

Assessor: Matthew Edwards Assessed on: 13-May-2020 Approver: Matthew Blake Approved On: 19-May-2020 Status: Live
 Department: Administration
 Details: Controlling the risk of transmission of COVID-19 in the workplace - Vehicle

Hazards and Controls:

Identified Risk				Residual Risk		
Item No.	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	Residual Risk
1	Transmission of COVID -19 in the workplace Managing the risk of transmission of COVID -19 in the workplace (Vehicle)	Contracting COVID19 -	All FIS Employees	High 20	Enable the ability for social distancing measures (keeping people 2m apart wherever possible)	Low 10
					Increase the frequency of Hand washing and hand sanitising.	
					Increase the frequency of surface cleaning inside of vehicle (Dashboard, steering wheel door handles etc)	
					Use screens and barriers to separate people from each other where 2m social distancing can't be achieved	
					Use side to side working whenever travelling in vehicles	
Reduce the number of people each person has contact with by using "fixed teams or partnering"						
2	Transmission of COVID19 in the workplace Social distancing in the Vehicle	Contracting COVID19 Ensure measures are in place where workers cannot maintain the 2m social distancing rule ensuring mitigating controls are clearly communicated to staff-	All FIS Employees	High 20	Where practicable install physical screening where 2m social distancing cannot be maintained ensuring this does not compromise safety by reducing driver visibility and access to vehicle controls	Low 10
					Ensure ventilation is increased within vehicles	
					Driver and passenger to ensure no face to face contact inside of the vehicle where 2m social distancing cannot be maintained	
					Introduce fixed pairings for vehicles	
					Introduce regular cleaning regimes during vehicle use after shifts and or vehicle is handed over to a new work group	
Introduce single person or contactless refuelling routine						
3	Transmission of COVID19 in the workplace Workplace and workstations, Including company vehicles	Contracting COVID19 -	All FIS Employees	High 20	Review layouts of vehicles to allow people to travel as far apart as possible.	Low 10
					Use tape or markings on seats to maintain as much distance between personnel when travelling together	
					If it is not possible to arrange people to sit further apart ensure working side by side or face away from each other.	
					Avoid use of pool vehicle use with dedicated vehicle assigned to work groups (Increase cleaning of vehicle and associated equipment)	
4	Transmission of COVID19 in the workplace Common Areas - (Welfare vehicles)	Contracting COVID19 -	All FIS Employees	High 20	Stagger break times when using welfare vehicle	Low 10
					Encourage staff to stay onsite during meal breaks and bring their own food where possible.	
					Reconfigure seating to maintain spacing	

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				High	Sanitise microwave and tables after use. Vehicles fitted with Bunks - Mattress to be completely washed down and sanitised after use with all personnel bedding removed and laundered by driver	Low
5	Transmission of COVID19 in the workplace Accidents, Security and other Incidents - In an emergency, for example, an accident or fire, people do not have to maintain 2m apart as this would be unsafe.	Contracting COVID19 -	All FIS Employees	High 20	Personnel involved in the provision of assistance should pay attention to sanitation measures immediately afterwards including the washing of hands. Personnel involved in the provision of assistance should limit contact with other personnel as much as possible.	Medium 15
6	Transmission of COVID19 in the workplace Keeping the workplace clean	Contracting COVID19 -	All FIS Employees	High 20	Frequent cleaning of Vehicle, equipment, objects and surfaces that are touched regularly (Steering wheel, door handles, Dashboard controls) using usual cleaning products. (Antibacterial wipes and spray) Ensure adequate disposal arrangements are in place for waste generated during shifts.	Low 10
7	Transmission of COVID19 in the workplace Hygiene, Hand washing, Sanitation facilities and toilets in welfare vans	Contracting COVID19 -	All FIS Employees	High 20	Use signs and posters to demonstrate good hand washing technique and catch it bin it posters. Provide hand sanitiser for all vehicle operators. Set clear use and cleaning guidance for toilets to ensure they are kept clean. Provide more waste facilities and ensure all waste removed from vehicles at the end of every shift. Provide paper towels as an alternate to hand dryers.	Low 10
8	Transmission of COVID19 in the workplace Changing rooms and showers	Contracting COVID19 -	All FIS Employees	High 20	Set clear guidance for use of showers, lockers and changing areas to ensure they are kept clean and clear of personnel items and ensure social distancing is maintained Introduce enhanced cleaning of these facilities	Low 10
9	Transmission of COVID19 in the workplace Handling goods, merchandise and other materials	Contracting COVID19 -	All FIS Employees	High 20	Cleaning procedures where applicable for goods loaded onto vehicles and ensure greater hand washing for personnel handling these items, or provide hand sanitiser where this is not practical. Introduce cleaning procedures for vehicles loaded with items from external sites.	Low 10



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10	Transmission of COVID19 in the workplace PPE	Contracting COVID19 -	All FIS Employees	High 20	Normal PPE to be used as per normal task requirements. Workplaces should not encourage the precautionary use of extra PPE to protect against Covid-19 outside of clinical settings.	Low 10
11	Transmission of COVID19 in the workplace Face Coverings	Contracting COVID19 There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. Workers should be supported if they choose to wear one and this means telling workers:	All FIS Employees	High 20	Wash your hands thoroughly and regularly with soap and water for 20 seconds or use hand sanitiser before putting on and taking off the covering. When wearing face covering avoid touching your face or face covering. Change your face covering daily or if it becomes damp or if you have touched it. Wash the face covering in line with manufacturers guidance. Continue to maintain social distancing.	Medium 15
12	Transmission of COVID19 in the workplace Work related travel	Contracting COVID19 -	All FIS Employees	High 20	Minimise non-essential travel Minimise the number of people travelling together in any one vehicle and used fixed travel partners, increase ventilation and avoid sitting face to face. Clean vehicles between shifts Overnight stays require lodgings to comply with current social distancing guidelines	Low 10
13	Transmission of COVID19 in the workplace Deliveries to external sites	Contracting COVID19 -	All FIS Employees	High 20	Minimise person to person contact during delivery. Maintain consistent pairing of personnel in vehicles where required Minimise contact with other personnel during exchange of documents and materials being delivered and use electronic payments methods. Issue guidance on social distancing and hygiene measures for visits to third party site When signing into a third party site visitor log ensure the same pen is not used as other personnel	Low 10
14	Transmission of COVID19 in the workplace Communications and Training	Contracting COVID19 -	All FIS Employees	High 20	Provide clear, consistent and regular communication to improve understanding and consistency of ways of working. Engage with workforce to explain changes in working arrangements	Low 10



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				High	Develop communication and training materials for workers prior to returning to site especially regarding new procedures for arrival at work.	Low
15	Transmission of COVID19 in the workplace Ongoing communications and training	Contracting COVID19 -	All FIS Employees	20	Ongoing engagement with workers regarding unforeseen impacts or changes of the working environment. Awareness and focus on the importance of mental health. Use simple language and clear messaging to explain guidelines for those who do not have English as a first language	10
16	Transmission of COVID19 in the workplace Inbound and outbound goods	Contracting COVID19 -	All FIS Employees	20	Revise pick up and drop off collection points, procedures, signage and markings. Minimise unnecessary contact with staff and use electronic booking where possible. Reduce frequency of deliveries to third party sites if possible. Have single workers load and unload vehicles where safe and possible. Use the same pairings of personnel for loads that require more than one. Allow drivers to use welfare facilities when required consistent with hygiene and social distancing guidance. Encourage drivers to stay in vehicles at thrid party sites where possible	10