

# Procedure and RA

## Coronavirus - LGV Drivers (Transport)

### Equipment that may be required:

- Soap and water or hand sanitiser (60% alcohol)
- Antiseptic wipes
- Hand drying facilities, paper towels, hand dryers
- Bleach/other disinfecting products and cloths (read labels and ensure acidic and alkaline products are not mixed)
- Face coverings
- FFP3 masks or equal standard
- Face fitting kit

### Personnel to whom this Risk Assessment applies:

- Company Drivers
- Contractors
- Customers

### Procedure to be followed:

- Hand washing in line with government guidelines when entering or leaving their vehicle, start and finish of shift, handling food or using the bathroom
- Government guideline on social distancing to be observed unless otherwise risk assessed
- Eat pre-prepared food rather than preparing food in messrooms/kitchens where possible
- Do not handle paperwork or sign documentation where possible
- Self-isolate if symptoms occur
- Employees to clean work vehicle at start and end of shift and if contamination occurs
- Cleaning regime for common contact points / surfaces include, but is not limited to door handles, light switches, steering wheels, seats, hand holds etc.
- Read COVID-19 updates/briefings on Company noticeboard
- Deep cleaning if proven COVID-19 cases are identified in their vehicle; speak to your Line Manager for advice.

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- DO** Cover your hands and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin immediately
- Wash your hands with soap and water often – use hand sanitiser if soap and water are not available
- Try to avoid close contact with people who are unwell
- DO NOT** Touch your eyes, nose or mouth if your hands are not clean





<b>Person carrying out assessment:</b>	C Cooling
<b>Personnel assisting with assessment:</b>	C Burt

**Date:**

Severity x Likelihood = Risk							
<b>Score Zero</b>	<b>Trivial</b> No Action Required - Monitor and review the task at hand.	<b>Score 1-3</b>	<b>Low Risk</b> Where reasonably practicable Control Measures should be implemented to reduce the risk.	<b>Score 4-9</b>	<b>Medium Risk</b> Control Measures are required and must be implemented.	<b>Score 10-16</b>	<b>High Risk</b> Task must not begin until Control Measures are in place to reduce the risk to an acceptable level.

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## Risk Assessment

Number of people affected:	200	Are employees affected?	✓	Are contractors affected?	✓	Are visitors affected?	x	Are members of the public affected?	x	
   								Delete / add symbols as necessary		
Ref	Hazard / Aspects	Safety (S) / Environmental (E)	Hazard Effect (Safety S) / Impacts (Environmental E)	Pre-Control Rating			Control Measures to reduce the risk/impact to its lowest level	Post-Control Rating		
				Severity	Likelihood	Risk		Severity	Likelihood	Risk
Coronavirus	Spread of COVID-19 Coronavirus	S	Ill health Death	4	3	12	<p><b>Self-Isolation/Symptoms</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature or loss of taste/smell in the workplace, they will be sent home to seek a COVID-19 test via telephone number 119, and dependent on results to self-isolate in line with Government recommendations.</p> <p>If an employee shows the above symptoms at home, then they should stay at home, self-isolate and inform their Line Manager.</p> <p>Line Managers will maintain regular contact with staff members during self-isolation.</p> <p><b>Hygiene</b></p> <p>Hand washing facilities with soap and water in place. (Staff to be reminded that wearing of gloves is not a substitute for good hand washing).</p> <ul style="list-style-type: none"> <li>Stringent hand washing taking place.</li> <li>Drying of hands with disposable paper towels or air dryers.</li> </ul>	4	1	4

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						<p>Gel sanitisers in any area where washing facilities are not readily available or high trafficked areas.</p> <p>Promote “Do and Do Not” message and good personal hygiene.</p> <p>Clean work vehicle prior to use, and at the end of shift using antiseptic wipes. It will be necessary to clean the work vehicle if it is used by someone else or you think it may have been contaminated.</p> <p>Utensils / cutlery / worktops to be clean before and after use in messrooms and kitchens.</p> <p><b><u>Social Distancing</u></b></p> <p>Social distancing - reducing the number of people in any work area to comply with the 2m rule; to be adhered to in canteen and smoking areas.</p> <p><b><u>Face Coverings</u></b></p> <p>These may be a requirement of our customers when working on their site (these are not a substitute for RPE). Face coverings protect others, not the wearer. Touching of face coverings throughout the day should be limited. The coverings to be washed at the end of the day or replaced, depending on their design.</p> <p>Face coverings are not a substitute for social distancing at work.</p> <p>When it is not possible to refuel at any of the Day Aggregates sites, face coverings have been issued to drivers for when the need to refuel at a service station.</p> <p>If the use of public transport on Company business is necessary, then line management must consider issuing face coverings if social distancing cannot be maintained.</p>			
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						<p><b><u>Vehicles</u></b></p> <p>Windows to be open where practical (not on operational sites).</p> <p>Note passengers in vehicles to be resisted unless essential and then line management approval to be obtained.</p> <p>In cars, passengers should sit diagonally opposite the driver.</p> <p>Members of the same household can share car journeys.</p> <p><b><u>Guidance and Briefing</u></b></p> <p>Must be followed and are available on company sites</p> <ul style="list-style-type: none"> <li>• Coronavirus Briefing - Handwashing</li> <li>• Coronavirus Briefing - Workplace Safety</li> <li>• Coronavirus - Essential Briefing poster</li> <li>• Coronavirus Briefing - Transport and Logistics</li> <li>• Coronavirus - Disposable glove removal</li> <li>• Coronavirus - Less than 2 metres essential maintenance.</li> </ul>			
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