

COVID-19 Risk Assessment – Drivers

Drivers Name: Severn Hospice Retail Department Drivers	Date: 25 <sup>th</sup> September 2020
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**\*Note – due to pace of change, refer to intranet for most up to date version of this document**

To be read in conjunction with Furniture Store Risk Assessment which highlights driving and manual handling risks and mitigations

Severn Hospice’s COVID-19 Retail Risk Assessments have been written off the back of the following guidance being issued.

Source of Information	Guidance Used	Date Of Guidance
HM Government	Working Safely during COVID-19 in Shops and Branches	24 <sup>th</sup> September 2020 (v10)
Charity Retail Association	CRA Reopening Pack v3	19 <sup>th</sup> May 2020
HM Government	Working Safely during COVID-19 in or from a Vehicle	24 <sup>th</sup> September 2020 (v10)
HM Government	Working Safely during COVID-19 in Other People’s Homes	24 <sup>th</sup> September 2020 (v9)
British Retail Consortium	Social Distancing Guide	24 <sup>th</sup> April 2020

Prior to the implementation of this risk assessment, the staff who returned to work on 1<sup>st</sup> June 2020 were consulted. On the first day that staff return to their place of work they will be:

- Asked to read the risk assessments relevant to their roles
- Asked to raise any queries or questions they have regarding the risk assessment at this stage so that changes can be made
- On 26<sup>th</sup> June 2020, a representative was chosen by the driving staff who were not furloughed. They had the opportunity to review the risk assessment for each operation and will continue to review the risk assessments longer term. They will highlight any questions or concerns

This representative will then be consulted as changes to the risk assessment are made and will be able to raise concerns as appropriate.

If drivers do have concerns they can:

- Contact the staff representative Heather Dawkins, Transport Co-Ordinator
- Use the HSE form available at <https://www.hse.gov.uk/contact/concerns.htm>
- Contact HSE by phone on 0300 003 1647

## COVID-19 Risk Assessment – Drivers

The principal aims in Severn Hospice's approach in operating during the COVID-19 pandemic are set out in HM Government's staying Covid-19 Secure in 2020 document;

- To carry out a COVID-19 risk assessment and to share the results with people who work in retail.
- To implement cleaning, handwashing and hygiene procedures in line with guidance.
- To take all reasonable steps to help people work from home.
- To take all reasonable steps to maintain a 2m distance in the workplace.
- Where people cannot work 2m apart, do everything practical to manage transmission risk.

The wearing of face coverings in our shops is compulsory for all customers in line with HM Government guidance.

Staff and volunteers are required to wear face coverings when on the shop floor. The use of face coverings in the back room is optional unless otherwise stated in specific shop COVID-19 Risk Assessment.

Drivers should wear face coverings if travelling in van in pairs and always when delivering/picking up items from **shops**/customer's/donors' homes.

Staff and volunteers should refer to Face Covering Guidance v 1.1 for more detail on how to wear a face covering safely.

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What are the Hazards	Who Might be Harmed and How?	Current Risk Rating Likelihood x consequence	Action to be Taken	Residual Risk Rating Likelihood x consequence
Driver Teams Infection of COVID19 virus	<p><b>Van Drivers</b></p> <p>Passing virus between van drivers as the cab is a confined space and social distancing cannot be observed</p>	4 x 4 = 16	<ul style="list-style-type: none"> <li>• Drivers to work as lone crews when practical</li> <li>• If drivers need to work in teams, fixed pairs to be used as much as practically possible</li> <li>• If more than one person in van, a face mask to be worn at all times by all persons in van</li> <li>• If more than one person in van, windows to be open for ventilation</li> <li>• Hand sanitiser available in cabs and drivers to use regularly</li> <li>• Daily thorough cleaning of all common touch points in cab after last delivery/pick up – see van cleaning schedule</li> <li>• Contactless payments to be used when fuelling vehicle when available</li> </ul>	3 x 4 = 12
Delivery/collection of goods Infection of COVID19 virus and Lone Working Risk	<p><b>Van Driver/General Public</b></p> <p>Entering shops and passing on/catching virus</p> <p>Lone working risk</p>	4 x 4 = 16	<ul style="list-style-type: none"> <li>• Driver to check in with Transport Co-ordinator on entering and leaving unstaffed shops – 01743 211075</li> <li>• Hand sanitiser should be used before entering cab after each delivery/collection</li> <li>• Care to be taken to keep 2 metre distance from public whilst moving between van and shop</li> <li>• Care to be taken to keep 2 metre distance from public if visiting other shops in breaks</li> <li>• Social distancing from staff and customers in shops to be undertaken</li> </ul>	3 x 4 = 12

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			<ul style="list-style-type: none"> <li>• Flexible working hours to enable delivery and collection from shops where there are access issues out of hours</li> </ul>	
<p>Delivery/collection of goods Infection of COVID19 virus</p>	<p><b>Van Driver/General Public</b>  Delivery/collection of items from customer/donor homes</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> <li>• Drivers must not enter a customer's/donors homes if they have a suspected or known case of COVID-19</li> <li>• Drivers must not enter a customer's/donor's home if the customer's/donors have been told to shield. Face to face contact should be avoided with those customer's/donors who are over 70</li> <li>• Face mask to be worn at all times when delivering/collecting items from shops/customer's/donors homes (an addition of a visor to be used for all staff who have been shielding or in high risk category while in customer's/donors homes)</li> <li>• Phone call made to premises 5 mins before arrival so that drivers are expected. The customer's/donors should be asked to keep internal doors open to minimise touch points</li> <li>• Small items to be dropped/picked up from outside the premises when possible</li> <li>• Hand sanitizer to be used before entering property</li> <li>• If the collection or delivery is of larger items, the drivers should limit contact with fixtures and fitting inside the premises</li> <li>• Any areas of the premises touched by the driver should be cleaned on exit with an antibacterial wipe</li> <li>• Hand sanitiser used after exiting property</li> <li>• There will be no requirement for customer's/donors to sign any paperwork</li> </ul>	<p>3 x 4 = 12</p>

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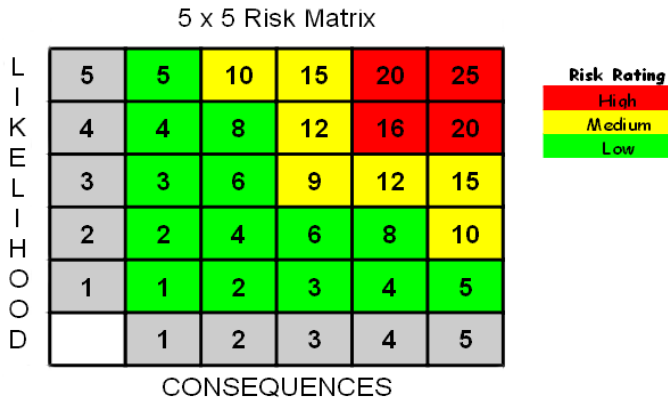
<p>Van Housekeeping Infection of COVID19 virus</p>	<p><b>Van Drivers</b>  COVID-19 can linger on surfaces for some time and if van shared with another driver transmission could occur</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> <li>• Daily thorough cleaning of all common touch points in cab after last delivery/pick up (E.G. gear stick, steering wheel, door handles and keys)</li> <li>• All personal items &amp; waste should be removed at the end of last journey</li> </ul>	<p>3 x 4 = 12</p>
<p>Infection of Legionella virus or other germs from standing water</p>	<p><b>Driver</b>  Legionella or other germs could be spread by stagnant water and spray</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> <li>• Shop Welfare Manager has visited all shops. At this visit the water system and toilet were flushed through</li> <li>• Toilet and handwash area will be safe to use</li> <li>• Bottled water to be used for cold drinks</li> </ul>	<p>1 x 4 = 4</p>

**Risk Rating Calculator**

Likelihood that hazardous event will occur		Consequence of hazardous event	
1	very unlikely	1	insignificant – no injury
2	unlikely	2	minor – minor injuries needing first aid
3	fairly likely	3	moderate – up to three days' absence
4	likely	4	major – more than seven days' absence
5	very likely	5	catastrophic – death

**Action Level Table**

Risk rating	Action
20–25	Stop – stop activity and take immediate action
15–16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8–12	Action – improve within specified timescale
3–6	Monitor – look to improve at next review or if there is a significant change
1–2	No action – no further action but ensure controls are maintained and reviewed



## COVID 19 - Risk Assessment Summary Sheet

<b>Name of Driver:</b>
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<b>Details of concerns and any other actions taken</b>
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<b>Assessment Completed By (Name &amp; Title):</b>		
	<b>Signed</b>	<b>Date</b>
<b>Review Date:</b> Under monthly review as directed by Retail Office. All new versions available on the intranet		