

COVID-19 Risk Assessment – Drivers

Drivers Name: Severn Hospice Retail Drivers	Date: 19 th July 2021
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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

Prior to the implementation of this risk assessment, the staff who returned to work on 1st 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 26th 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 790 6787

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
- Donors will not be asked to wear face covering when we are entering their premises
- Drivers should wear face coverings if travelling in van with other drivers/drivers mate as the vehicles are close confined spaces

COVID-19 Risk Assessment – Drivers

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
<p>Driver Teams</p> <p>Infection of COVID19 virus</p>	<p>Van drivers and van buddies</p> <p>Passing virus between van drivers as the cab is a confined space and social distancing cannot be observed</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> • If more than one person in van, a face mask to be worn at all times by all persons in van • If more than one person in van, windows to be open for ventilation • Hand sanitiser available in cabs and drivers to use regularly • Daily cleaning of all common touch points in cab after last delivery/pick up – see van cleaning schedule • Contactless payments to be used when fuelling vehicle when available 	<p>3 x 4 = 12</p>
<p>Delivery/collection of goods from Severn Hospice shops</p> <p>Infection of COVID19 virus and lone working Risk</p>	<p>Van drivers, shop staff and general public</p> <p>Entering shops and passing on/catching virus</p> <p>Lone working risk</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> • Driver to check in with Superstore Deputy Manager on entering and leaving unstaffed shops – 01743 211075 • Hand sanitiser to be used before entering cab after each delivery/collection • Flexible working hours to enable delivery and collection from shops where there are access issues out of hours • PPE available – gloves, aprons, masks. • Handwashing facilities available within the shop • Welsh shops only – face covering are mandatory in customer areas of Welsh shops 	<p>3 x 4 = 12</p>

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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
<p>Delivery/collection of goods from customer/donor homes</p> <p>Infection of COVID19 virus</p>	<p>Van drivers, van buddies and the general public</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> • Drivers must not enter a customer/donor home if they have a suspected or known case of COVID-19 or have been told to self-isolate. • Face mask to be worn at all times when delivering/collecting items from customer/donor home. • Phone call made to premises 5 mins before arrival so that drivers are expected. The customer/donor should be asked to keep internal doors open to minimise touch points. • Small items to be dropped/picked up from outside the premises when possible. • Hand sanitiser to be used before entering property • If the collection or delivery is of larger items, the drivers should limit contact with fixtures and fitting inside the premises • Any areas of the premises touched by the driver should be cleaned on exit with an antibacterial wipe. • Hand sanitiser used after exiting property • There will be no requirement for customer's/donors to sign any paperwork • PPE available – gloves, aprons, masks 	<p>3 x 4 = 12</p>

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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
Van Housekeeping Infection of COVID19 virus	Van Drivers COVID-19 can linger on surfaces for some time and if van shared with another driver transmission could occur	$4 \times 4 = 16$	<ul style="list-style-type: none"> • Daily cleaning of all common touch points in cab after last delivery/pick up (E.G. gear stick, steering wheel, door handles and keys) • All personal items & waste should be removed at the end of last journey 	$3 \times 4 = 12$

Risk Rating Calculator

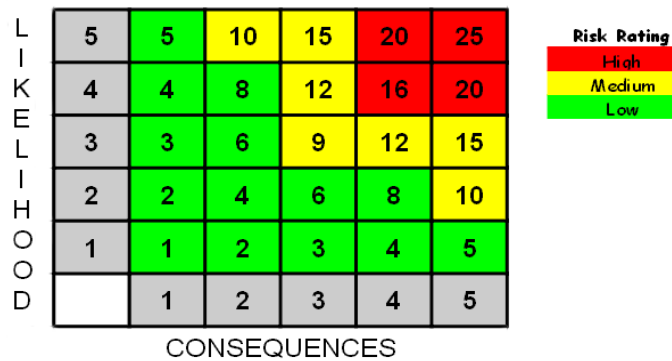
Likelihood that hazardous event will occur	
1	very unlikely
2	unlikely
3	fairly likely
4	likely
5	very likely

Consequence of hazardous event	
1	insignificant – no injury
2	minor – minor injuries needing first aid
3	moderate – up to three days' absence
4	major – more than seven days' absence
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

5 x 5 Risk Matrix



COVID 19 - Risk Assessment Summary Sheet

Name of Driver:

Details of concerns and any other actions taken <i>To be completed by individual drivers with their Line Manager</i>
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Assessment Completed By (Name & Title):		
	Signed	Date
Review Date: Under regular review as directed by Retail Office		