

ALAN R JONES TRANSPORT (COVID 19) – WORKING SAFELY

Basis & Structure

This Risk Assessment has regard to HMG Covid 19 guidance notes regarding office work, warehousing, and operating vehicles; 11th May 2020.

This document identifies the measures taken that are common to all job functions and then identifies control measures specific to each role.

Completed by: South Wales Safety Management

Approved By: Ray Clegg

Date: 26th May 2020

Review Scheduled For: T.B.C

1. GENERAL COVID CONTROL MEASURES

1.1. Remote Working

- We have ensured that all those whose work activities that can be undertaken at home will be provided with equipment and processes to avoid attendance at our premises.

1.2. Travelling to/from Work

- Avoid commuting by public transport; use personal transport (walk, cycle, drive) and avoid travelling with anyone not in your household. If you arrive at the same time as another employee maintain 2m social distancing immediately.

1.3. Hand hygiene

- Wash hands regularly with soap and water for at least 20 seconds, preferably dry the hands using paper towels.
- If soap and water not available then use hand-sanitiser

1.4. Social Distancing

- All employees are expected to maintain 2m social distancing as far as possible at our premises and during deliveries/collections.
- Breaks and work patterns have been staggered to avoid pressure on welfare facilities and administrative processes.

1.5. Vulnerable People

- Employees are expected to identify to their manager whether they, or anyone in their household is classed as “vulnerable” or “clinically extremely vulnerable”. On receipt of such information the Company will discuss appropriate arrangements.

1.6. Employees with Covid 19 Symptoms

- As soon as an employee or a member of their household identifies that they have any of the recognised symptoms of Covid 19 they must
 - Not attend for work
 - Contact the office to explain the situation
 - Be advised regarding their pay entitlement.
 - Follow Government guidance regarding isolation, and
 - Arrange for a Covid infection test

1.7. Eating & Drinking etc

- The Office kitchen area may only be occupied by one person at a time.
- The Drivers kitchen area may only be occupied by two people max at a time.
- To avoid sharing cups, plates, cutlery etc, each employee is to have a ‘set’ for their personal use. These are to be washed promptly after use and kept in their desk/locker/cab. After washing, the items should be dried using paper towels (N.B. the tea and hand towels have been removed).
- As kettles, microwaves, fridges may be used by multiple people employees are encouraged to wipe handles, buttons etc before use and to wash their hands before picking up their plate, cups etc.
- Microwave use: open the door, wash hands, place food in oven, close door and operate controls. At end of heating/cooking: open the door, wash and dry hands, remove

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cup/plate/bowl and take to your workstation. **Open oven, wash hands, load, close & operate, open, wash hands, remove food**

- Tea Machine Use: **Order, wash hands while drink served, remove cup.**

1.8. Visitors

- Visitors, including contractors, to the site will be minimised and by appointment only.
- Cold callers will be turned away and asked to make an appointment.
- The Transport office will maintain a record of visitors – for security and potential contact tracing purposes.

1.9. Information

- Notices regarding hand washing are displayed at each entrance to the offices, in the WC's and kitchens/mess room.
- Relevant instructional signs are displayed e.g. no more than 2 people in the staff room.

2. TRANSPORT OFFICE AND OTHER ADMIN OFFICES

2.1. Hand Hygiene

- Wash or sanitise the hands each time you enter the admin building
- After using the toilet, open the door, hold it ajar with your foot, wash & dry hands leave the WC without touching the door.

2.2. Social Distancing

- In shared offices use desks that are as far as practicable from other desks in use and side-by-side rather than face-to-face.
- Avoid entering into another person's 2m personal space; within the office and when talking with drivers, maintenance personnel etc.
- In the main office alternate desks have been taken out of use to create social distancing. As soon as practicable screens will be placed between workstations to further increase social distancing; these screens will be the depth of the desk plus the seating position and at least 1.8m above floor level.
- Fleet manager office – usually single person but used by workshop for record keeping. Seat separation is slightly less than 2m so a similar screen to that described above will be provided.
- Finance office – desks currently face-to-face - as soon as practicable a screen will be placed between workstations to further increase social distancing; the screen will be at least 1.8m above floor level.
- Meetings will be held in the open air as far as practicable or for up to 4 people in the Board Room.
- Ventilation: we encourage the windows to be opened to maintain ventilation.

2.3. Transmission Contact

- to minimise personal contact
 - o only office staff may enter the offices
 - o Lorry Driver and FLT Driver paperwork is to be placed on a clipboard and placed in the lobby for collection.
 - o all other staff use the lobby at the front door, 1 at a time, to collect paperwork and seek advice. The lobby has a glass partition to the despatch office.
 - o any shared workstations (desk), office equipment (e.g., photocopiers etc), and shared use kitchen facilities are to be sanitised between users.

3. GOODS IN & DESPATCH – FLT Operations

3.1. Hand Hygiene

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- Wash hands more frequently than usual using soap, warm water and dry with paper towels.
- Avoid touching surfaces.
- After using the toilet, open the door, hold it ajar with your foot, wash & dry hands leave the WC without touching the door.

3.2. Social Distancing

- Avoid entering into another person's 2m personal space; e.g. when talking with drivers, maintenance personnel etc. This includes maintaining separation between the FLT and pedestrians.
- Only Lorry drivers should use the retaining straps, tensioning straps on the lorry. Essentially only the Lorry Driver should handle lorry's equipment.
- Meetings should be held in the open or beneath a canopy air as far as practicable; maintain 2m distancing.

3.3. Paperwork/Records

- Loading and delivery schedules will be placed in the Lobby by Office staff for collection by individual drivers.
- Do not share pens etc.

3.4. FLT Operation

- If practicable each FLT driver will be allocated an individual FLT
- Before using the FLT the driver must sanitise all contact points (e.g. handles, seat belt buckle) and controls and then undertake the usual pre-use inspection.
- Wear gloves when re-fuelling diesel – including using the keypad.

3.5. Lorry Drivers during (Un)Loading at Depot

- The Lorry Driver should be the only person to operate straps, buckles, handles etc on the lorry.
- The Lorry Driver should assist the FLT Driver (un)loading from 2m distance.

4. LORRY DRIVING INCLUDING CUSTOMER DELIVERIES & COLLECTIONS

4.1. Hand Hygiene

- Wash hands more frequently than usual using soap, warm water and dry with paper towels.
- Avoid touching surfaces that you have not sanitised.
- After using a toilet, open the door, hold it ajar with your foot, wash & dry hands leave the WC without touching the door. However, we recognise that many clients will not allow our drivers access to their toilets. Some routes will pass public facilities (e.g. service stations) but other, rural routes may have no such facilities available. In such circumstances we understand that going behind a bush may be the only viable option.

4.2. Social Distancing

- Avoid entering into another person's 2m personal space; e.g. when talking with FLT drivers, maintenance personnel etc. This includes maintaining separation with the FLT when in the warehouse.
- Only Lorry drivers should use the retaining and tensioning straps on the lorry. Essentially only the Lorry Driver should handle lorry's equipment.
- Any meetings should be held in the open or beneath a canopy air as far as practicable; maintain 2m distancing.

4.3. Paperwork/Records

- Loading and delivery schedules will be placed in the Lobby by Office staff for collection by individual drivers.
- Rather than require a paper signature for deliveries drivers have been issued with 'tablets' upon which they should record the name of the person accepting the delivery. Similarly Drivers will no longer collect consignment notes as part of collections.

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- Do not share pens etc.

4.4. Lorry Operation

- Each lorry driver has been provided with
 - o A bottle of sanitiser
 - o A box of disposable gloves,
 - o A pack of 5 face masks
- Further supplies are available from Operations Director
- Where a driver feels that the client's arrangements or conduct are not compatible with social distancing and hygiene arrangements then the driver should not commence the delivery but seek advice from Operations Director
- **Face Masks:** Wearing a face covering is optional and is not required by law however, there may be circumstances where a face mask may be advisable is where the customer is failing to observe social distancing after a delivery has commenced. It is important to use face coverings properly and wash the hands before putting them on and taking them off.
- If practicable each Lorry driver will be allocated an individual Lorry. Where this is not practicable then each driver should
 - o sanitise the contact points (e.g. handles, seat belt buckle) and control surfaces of the cab before operating the vehicle.
 - o undertake the vehicle checks
- Wear gloves when re-fuelling diesel – including using the keypad.
- Remember that gloves can become dirty/contaminated and so become the route of transfer to the face/hands. Gloves should be removed by turning them inside-out as they are removed. Wash/sanitise hands after removal.
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4.5. Lorry Drivers during (Un)Loading at Customer Premises

- The Lorry Driver should be the only person to operate straps, buckles, handles etc on the lorry.
- The driver should either stand clear of the vehicle to monitor the operation or remain in the cab.
- Drive-Away Prevention: Some sites have procedures to prevent drive-aways (especially from loading docks) – in such sites drivers should expect to be asked to place their keys in a basket/bag or similar during the (un)loading. These systems prevent the keys becoming a route of infection transfer.
- If the client has welfare facilities available to you then ensure you observe hygienic processes – in particular hand washing/drying.

5. MAINTENANCE WORKSHOPS

5.1. Hand Hygiene

- Wash hands more frequently than usual using soap, warm water and dry with paper towels.
- Avoid touching surfaces that you have not sanitised.
- Avoid touching your face either with your bare hand or with a gloved hand. To reduce this hazard we encourage the use of visors whenever there is the potential for dust etc to fall on the face/eyes.
- After using a toilet, open the door, hold it ajar with your foot, wash & dry hands leave the WC without touching the door.

5.2. Social Distancing

- Avoid entering into another person's 2m personal space; e.g. when talking with FLT drivers, maintenance/office personnel etc. This includes maintaining separation with the FLT Driver when in the warehouse.

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- Assume all surfaces are contaminated so wear disposable gloves when working on vehicles equipment.
- Any meetings should be held in the open or beneath a canopy air as far as practicable; maintain 2m distancing.

5.3. Paperwork/Records

- Maintenance and inspection records will be entered directly into the computer record system using the workstation in the Fleet Manager's office. The workstation should be sanitised between users.
- Job sheets will be placed in the Lobby by Office staff for collection by individual mechanics.
- Avoid sharing tools, pens etc.

5.4. Maintenance Operations

- The workshop is provided with supplies of
 - o hand/surface sanitiser
 - o disposable gloves,
 - o face masksFurther supplies are available from Fleet Engineer
- If practicable each mechanic will be allocated tasks individually. Where there is a need to work with another person then
 - o the tasks should be planned to minimise the time when working close together.
 - o wear facemasks.
- Wear gloves when re-fuelling diesel – including using the keypad.
- Remember that gloves can become dirty/contaminated and so become the route of transfer to the face/hands. Gloves should be removed by turning them inside-out as they are removed. Wash/sanitise hands after removal.