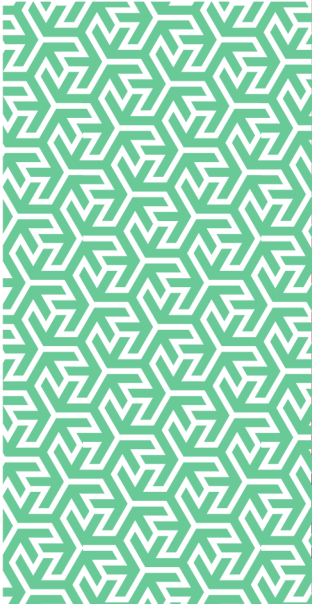# Risk control

COVID-19 Risk Management Checklist – Working in or from Vehicles

Risk Control
COVID-19 Risk Management Checklist – Working in or from Vehicles

Introduction

The checklist has been produced in order to assist our clients in managing COVID-19 risk when involved in the operation of vehicles.

The reader must recognise that, whilst every effort has been made to ensure that the guidance was correct at the time of publication, it may become out-dated as new research and guidance is issued by authoritative sources. The checklist provided is not exhaustive and there may be other factors that you need to take into consideration based on your own individual circumstances and risk assessment.

Staying COVID-19 Secure in 2020

The UK Government published 'Our plan to rebuild: The UK Government's COVID-19 recovery strategy' setting out a three-phased plan to rebuild the UK for a world with COVID-19, stressing that it was not a quick return to normality[1].

While reconfirming that, wherever possible, workers should continue to work from home rather than their normal physical workplace, it goes on to suggest that workers who cannot work from home should travel to work if their workplace is open. It also specified that workplaces should follow the new 'COVID Secure' guidelines as soon as practicable.

COVID-19 Risk Assessment

Every employer must make sure that a risk assessment is undertaken that addresses the risks of COVID-19. This must include all work activities associated with the operation of vehicles. Specific guidance *'Working safely during coronavirus (COVID-19) in or from a vehicle'* was published by the UK Government to assist with these endevours[2].

The guidance clearly stipulates that "employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means working through these steps in order:

— In every workplace, increasing the frequency of handwashing and surface cleaning

— Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should 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, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff

Further mitigating actions include:

o Increasing the frequency of hand washing and surface cleaning
o Keeping the activity time involved as short as possible
o Using screens or barriers to separate people from each other
o Using back-to-back or side-to-side working (rather than face-to-face) whenever possible
o Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

— Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment

— In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19'

Employers should consult with workers as part of the risk assessment process and share the results with them.

COVID-19 Risk Management Checklist – Vehicles

COVID-19 risk assessment			
To ensure the risks of COVID-19 have been carefully considered and addressed, have you:	**Yes**	**No**	**N/A**
1.1 Carried out a COVID-19 risk assessment in line with the HSE guidance?			
1.2 Consulted with your workers and / or trade union representatives?			
1.3 Shared the results of the risk assessment with your workforce and on your website?			

Who should work			
To ensure that everyone should work from home, unless they cannot work from home, have you:	**Yes**	**No**	**N/A**
2.1 Planned for the minimum number of workers needed on the premises and deployed in the field to operate safely and effectively?			
2.2 Implemented procedures for monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site?			
2.3 Kept in touch with off-site staff on their working arrangements including their welfare, mental and physical health and personal security?			
2.4 Provided equipment for people to work from home safely and effectively, for example, remote access to work systems?			

Clinically vulnerable, clinically extremely vulnerable individuals and Isolation			
To protect clinically vulnerable and clinically extremely vulnerable individuals, and those required to self-isolate, have you:	**Yes**	**No**	**N/A**
3.1 Ensured that clinically extremely vulnerable individuals have been identified and clearly instructed not to work outside the home?			
3.2 Ensured that clinically vulnerable individuals, who are at higher risk of severe illness, have been asked to take extra care in observing social distancing and are helped to work from home, either in their current role or in an alternative role?			

Clinically vulnerable, clinically extremely vulnerable individuals and Isolation			
To protect clinically vulnerable and clinically extremely vulnerable individuals, and those required to self-isolate, have you:	Yes	No	N/A
3.3 Where clinically vulnerable individuals cannot work from home, they have been offered the option of the safest available on-site roles, enabling them to stay 2m away from others?			
3.4 Where clinically vulnerable individuals cannot work from home, but they cannot avoid spending time within 2m of others, a careful assessment is conducted to establish whether this involves an acceptable level of risk?			
3.5 Ensured that particular consideration is given to people who live with clinically extremely vulnerable individuals?			
3.6 Enabled workers to work from home while self-isolating if appropriate?			

Social distancing – workplace arrival and departure			
To maintain social distancing on arrival and departure and to ensure handwashing upon arrival, have you:	Yes	No	N/A
4.1 Staggered arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics?			
4.2 Provided additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible?			
4.3 Limited passengers in corporate vehicles, for example, work minibuses? This could include leaving seats empty.			
4.4 Assigned fixed groups of workers to the same transportation routes where sole travel is not possible?			
4.5 Provided handwashing facilities, or hand sanitiser where not possible, at entry / exit points and not using touch-based security devices such as keypads?			

Social distancing – movement within buildings, worksites and destinations			
To maintain social distancing wherever possible while people travel through the workplace, have you:	Yes	No	N/A
5.1 Put up signs to remind workers and visitors of social distancing guidance?			
5.2 Reduced the number of workers at base depots or distribution centres at a given time based on minimum operational safety requirements?			
5.3 Scheduled times for the collection of goods to avoid over-crowding?			
5.4 Implemented protocols for picking goods ahead of collection and loading on to vehicles without interacting with the driver?			
5.5 Reduced job and location rotation?			
5.6 Found alternative solutions to two-person delivery?			
5.7 Implemented fixed pairing for two-person deliveries and minimised physical contact where alternatives to two person delivery are not possible?			

Social distancing – vehicles			
To maintain social distancing wherever possible between individuals when in vehicles, have you:	Yes	No	N/A
6.1 Avoided multiple occupancy vehicles where safe and practicable to do so?			
6.2 Ensured vehicles are not be shared if practicable?			
6.3 Ensured social distancing of 2m within vehicles if possible?			
6.4 Displayed clear signage to outline social distancing measures in place within vehicles?			
6.5 Encouraged single person or contactless refuelling where possible?			
6.6 Used physical screening, provided this does not compromise safety, where 2m social distancing is not possible?			
6.7 Ensured vehicle occupants sit side-by-side not face-to-face where 2m social distancing is not possible?			

Social distancing – vehicles			
To maintain social distancing wherever possible between individuals when in vehicles, have you:	**Yes**	**No**	**N/A**
6.8 Made sure vehicles are well-ventilated to increase air flow, including encouraging occupants to open windows?			
6.9 Ensured the regular cleaning of vehicles, in particular, between different users?			

Deliveries and collections			
To maintain social distancing and avoid surface transmission when goods enter and leave the vehicle, have you:	**Yes**	**No**	**N/A**
7.1 Scheduled deliveries and collections to limit exposure to large crowds and rush hours where appropriate?			
7.2 Revised pick-up and drop-off collection points and procedures with signage and marking?			
7.3 Implemented single worker loading and unloading of vehicles, where possible and safe?			
7.4 Minimised unnecessary contact at gatehouse security, yard and storage facilities?			
7.5 Maximised use of electronic paperwork where possible, and reviewing procedures to enable safe exchange of paper copies where needed?			
7.6 Enabled drivers and colleagues to access welfare facilities when required and consistent with general guidance?			
7.7 Encouraged drivers and colleagues to stay in their vehicles where this does not compromise their safety and existing safe working practices?			

Emergency procedures

To prioritise safety during incidents, have you:		Yes	No	N/A
8.1	Implemented formal procedures to respond to a suspected or confirmed case of COVID-19 infection within or in connection with the workplace and work activities?			
8.2	Implemented procedures to ensure that a RIDDOR report is submitted to the Health and Safety Executive if: — An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence? — A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease? — A worker dies as a result of occupational exposure to coronavirus?			
8.3	Clearly communicated to all workers: — In an emergency people do not have to stay 2m apart if it would be unsafe? — People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands?			

Managing contacts

To minimise contact risk resulting from people in vehicles, have you:		Yes	No	N/A
9.1	Determined if schedules can be revised to reduce interaction and overlap between people?			
9.2	Ensured delivery and receipt confirmation can be made contactless and avoided physical contact when handing goods over to the customer?			
9.3	Prepared for goods to be dropped off to a previously agreed area to avoid transmission?			
9.4	Maintained a record of all visitors, if practical?			

Provision of guidance and information			
To make sure people understand what they need to do to maintain safety, have you:	**Yes**	**No**	**N/A**
10.1 Provided guidance and explanation on social distancing and hygiene to all vehicle occupants prior to entering a vehicle?			
10.2 Ensured understanding of protocol for collecting and distributing goods across different locations in advance?			
10.3 Regularly briefed drivers and other staff on social distancing and hygiene requirements, communicated to customers and provided in-vehicle guides and reminders for all vehicle occupants?			

Cleaning and hygiene			
To keep the workplace clean and prevent transmission by touching contaminated surfaces, have you:	Yes	No	N/A
11.1 Implemented robust cleaning protocols for vehicles?			
11.2 Implemented protocols for the frequent cleaning of work areas and equipment between uses, using the usual cleaning products?			
11.3 Implemented protocols for the 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?			
11.4 Encouraged all persons to wash hands before boarding vehicles?			
11.5 Provided sufficient quantities of hand sanitiser / wipes within vehicles to enable workers to clean hands frequently?			
11.6 Implemented protocols for the clearing of workspaces and removing waste and belongings from the vehicle at the end of each shift?			

Cleaning and Hygiene – handwashing, sanitation, facilities and toilets				
To help everyone keep good hygiene through the working day, have you:		Yes	No	N/A
12.1	Provided signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, the need to avoid touching faces and to cough or sneeze into a tissue which is binned safely, or into the arm if a tissue is not available?			
12.2	Ensured drivers and colleagues have access to appropriate toilet facilities during their journeys and at their destinations and are helped to meet any social distancing and hygiene requirements to allow them to do this?			
12.3	Provided sufficient hand sanitiser where handwashing is not possible?			
12.4	Provided more waste facilities and more frequent rubbish collection?			
12.5	Implemented protocols for cleaning after a known or suspected case of COVID-19 in direct accordance with government advice?			

Cleaning and hygiene – changing rooms and showers				
To minimise the risk of transmission in changing rooms and showers, have you:		Yes	No	N/A
13.1	Set clear use and cleaning protocols for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible?			
13.2	Introduced enhanced cleaning of all facilities regularly during the day and at the end of the day?			

Face coverings				
To support workers in using face coverings safely if they choose to wear one, have you:		Yes	No	N/A
14.1	Advised staff to wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it?			
14.2	Advised staff to avoid touching their face or face covering as contamination may occur?			
14.3	Advised staff to change their face covering if it becomes damp or if it has been touched?			

Face coverings			
To support workers in using face coverings safely if they choose to wear one, have you:	Yes	No	N/A
14.4 Advised staff to continue to wash their hands or use sanitiser regularly?			
14.5 Advised staff to change and / or wash (if washable) their face covering daily?			
14.6 Advised staff to continue practicing 2m social distancing whenever possible?			

Shift patterns and working groups			
To change the way work is organised to create distinct groups and reduce the number of contacts each employee has, have you:	Yes	No	N/A
15.1 Ensured, where staff are split into teams or shift groups, these teams or groups are fixed so that where contact is unavoidable, this happens between the same people?			
15.2 Ensured that people who work together in one vehicle are in a fixed pairing as far as possible?			
15.3 Identified areas where people directly pass things to each other, for example office supplies, and found ways to remove direct contact, such as using drop-off points or transfer zones?			

Work-related travel			
To keep people safe when they do need to travel overnight, and to help workers delivering to other sites maintain social distancing and hygiene standards, have you:	Yes	No	N/A
16.1 Ensured that, where workers are required to stay away from their home, the stay is centrally logged and that overnight accommodation meets social distancing and hygiene guidelines?			
16.2 Put in place procedures to minimise person-to-person contact during deliveries to other sites?			
16.3 Minimised contact during payments and exchange of documentation?			

Communications and training - returning to work

	To make sure all workers understand COVID-19 related safety procedures, have you:	Yes	No	N/A
17.1	Provided clear, consistent and regular communication to improve understanding and consistency of ways of working?			
17.2	Engaged with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements?			
17.3	Developed communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work?			

Communications and training - ongoing communications and signage

	To make sure all workers are kept up to date with how safety measures are being implemented or updated, have you:	Yes	No	N/A
18.1	Established ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments or practices?			
18.2	Created awareness and focus on the importance of mental health at times of uncertainty?			
18.3	Used simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language?			
18.4	Used visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications?			
18.5	Communicated approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience?			

Inbound and outbound goods			
To maintain social distancing and avoid surface transmission when goods enter and leave the site, have you:	Yes	No	N/A
19.1 Revised pick-up and drop-off collection points, procedures, signage and markings?			
19.2 Minimised unnecessary contact at gatehouse security, yard and storage facilities?			
19.3 Considered methods to reduce frequency of deliveries, for example by ordering larger quantities less often?			
19.4 Implemented protocols for single workers loading or unloading vehicles where it is practicable and safe?			
19.5 Implemented protocols for using the same pairs of people for loads where more than one is needed?			
19.6 Enabled drivers and colleagues to access welfare facilities when required, consistent with other guidance?			
19.7 Encouraged drivers and colleagues to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways?			

References

1 Cabinet Office (UK Government), 2020. Our plan to rebuild: *The UK Government's COVID-19 recovery strategy*. [ONLINE]. Available at: https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy. Accessed on 15th June 2020.

2 HM Government, 2020. *Working safely during coronavirus (COVID-19) in or from a vehicle.* [ONLINE]. Available at: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles. Accessed on 15th June 2020.

COVID-19 Returning to the workplace

In preparation for a return of the workforce and the public to businesses, RMP Risk Control is offering a comprehensive range of services to assist in mitigating the risk of infection to employees and visitors to your premises.

These services include:

— Risk analysis of buildings and workplaces

— COVID-19 decontamination

Further information

For access to further RMP Resources you may find helpful in reducing your organisation's cost of risk, please access the RMP Resources or RMP Articles pages on our website. To join the debate follow us on our LinkedIn page.

Get in touch

For more information, please contact your broker, RMP risk control consultant or account director.

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