

## Risk Assessment Driving/Travelling (COVID Requirements - Scotland)



Risk Assessment Log		Definitions	
Completed by	Suzanne Thorpe & Gary Lobue	Accident	An unplanned, uncontrolled event which has led to damage, ill health or injury
Date	9 <sup>th</sup> April 2021	Hazard	A condition or practice with the potential to cause damage, ill health, injury or other loss
Project Title	Risk Assessment for preventing the spread of Coronavirus while travelling in vehicles to and from site (SCOTLAND)	Risk	The combination of the likelihood that a hazard will result in an accident and the severity of the consequence of the accident
Project Number	N/A	Likelihood	The possibility of an event occurring
The table should be completed, identify all activities/tasks to be carried out, what the hazards are, the likelihood, consequence and risk:		Consequence	The outcome of the event

Consequence		Likelihood	
5	Critical – Intensive Care, Life Support, Death	5	Likely
4	Very Serious – Severe breathing difficulties becomes very ill and admitted to hospital possible ventilator/ intensive care	4	Probable
3	Serious – Symptoms persist over 10 days and worsen including breathing difficulties	3	Possible
2	Minor – Infected minor symptoms including temperature self-isolation (10 days)	2	Remote
1	Infected – Unknown suffering no symptoms	1	Improbable

Risk
<p>Risk = Likelihood x Consequence</p> <p>Identify any corrective action which can be taken to eliminate the risk and responsibility (ownership of responsibility indicated). Identify any corrective action which can be taken to eliminate the risk and responsibility (ownership of responsibility indicated)</p> <p>Residual Risk - Where risk is remaining after corrective action is taken. Residual Risk - Likelihood x Consequence</p> <p>Whilst the company is aware of its responsibility within Health and Safety, it will always work with the client to produce all Site Specific Risk Assessments / Method Statements / Work Package Plans.</p>

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No	Activity / Task	Identifiable Hazard	Who can be harmed	Degree of Risk			Control Measure Required	Degree of Residual Risk		
				L	C	R		L	C	R
1.	Travelling to and from site on behalf of Ganymede	Contracting/Spread of Covid-19 Coronavirus	Operatives	5	5	25	<b>We will endeavour to comply with NR/L3/MTC/CP009 – Coronavirus COVID-19 Safe Working Practices (section 4 – Travel to Work/Site)</b>	n/a	n/a	n/a
							<b>All employees/operatives are encouraged to have the double vaccine to protect themselves and their colleagues from the spread and consequences of Covid-19. All operatives have been informed to stay at home if they are suffering any symptoms of COVID-19</b>	n/a	n/a	n/a
							Travel to the work site: Where it has been agreed that an operative can travel in their own vehicle to site (this may be as they are extremely vulnerable or require reasonable adjustments), they must have a valid driving licence, the car must be insured for business use, taxed and hold a valid MOT.	1	3	3
							For those operatives driving to site individually it will potentially increase their risk of fatigue, especially where the journey isn't local. Therefore, we have some additional controls around multi occupancy of vehicles to enable more people to travel together without increasing the risk of them coming into close contact with each other.  All drivers to follow Ganymede's Driver procedure, fatigue procedure and use the Ganymede Speak Up process if they have any concerns around fatigue or their fitness to drive			
							For those travelling by company vehicle guidance has been produced, which shows seating positions for different vehicles to allow social distance between operatives. Operatives must adhere to seating arrangements and must not transfer to any other alternative vehicles. Only the driver will be allowed in the front of the vehicle. Barriers will be installed in certain vehicles to separate rows and passengers this to allow more persons to travel in the vehicle.	2	3	6
							For those travelling by company van <ul style="list-style-type: none"> <li>Vans can accommodate the vehicles/manufacturers recommended number of occupants.</li> <li>The controls listed below <b>must</b> be adhered to.</li> </ul>	3	3	9
							Before setting off the driver will complete and document the driver checklist to confirm compliance. Including confirmation/declaration from operatives that they are not suffering from Coronavirus symptoms.			

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							When more than one person is travelling in a vehicle, it is highly recommended that face masks are used due to the close proximity to others. Where possible ventilation systems should be switched on to provide fresh air and windows opened. People should avoid touching their faces and on arrival should wash their hands with soap and water, if available, or use hand sanitiser if not.			
							The van is cleaned when the operatives leave it for site, thorough wipe down of high contact areas/touch points and door handles (interior and exterior). With a suitable cleaning agent. This is repeated on their return to the van. Vans to be provided with water, a container suitable for washing hands in, soap and paper towels. Hand sanitiser will also be available on the van. Driver to ensure water is fresh every day and supplies are enough for the shift.			
							There should be no change of driver during the shift. Drivers should only be changed when there is an opportunity for the van to have a deep clean. Passengers/Operatives should avoid the change of vehicle wherever possible.			
							If someone is taken ill/develops symptoms whilst travelling in a vehicle with others, arrangements will be made to take them home.			
							For anyone considered as <a href="#">extremely vulnerable</a> or those that require reasonable adjustments (under the Equality Act), separate arrangements will be made for them.			

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				n/a	n/a	n/a	Factors for Consideration on scoring of risk assessment: <ul style="list-style-type: none"> <li>• Considering the general demographic of our workforce and the low number of employees with any underlying conditions.</li> <li>• Given that most of our employees are below the increased risk age group and most in general good health</li> <li>• The vast majority of our employees will have received the double vaccination, which can help stop them contracting the disease as well reduce the spread of it. It also reduces the risk of getting seriously ill if they were to contract it.</li> </ul> Considering these factors, it is considered reasonable that should they contract the virus the consequence could be reduced to 3.	n/a	n/a	n/a

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## Risk Ranking Matrix

Risk Ranking		Likelihood				
		5 - Likely	4 - Probable	3 - Possible	2 - Remote	1 - Improbable
Consequence	5 - Catastrophic	25	20	15	10	5
	4 - Major	20	16	12	8	4
	3 - Serious	15	12	9	6	3
	2 - Minor	10	8	6	4	2
	1 - Incident	5	4	3	2	1

Critical risks	16-25	Unacceptable, risk must be reduced,
Significant risks	8-15	Tolerable, if possible reduce risk to as low as reasonably practicable,
Minor risks	1-6	Broadly acceptable, if possible reduce risk to as low as reasonably practicable.

**This Generic Risk Assessment is intended as a guide only and does not replace the need for site specific risks to be assessed.**