

Title of Risk Assessment:	Working safely during Covid 19 – In a vehicle		
Date of Risk Assessment:	19/01/21	Review Date of Risk Assessment:	19/01/22
Control Measures to be implemented by:	Management Team		

Item No.	Hazard	Potential Consequences	People at Risk	Control Measures
1	Getting or spreading coronavirus by not washing hands or not washing them adequately	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Public - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Hot water, soap and hand drying provisions provided. - Hand sanitizer provided. - Employees to wash hands more often and for 20 seconds with soap and water or hand sanitizer when arriving at work, after blowing their nose, sneezing or cough, and before and after eating or handling food. - Employees to sneeze, cough and blow their nose into a tissue which is to be disposed of immediately into a bin or plastic bag which is then disposed of at the next practicable time or at the end of the working shift. - Employees are to sneeze or cough into a closed elbow if a tissue can't be sourced quickly enough. - Employees informed to practice good hygiene. - Signage displayed in toilets to remind people to wash their hands. - Employees are encouraged to receive coronavirus vaccination.

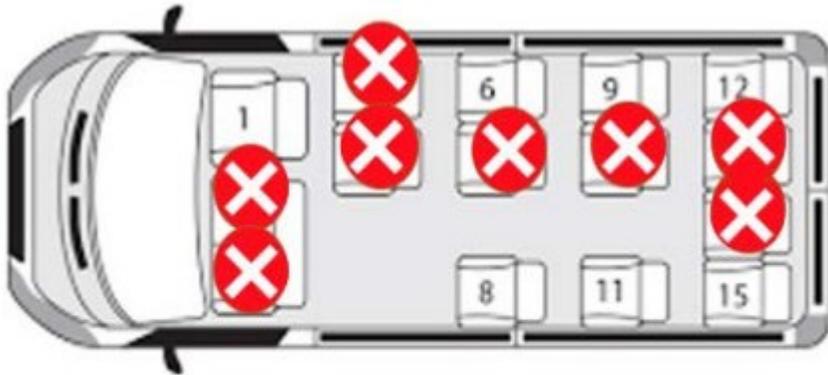
2	Getting or spreading coronavirus in common high traffic areas	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Employees to work from home if possible. - Digital forms of communication to be utilised. - Contractors are to only attend yard for safety critical work. - Temperature checks undertaken at the start of the day. - All people are to practice social distancing. - Maximum number of 1 person in the driver area at Charity Farm at a time. - Staggered start and finish times. - Multiple entrances and exits to be utilised. - Signage displayed around yard informing people to practice social distancing. - Hand sanitizer provided. - Anti-bacterial wipes and disinfectant spray provided. - If people choose to wear a face covering or face shield, they are supported. - Face coverings provided. - Employees are encouraged to receive coronavirus vaccination.
3	Getting or spreading coronavirus through workers living together and/or travelling to work together	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - All staff are to follow track and trace guidelines. - Employees are encouraged to receive coronavirus vaccination. - Vehicle sharing for work related travel is to be avoided so far as reasonably practicable - If vehicle sharing for work related travel cannot be avoided, those sharing a car must not sit next to each other and must make use of windows provide fresh air ventilation. Those sharing a minibus must follow the visual guidance seen in figure 1 and must make use of windows provide fresh air ventilation.

4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Hand sanitizer provided. - Anti-bacterial wipes and disinfectant spray provided. - Employees are reminded to maintain a clean working environment, making use of disinfectant spray and anti-bacterial wipes. - Vehicles to be cleaned by driver at the end of the working day using cleaning products provided, paying attention to touch points such as (but not limited to) door handles, gear stick, dashboard, buttons, steering wheel, sat nav, handbrake, indicator stalks, hand holds. - Additional cleaning of inside lorry cabs at the weekend using anti-bacterial spray. - If reasonably practicable drivers should be dedicated to one vehicle. - If it is unavoidable for another driver to use a different vehicle, they must clean all work surfaces with disinfectant spray or anti-bacterial wipes provided. - Bins are provided in communal areas. - Procedure in place with cleaners if someone develops symptoms of coronavirus. - Employees are encouraged to receive coronavirus vaccination. - Nitrile gloves made available to drivers.
5	Mental health and wellbeing affected through isolation or anxiety about coronavirus	Increased levels of stress, anxiety, and depression	<ul style="list-style-type: none"> - Staff 	<ul style="list-style-type: none"> - Staff are consulted on any changes to working practices in relation to coronavirus and encouraged to come forward with ideas or suggestions. - Regular communication with staff that are working in the office, on furlough, self-isolating or shielding. - Employees are encouraged to receive coronavirus vaccination.

<p>6</p>	<p>Contracting or spreading the virus by not social distancing</p>	<p>Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.</p>	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Employees to work from home if possible. - Digital forms of communication to be utilised. - Contractors are to only attend yard for safety critical work. - Temperature checks undertaken at the start of the day. - All people are to practice social distancing. - Drivers not to share lorry cabs during working shift, unless essential safety training must be undertaken - During essential safety training windows are to be open to increase air flow, time spent in shared cab is as minimal as possible and provided cleaning products are to be utilised. - Vehicle sharing for work related travel is to be avoided so far as reasonably practicable - If vehicle sharing for work related travel cannot be avoided, those sharing a car must not sit next to each other and must make use of windows provide fresh air ventilation. Those sharing a minibus must follow the visual guidance seen in figure 1 and must make use of windows provide fresh air ventilation. - Whilst on customer sites drivers are to remain in their cabs unless to carry out an essential safety related task and must follow the relevant site rules at all times. - Maximum number of 1 person in the driver area at Charity Farm at a time. - Staggered start and finish times. - Multiple entrances and exits to be utilised. - Signage displayed around yard informing people to practice social distancing. - Hand sanitizer provided. - Anti-bacterial wipes and disinfectant spray provided. - If people choose to wear a face covering or face shield, they are supported. - Face coverings provided.
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7	Musculoskeletal disorders as a result of using DSE at home for a long period of time	- Musculoskeletal disorders such as neck, back, hip and wrist pain	- Staff	- Staff working from home to complete online DSE assessment and actions to be carried out by TJ health & safety representative.
8	Poor workplace ventilation leading to risks of coronavirus spreading	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	- Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions)	- Drivers to make use of windows to provide fresh air ventilation. - If people choose to wear a face covering or face shield, they are supported. - Face coverings provided. - Employees are encouraged to receive coronavirus vaccination.
9	Increased risk of infection and complications for vulnerable workers	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	- Vulnerable People (70+ years old, pregnant women & those with underlying health conditions)	- Staff who fall into the following categories: <ul style="list-style-type: none"> • Clinically extremely vulnerable • Staff self-isolating • Staff with symptoms Are to follow the track and trace guidelines and any updates from Public Health England with regards to self-isolating and shielding. - Regular open communication with staff who fall into the above categories to discuss if any changes can or need to be made to their working environment. - Staff who are self-isolating, or shielding are to be contacted by the relevant line manager or a TJ health & safety representative to maintain open communication. - If people choose to wear a face covering or face shield, they are supported. - Employees are encouraged to receive coronavirus vaccination.

Figure 1



Seating arrangements to maximise distance between workers

Source: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

If you have any further suggestions on how we can ensure your health, safety and welfare during Covid-19 please speak to the health & safety department or a member of the management team.