

HSEQ-RA-(1.1)-002
Vehicle Operations
Coronavirus
Matt Barker

Current Version	1.1
Last Updated	27-05-2020
Next Review Date	24-08-2020

Date	Author	Summary of Changes
18-05-2020	Matt Barker	Final Version
27-05-2020	Sean Flynn	Revised Version



Who may be harmed and how?	What are the current control measures?	What additional measures are required to control the risks?	Action assigned to:	Date Due:	Date Complete:
<p>Employees, Customers & members of the public; Catching/Spreading of the Virus (Generic across all business areas)</p>	<ul style="list-style-type: none"> * Employees to continue working from home where possible * Coronavirus risk assessment carried out in conjunction with employee representatives * Employees made aware of who they can provide feedback and highlight concerns to * Provision of clear, consistent and regular communication to improve understanding and consistency in applying controls from this risk assessment * Control measures communicated with employees (via intranet, representatives) * Employees given guidance on Hygiene measures to be implemented to include: <ul style="list-style-type: none"> - Washing/Santising hands - Not touching nose/mouth/eyes while working * Employees given guidance on Social Distancing to include ensuring a 2m distance from others at all times * Employees given guidance on government self-isolation rules and testing methods for coronavirus * Buddy teams identified for two man working or assistance to minimise exposure to other members of staff * All absences attributed to Covid-19 will be monitored to ensure conformity with self-isolation guidelines * Confirmation sent to employees that the business is compliant with BEIS/Gov.Uk Guidance 	<ul style="list-style-type: none"> * Risk Assessment to be reviewed and updated where any significant changes are applied to the government guidelines in conjunction with employee representatives 	Sean Flynn	24-08-2020	24-07-2020

<p>Employees Contamination of vehicle and/or stock, tote boxes and waste</p>	<ul style="list-style-type: none"> * Employees will wipe down external door handles and the vehicle cab area (dashboard, steering wheel, gear shift lever, handbrake lever, internal door handles and door panels) at the start and end of every shift using a suitable surface cleaner and disposable paper towelling (used paper towelling will be placed into a waste bag immediately after use) * Employees will remove (and sanitise where appropriate) any PPE <u>before</u> getting into the vehicle cab to avoid contaminating interior surfaces and passenger door handles * Employees will not handle new stock with "dirty" PPE; gloves will either be clean (unused) or sanitised before handling new stock tote boxes or stock items. * Employees will place removed assets into totes for return in a manner which allows the tote box to be fully closed and sealed shut to avoid the need for any unnecessary handling/repackaging of assets for return. <ul style="list-style-type: none"> * Employees will remove any "dirty" PPE and <u>after</u> placing removed assets into totes for return * Employees will sanitise the outside surfaces of the totes into which removed assets have been placed using a suitable surface cleaner and disposable paper towelling (used paper towelling will be placed into a waste bag immediately after use) * All waste bags must be secured (e.g loosely knotted and appropriately stored on vehicles) to avoid waste spilling out in transit <ul style="list-style-type: none"> * All waste bags must be sealed (i.e. securely knotted or cable tied shut) prior to collection by distribution teams 				
<p>Employees Transmission of the virus during vehicle exchanges (vehicle swaps) e.g. for vehicles requiring repair where a replacement vehicle is issued</p>	<ul style="list-style-type: none"> * When taking over responsibility for any vehicle from another employee or third party, employees will wipe down external door handles and the vehicle cab area (dashboard, steering wheel, gear shift lever, handbrake lever, internal door handles and door panels) at the start and end of every shift using a suitable surface cleaner and disposable paper towelling (used paper towelling will be placed into a waste bag immediately after use) 				
<p>Employees Transmission of the virus during van restocking (D2V Deliveries)</p>	<ul style="list-style-type: none"> * Gloves will be worn at all times while completing delivery/collection activity. * All deliveries to/collections from engineers will be completed by the delivery team only; engineers will not assist, or approach delivery teams whilst a delivery/collection is taking place * When collecting totes from an engineer's vehicle, all tote handles will be wiped down with a suitable surface cleaner and disposable paper towelling as they are removed from the engineer's vehicle. * When delivering totes to engineer's vehicle, all tote handles will be wiped down with a suitable surface cleaner and disposable paper towelling immediately before being loaded on to the engineer's vehicle <ul style="list-style-type: none"> * Employees will remove gloves (and sanitise where possible) before re-entering their vehicle cab * Employees will use hand sanitiser after completing every delivery/collection 				

<p>Employees Transmission of the virus during 2-person delivery operations</p>	<ul style="list-style-type: none"> * 2-person delivery operations will remain suspended for as long as possible (subject to required delivery volumes) * 2-person crews already have "fixed" members (i.e. teams do not change over time); this will be strictly enforced and no rotation of staff between delivery crews will take place * The non-driving member of a 2-person delivery team will sit in the passenger seat furthest away from the driver (i.e. not the middle seat) * In addition to wiping down surfaces at the start and end of every shift (above), 2-person crews will also complete additional wipe downs in the event of any driver swaps during their shift * During all out-of-vehicle activity (e.g. loading, spoke site operations, deliveries to/collections from engineers etc.) 2-person crews will maintain social distancing (at least 2m) 				
<p>Employees Transmission of the virus through the use of welfare facilities</p>	<ul style="list-style-type: none"> * Employees will use service station welfare facilities wherever possible * Employees will not use customer toilets, or other employees' toilets (e.g. distribution team delivering to an engineer) unless there is no feasible alternative <ul style="list-style-type: none"> * Employees will ensure they follow government guidance on handwashing when using <u>any</u> welfare facilities * Employees will use hand sanitiser immediately on returning to their vehicle as a secondary hygiene measure (and account for them having touched door handles etc. to egress from welfare facilities) 				