

☰ General Details

Assessor	Nick Blake	Associated with specific area
Assessment Date	16/11/2020	
Assessment Title	Vehicle - Work-related driving - COVID-19 Risk assessment	
Assessment Description	Various roles within Notting Hill Genesis can involve staff driving vehicles. This risk assessment is for NHG staff driving to visit or sites for work during the Coronavirus pandemic	

☰ Overall Current Risk

Medium





☰ Average Number of Persons Affected

75 Employees

☰ Hazards

Hazard Details	Likelihood	Severity	Risk Rating	Measures Currently in place to prevent risk of injury
<b>Covid-19</b> Thinking about the risk	Possible	Significant	Medium 	Increased the frequency of handwashing and surface cleaning in vehicle. Working from home as a first option. Where working from home is not possible, NHG will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible). Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, NHG have considered whether that activity needs to continue for the business to operate, and if so NHG will have taken all the mitigating actions possible to reduce the risk



Medium  


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				<p>of transmission between their staff.</p> <p>If people must work face-to-face in a vehicle for a sustained period with more than a small group of fixed partners, then NHG will assess whether the activity can safely go ahead.</p> <p>NHG have given regard to whether the people doing the work are especially vulnerable to COVID-19.</p> <p>Keep update with latest government guidance</p> <p>Only staff with a valid UK driving licence can drive for work.</p> <p>Ensure that all company drivers read the Driving at Work Policy, Procedure and Guidance on Milo.</p>
<p> <b>Covid-19</b> Who should go to work</p>	Possible	Significant	<p>Medium</p> 	<p>NHG are limiting the amount of people in a vehicle at a time – there should be no more than 1 person at a time where possible</p> <p>NHG are encouraging staff to walk and cycle wherever possible</p> <p>Managers consider vulnerable and extremely clinically vulnerable staff, clinically extremely vulnerable staff should work from home, a letter will have been provided by the government to confirm this.</p> <p>Managers consider staff with protected characteristic and staff from the BAME community</p>
<p> <b>Covid-19</b> Social Distancing</p>	Possible	Significant	<p>Medium</p> 	<p>Provision of facilities such as bike racks to help people walk, run, or cycle to work where possible.</p> <p>Limiting passengers in work vehicles, for example, work vans. This could include leaving seats empty.</p> <p>Assigning fixed groups of workers to the same transportation routes where sole travel is not possible. (pooled vehicles)</p> <p>Staff traveling to sites alone using their own transport, where insurance allows.</p> <p>Journeys should be with the same individuals and limited in the number of people travelling per vehicle.</p> <p>Maintaining good ventilation, for example keeping windows open and passengers facing away from one another to reduce risk of transmission.</p> <p>Vehicles regularly cleaned using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces.</p> <p>Scheduling times for the collection of goods to avoid over-crowding. i.e. picking up items from builders' merchants</p> <p>Picking goods ahead of collection and loading onto vehicles without interacting with the driver.</p> <p>Reducing job and location rotation.</p> <p>Finding alternative solutions to 2-person delivery. This could include delaying delivery of large items or using an alternative method, for example, mechanical / material handling equipment. Where these are not possible maintain fixed pairing for 2-person deliveries and minimise physical contact.</p> <p>Making sure vehicles are well-ventilated to increase the flow of air, for example, by</p>

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				<p>opening a window.</p> <p>Ensuring regular cleaning of vehicles, in particular between different users.</p> <p>Maximising use of electronic paperwork where possible and reviewing procedures to enable safe exchange of paper copies where needed, for example, required transport documents.</p> <p>Enabling drivers to access welfare facilities when required and consistent with other guidance available on MILO</p>
<p> <b>Covid-19</b> Managing visitors, customers and contractors</p>	Possible	Significant	<p>Medium</p>	<p>Determining if schedules can be revised to reduce interaction and overlap between people. For example, when drivers arrive at collection and delivery times.</p> <p>Ensuring delivery and receipt confirmation can be made contactless and avoiding physical contact when handing goods over.</p> <p>Preparing for goods to be dropped off to a previously agreed area to avoid transmission, for example, taking advantage of click and collect type arrangements.</p> <p>Maintaining a record of all visitors, where this is practical.</p>
<p> <b>Covid-19</b> Cleaning and Hygiene</p>	Possible	Significant	<p>Medium</p>	<p>NHG have frequent cleaning of objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys, and making sure there are adequate disposal arrangements.</p> <p>NHG staff are washing hands before boarding vehicles.</p> <p>NHG have sufficient quantities of hand sanitiser / wipes within vehicles to enable staff to clean hands after each delivery / visit.</p> <p>NHG staff are clearing workspaces/areas and removing waste and belongings from the vehicle at the end of a shift.</p>
<p> <b>Covid-19</b> PPE and Face coverings</p>	Possible	Significant	<p>Medium</p>	<p>Face coverings are worn on all forms of public transport.</p> <p>Face covering worn with any existing PPE required for staff's role</p> <p>NHG staff are to ensure they have sufficient provision &amp; supply of the above to undertake the inspection safely (replenishment should be ordered through line management/office services).</p>
<p> <b>Covid-19</b> Work force management</p>	Possible	Significant	<p>Medium</p>	<p>NHG staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.</p> <p>NHG staff who work together in one vehicle are in a fixed pairing as far as possible.</p> <p>NHG have identified areas where people directly pass things to each other (such as job information, samples, raw materials) and finding ways to remove direct contact, for example, by using drop off points</p> <p>Year-round safety items should include a charged mobile phone, flashlight and extra</p>

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				batteries, blanket, emergency sign and a high-protein snack bar. For vehicles provided by NHG ensure that a vehicle checklist is completed prior to use (NHGD Fleet, Leased or Pool car). Ensure that vehicles provided by NHG as above are serviced and repaired in accordance with lease requirements.
 <b>Covid-19</b> Inbound and outbound goods	Possible	Significant	Medium 	Revised pick-up and drop-off collection points, procedures, signage and markings. Minimised unnecessary contact at entry to site. Considered methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Where possible and safe, have arranged for single workers to load or unload vehicles. Where possible have arranged for using the same pairs of people for loads where more than one is needed.