location of activity: Locality Vehicle |

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| Activity DetailsTravelling in vehicles with others |

| **Hazard** | **Who could be harmed** | **Current Controls** | **Risk Rating****LxS=R** | **Further Controls Required** | **Residual Risk** |
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| Exposure to coronavirus while travelling in a vehicle with others | Council employees | * Where vehicle travel is deemed essential and staff are sharing a vehicle, social distancing measures will be implemented as far as possible.
* Where workers use a vehicle routinely during the course of a shift the number of employees per vehicle will be limited to that number that will allow for social distancing
* Where social distancing measures within vehicles prohibits all members of a work team from travelling in the same vehicle, then additional vehicles will be provided.
* Where additional vehicles are to be used, managers will ensure that drivers have the correct licence type and competence for the type of vehicle being driven.
* All employees will wash/sanitise their hands before accessing the vehicle.
* Where vehicles are fitted with windows that can open, this should be done to allow the vehicle to be ventilated.
* The use of heater systems, particularly on recirculation settings, is to be discouraged unless required for road safety reasons.
* Drivers will be provided with cleaning materials to allow driving controls and vehicle door handles, grab rails, steady rails etc. to be cleaned at intervals through the day.
* Employees will be reminded to maintain distance from each other while waiting to board and disembark from vehicles.
* Employees reminded to refrain from hand shaking and general close personal greetings
* Promote Health Protection Scotland guidance on action to be taken by employees if they have, or suspect they have, symptoms associated with coronavirus.
* Employees reminded of those groups considered to be at increased risk in the event of contracting coronavirus. Employees encouraged to raise concerns with their line manager.
* Procedures in place for vehicles to be thoroughly cleaned between shifts.
 |  | Due to social distancing requirements of 2m, travelling together with other staff is **not** recommended where an alternative is available.In the event that staff are required to travel by car together social distancing can be maximised by the passenger sitting in the rear of the vehicle , on the passenger sideWe have a list of staff who use the locality vehicle however they are aware they do not car share at any time. Each staff member has the correct licence type and has completed driving test with LA to ensure they are competent to drive the vehicleUse of PPE –wash their hands.Open car windows to ventilate whilst the vehicle is in use.Staff discouraged to use heater system, using the windows to ventilate.Drivers provided with appropriate cleaning materials as stated and advised to clean before and after using it. Staff are also encouraged to use hand sanitiser after any contact with others and after journeys.Safe distancing to be used whilst alighting or departing from the vehicle.Staff to avoid social greetings that include close contactStaff suspecting or showing symptoms of Corona virus must follow guidance provided by Health Protection Scotland - Staff or passengers who belong to a high risk group with regard to Corona Virus must rais their concerns with their line manager.Contact surfaces to be cleaned thoroughly before and at the end of every day. Appropriate cleaning materials provided. |  |

Summary of Action Required

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| Action Required | Responsible Person | Timescale for Completion | Date Completed |
| Staff should not travel together in the locality vehicle at this time | All staff using vehicle | Until guidance changes |  |
| All areas used by driver should be cleaned using cleaning wipes before and after each journey. (Including keys and key safe). | All staff using vehicle | Until guidance changes |  |
| Read risk assessment and follow guidance identified re ventilation/heating etc. | All staff using vehicle |  |  |
| Locality Vehicle to be thoroughly cleaned at the end of every day  | All staff using vehicle | Until guidance changes |  |
| Ensure cleaning materials are available (staff using vehicle to report when new materials will be required) | Locality Leader / All staff using vehicle |  |  |
| Staff using public transport should maintain social distancing and hand hygiene using sanitiser provided. | All staff using public transport or other modes of transport. | Until guidance changes |  |

The contents of this risk assessment are an accurate reflection of the activities being undertaken and appropriate control measures to be implemented or maintained to ensure the activity can be undertaken whilst protecting the health safety and welfare of employees and anyone else who could be affected. The content of the risk assessment will be made known to employees, controls implemented and monitored and a review carried out either annually or when a change to circumstances dictates.

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| Jean RussellDate: 05.05.2020 |

**Further information**

Health Protection Scotland <https://www.hps.scot.nhs.uk/>

Health and Safety Executive <https://www.hse.gov.uk/>

Health and Safety Executive, Managing risks and risk assessment at work <https://www.hse.gov.uk/simple-health-safety/risk/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=risk&utm_content=home-page-info>