

Covid-19

Working Safely when using a Vehicle

Introduction

Covid-19 is a new strain of Coronavirus that originated in China. The virus is contagious and although it causes relatively mild symptoms in most people, it can have more serious effects including fatalities in other people. It is important to minimise the spread of the disease to these categories of people to protect the most vulnerable.

If a Unitas employee is in a vulnerable category as described by the government guidance below or is concerned that they may be, then they should speak to their line manager before working in occupied premises. Managers should also identify employees who live with a critically extremely vulnerable person and take this in to account when planning their work.

If people can work from home then they should not go in to work. If employees cannot work from home then they must take all reasonably practicable steps to minimise the risk of COVID 19 when using their vehicle(s) to travel to and from work; when making collections/deliveries and/or when making work-related visits from their place of work.

Assessing the Risks from Covid-19 when using your Vehicle for Work

A risk assessment identifying the measures to control risks to employees' health and safety, including Covid-19 must be completed and made available to relevant Unitas employees before they are allowed to use a vehicle for work purposes.

Managers must identify anyone who could be at increased risk from the effects of the Covid-19 virus. The risk assessment will need to be reviewed and amended for these individuals and changes or restrictions to their roles may be necessary.

The assessment must include transport to and from the place of work; how social distancing can be maintained when using the vehicle; measures necessary when making deliveries/collections and the requirements for contact point/surface cleaning. Drivers/Employees should inform their line manager if they feel that they are at increased risk so that their circumstances can be taken in to account

Employees and their Representatives must be consulted during the risk assessment process and they must be informed of the results of the completed assessments. Managers must keep records that employees have understood the contents of the risk assessments. This can be done electronically or remotely.

Hierarchy of Control for People using Vehicles for Work

Where employees have to use a/their vehicle for travelling to and from work; to make collections/deliveries and/or to make an authorised visit from their place of work then:

- As the first option and where possible, encourage employees to work from home.
- Where working from home is not possible then the social distancing guidelines must be followed.
- Where possible, do not share a vehicle. Sharing of vehicles must be agreed with your line manager and considered during a risk assessment.
- Where a two-person visit/delivery/operation is required then maintain fixed pairing or partnering and keep a 2m distance if possible.
- Where vehicle sharing is necessary you must maximise your distance do not use face-to-face working but use side by side or back to back working.
- Make sure that the vehicle is well ventilated eg by opening a window etc
- Stagger arrival and departure times to reduce crowding.
- Schedule deliveries and collections to reduce interaction between people and to avoid overcrowding
- Maximise the use of electronic paperwork where possible and use gloves if paper documents need to be signed /exchanged

MINIMUM STANDARD

Pandemic Coronavirus

- When delivering materials and equipment remain in your vehicle where possible.
- Where possible, deliver materials etc to a previously agreed location so as to minimise social interaction
- When parking your vehicle use alternate bays to maintain social distancing where possible.
- Before exiting your vehicle check for pedestrians and maintain social distancing
- Ensure that you have sufficient quantities of hand sanitiser, hand wipes, PPE and waste bags within the vehicle.
- Regularly clean/wash your hands and frequently clean objects and surfaces that are touched regularly eg door handles; fuel pumps; vehicle keys etc



Cleaning of common contact points

- Use gloves when re-fuelling your vehicle.
- Wash/Cleanse your hands before and after using the toilet, welfare/kitchen, smoking shelter and after each delivery, collection or visit. Use the door hand sanitisers when arriving at or leaving work.
- Avoid touching your face and cough/sneeze in to a tissue. Bin the tissue safely, preferably in a waste bin with a lid or in to a waste bag.
- Remove waste from your vehicle at the end of the working day and dispose of safely as normal waste.
- Clean your hands and put on gloves after leaving the vehicle and before starting your next task.

Emergency arrangements need to be reviewed and if they are amended then employees must be informed. Where emergency arrangements are not changed then employees also need to be informed.

What to do if someone develops Covid-19 symptoms whilst at work

- Person to leave and go home immediately; avoid touching anything or coming in to contact with anyone.
- Line manager to be informed.
- Cough or sneeze into a tissue and put it in a bin or if you do not have tissues, cough and sneeze into the crook of your elbow.
- Clean areas where the ill person has worked and any items that he may have touched.
- Follow the guidance on self-isolation and do not return to work until the period of self-isolation has been completed.
- Inform the SHE Team as this could be a RIDDOR Reportable incident if it can be shown to be caused at the work place.
- For Guidance on cleaning following a Covid-19 incident see <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Use of Personal Protective Equipment

The Government's guidance is that additional PPE is not required to control Covid-19 infections as the wearing of face coverings has little effect. If people make a personal choice to wear face coverings whilst at work then they must follow the government's guidance. (See link in the Further Reference Section below.)

Welfare Facilities

- Use safe outside areas for breaks or remain in your vehicle provided that this does not compromise safety and existing safe working practices
- Maintain social distancing and stagger breaks if welfare facilities are already in use.
- Wash/cleanse hands before and after using any welfare facilities and clean any surfaces that you may have come into contact with.
- Use your own utensils and do not share.
- Signage and markings to be installed to encourage and remind employees of social distancing.

Emergency Arrangements

Arrangements for first aid must be included within the risk assessment to ensure that there are adequate emergency arrangements in place for vehicle users.

- In an emergency eg accident, fire etc the 2m distancing requirement may be relaxed if it would endanger life by maintaining it.
- Exchange driver and vehicle details electronically.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. (Note: mouth to mouth resuscitation has been relaxed and only chest compressions should be given).
- Competent persons to provide verbal instructions for first aid treatment for minor injuries and to only treat personally when absolutely necessary.
- Where social distancing guidelines will not be achieved then First Aiders must wear PPE as per existing government guidance.
- Ensure that there is a fully stocked first aid kit in the vehicle; that the contents are in date and that it is replenished as required.

Any incidents must be reported to the SHE Team following the requirements of the Incident, and Near Miss Reporting Standard (SHEMS-STD-GR-011)

Raise any concerns with your line manager.

- Note Guidance below for Safe Removal of Gloves



Competence/Training

- All employees are to be made aware of the dangers from coronavirus and the control of such through inductions, telephone, remote briefings and documented systems of work.

Further Guidance/Reference

- <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>
- SHEMS-STD-GR-083 Occupational Health Standard
- SHEMS-STD-GR-087 Infectious Disease Control Standard
- SHEMS-STD-GR-087 First Aid Standard
- Government Guidance Document - O:\UNITAS\H&S\General\Unitas SHEMS\009 Guidance\Covid-19 Guidance
- O:\UNITAS\H&S\General\Unitas SHEMS\009 Guidance\Covid-19 Guidance\SHEMS-GUI-GR-004: Choosing to Wear Face Coverings Guidance
- Hand Washing Poster