ROYAL MAIL GROUP

Task Risk Assessment

Insert photograph of the primary task

Unit / Site	**Royal Mail Group**	**Workplace Location**	**All Royal Mail Group locations**
Task Being Assessed	**(Larger Fleet) Vehicle Sharing e.g. 2 people in a cab coaching/training for 1m social distanding.**		

Assessment Team	**Manager**	**Safety Representative**	**Other Contributors**
	Stuart Harrison Strategic SHEBP, Marc King Senior SHEBP	**Paul Arandall Area Safety Representative**	**Rick Archer, Louise Surgay and Freddie Warnock**

TASK ASSESSED	What are the HAZARDS associated with the task activity?	What are the SIGNIFICANT RISKS associated with the hazard. There may be more than one	Groups of people or individuals affected by this hazard?	What CURRENT CONTROLS are in place? There may be more than one	CURRENT Risk Rating (LxS=R) (L) L'hood	(S) Severity	(R) Rating	What ADDITIONAL CONTROLS are required? There may be more than one	RESIDUAL Risk Rating (L) L'hood	(S) Severity
Motive Units: Make: DAF Model: CF 450 FTP E6 Passenger-Driver seat distances. Centre to Centre = 140cm Edge to Edge (Shortest) = 80cm Quantity: 43	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road services due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	EI	**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hub and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygeine standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undetake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific attention to the dedicated Coronavirus section to check that all standards are in place, with regular spot checks in yards that no other shared van pairings are being	1	4
Motive Units: Make: DAF Model: FT85.410 Passenger-Driver seat distances. Centre to Centre = 138cm Edge to Edge (Shortest) = 89cm Quantity: 110	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road services due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	EI	**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hub and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygeine standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undetake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific	1	4
Motive Units: Make: DAF Model: FTGCF85.440 Passenger-Driver seat distances. Centre to centre = 120cm Edge to Edge (Shortest) = 75cm Quantity: 523	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road services due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	EI	**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hub and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygeine standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undetake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU	1	4
Motive Units: Make: DAF Model: FTGCF85.460 Passenger-Driver seat distances. Centre to Centre = 120cm Edge to Edge (Shortest) = 75cm Quantity: 523	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road services due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	EI	**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hub and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygeine standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undetake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific attention to the dedicated Coronavirus section to check that all standards are in place,	1	4
Motive Units: Make: IVECO Model: Stralis AT440S42TP SLP Passenger-Driver seat distances. Centre to Centre = 133cm Edge to Edge (Shortest) = 82cm	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road services due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	EI	**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hub and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygeine standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undetake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific	1	4
Motive Units: Make: Mercedes Model: AXOR 1840LS Passenger-Driver seat distances. Centre to Centre = 122cm Edge to Edge (Shortest) = 75cm Quantity: 2	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road services due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	EI	**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hub and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygeine standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undetake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU	1	4
Rigids: Make: DAF Model: FA55.220 Passenger-Driver seat distances. Centre to Centre = 115cm Edge to Edge (Shortest) = 68cm Quantity: 67	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road services due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	EI	**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hub and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygeine standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undetake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific	1	4
Rigids: Make: DAF Model: LF45 Passenger-Driver seat distances. Centre to Centre = 116cm Edge to Edge (Shortest) = 65cm Quantity: 308	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road services due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	EI	**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hub and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygeine standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undetake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific	1	4
Rigids: Make: DAF Model: LF45.140 Passenger-Driver seat distances. Centre to Centre = 114cm Edge to Edge (Shortest) = 70cm Quantity: 626	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road services due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	EI	**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hub and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygeine standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undetake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific	1	4
Rigids: Make: DAF Model: LF45.150 Passenger-Driver seat distances. Centre to Centre = 122cm Edge to Edge (Shortest) =74cm Quantity: 917	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road services due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	EI	**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hub and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygeine standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undetake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific attention to the dedicated Coronavirus section to check that all standards are in place, with regular spot checks in yards that no other shared van pairings are being	1	4

Rigids: Make: DAF Model: LF45 180 Passenger-Driver seat distances. Centre to Centre = 115cm Edge to Edge (Shortest) = 68cm Quantity: 64	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road surfaces due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	03			**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Bub and Flair tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquiries from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygiene standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undertake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific attention to the dedicated Coronavirus section to check that all standards are in place, with regular spot checks in yards that no other shared van pairings are being introduced.	1	4
Rigids: Make: DAF Model: LF55 220 Passenger-Driver seat distances. Centre to Centre = 114cm Edge to Edge (Shortest) = 64cm Quantity: 320	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road surfaces due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	03			**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Bub and Flair tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquiries from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygiene standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undertake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific attention to the dedicated Coronavirus section to check that all standards are in place, with regular spot checks in yards that no other shared van pairings are being introduced.	1	4
Rigids: Make: DAF Model: LF75 Passenger-Driver seat distances. Centre to centre = 114cm Edge to Edge (Shortest) = 63cm Quantity: 7	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road surfaces due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	03			**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Bub and Flair tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquiries from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygiene standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undertake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific attention to the dedicated Coronavirus section to check that all standards are in place, with regular spot checks in yards that no other shared van pairings are being introduced.	1	4
Rigids: Make: IVECO Model: TS8/6S Passenger-Driver seat distances. Centre to Centre = 116cm Edge to Edge (Shortest) = 66cm Quantity: 59	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road surfaces due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	03			**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Bub and Flair tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquiries from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygiene standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undertake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific attention to the dedicated Coronavirus section to check that all standards are in place, with regular spot checks in yards that no other shared van pairings are being introduced.	1	4
Rigids: Make: MAN Model: TGM 18.250 4x2 BL L Passenger-Driver seat distances. Centre to Centre = 128cm Edge to Edge (Shortest) = 75cm Quantity: 22	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road surfaces due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	03			**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Bub and Flair tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquiries from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygiene standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undertake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific attention to the dedicated Coronavirus section to check that all standards are in place, with regular spot checks in yards that no other shared van pairings are being introduced.	1	4
Rigids: Make: MAN Model: TGR 18.430 4x2 Passenger-Driver seat distances. Centre to Centre = 126cm Edge to Edge (Shortest) = 74cm Quantity: 103	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road surfaces due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	03			**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Bub and Flair tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquiries from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygiene standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undertake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific attention to the dedicated Coronavirus section to check that all standards are in place, with regular spot checks in yards that no other shared van pairings are being introduced.	1	4
Rigids: Make: MAN Model: TGL 8.160 BB Passenger-Driver seat distances. Centre to Centre = 125cm Edge to Edge (Shortest) = 76cm Quantity: 90	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road surfaces due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	03			**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Bub and Flair tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquiries from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygiene standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undertake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific attention to the dedicated Coronavirus section to check that all standards are in place, with regular spot checks in yards that no other shared van pairings are being introduced.	1	4
Medium/Large Vans (>4t): Make: Various (LDV, Mercedes, Peugeot and Volkswagen) Model: Various (Maxus, Sprinter, Boxer and Crafter) Passenger-Driver seat distances. Centre to Centre = 101-103cm Edge to Edge (Shortest) = 52-56cm Quantity: 3,695	COVID-19 Exposure Drivers who have had collisions cannot be trained due to the 2m restrictions Recruitment of Agency Drivers has stopped due to being unable to be trained.	Acute Respiratory conditions National and local distribution functions will be unable to provide road surfaces due to lack of drivers as all drivers are removed from driving and provided retraining or upskilling by external provider of Advanced Driver Coach	03			**Risk Assessment General Controls** A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questions and Answers page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitiser for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from site) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Bub and Flair tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) HR Advice and Support Team are fully equipped to deal with all Coronavirus enquiries from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitiser and wipes monitored via a Supplies Register App.	4	4	16	**DVSA guidance issued permitting return to driver training from 4th July 2020 .** When sharing a vehicle: - 1) Vehicle windows to be open; 2) Vehicle air conditioning off; 3) Vehicle air circulation on; 4) Face coverings are strongly recommended for both driver and passenger while in the vehicle 5) Sanitise common touch points between users. 6) Limit the time in the cab. 7) By definition they are side by side and brief employees not to face each other. 8) Consider fixed pairings. 9) Hand hygiene standards to be increased and undertaken before and after entering a vehicle. 10) Provide regular information and instruction to all drivers and passenger on the expected standards when in the vehicles. 11) Information to be provided in the drivers pack/ logbook to reaffirm the required social distancing standards underpinned by the hand hygiene and cleaning of touch points on vehicles using antibacterial wipes. 12) Managers to undertake SMAT activity to ensure social distancing standards and behaviours are being applied in line with expected company standards. 13) Managers with the CWU WSR and or ASR/ IR rep to monitor and review the process ensuring all the required controls are being followed. 14) Managers to undertake joint monthly Unit Workplace Inspections with the CWU ASR or IR/ WSR rep as a level of supervision and monitoring paying specific attention to the dedicated Coronavirus section to check that all standards are in place, with regular spot checks in yards that no other shared van pairings are being introduced.	1	4

Persons Affected by the Hazard			
EI = Employee involved in task	OE = Other Employee	CV = Contractor or visitor	MOP = Member of Public

RISK ASSESSMENT SIGN OFF

Name of Risk Assessor(s)	Stuart Harrison & Marc King		**Review date:**	**Signature:**
Risk Assessor(s) Signature	Stuart Harrison, Marc King			
Date completed	09/07/2020			
Local confirmation of a nationally produced generic Task Risk Assessment (where applicable)				
Statement of confirmation	*I confirm that I have reviewed the above nationally produced generic Task Risk Assessment and that it replicates the hazards, levels of risk and necessary control measures in place at the named Unit and as such it is deemed that local amendments are not required. (NOTE: Where the local task is significantly different from the nationally produced generic Task Risk Assessment the Unit Manager is responsible for ensuring a local version is produced.)*		*Confirmation of risk assessment accuracy - assuming review requirements as per SHEMS S*	
Unit			*Master copies of a nationally produced generic Task Risk Assessment are held on the SHE K*	
Unit Manager (PIC) Name:			*Database. Printed copies may not match the current version).*	
Unit Manager (PIC) Signature:				
Date of confirmation:				

Classified: RMG – Internal