

TRUST COVID-19 RISK ASSESSMENT PROTOCOL

VEHICLES & WORKBOATS

UPDATED AS AT 18 SEPTEMBER 2020

1 INTRODUCTION

- 1.1 This protocol applies to all Trust vehicle users (employees, volunteers, contractors and agency), both commercial and private vehicles used for business purposes. The principles will also apply to hire vehicles.
- 1.2 The protocol applies to all work activities using vehicles, including attendance at out of hours emergencies through the Trust's On-Call system.

2 GENERAL

- 2.1 The Trust will ensure that all vehicles in use carry a supply of anti-bacterial gel, wipes and paper towels for hygiene purposes. Sealable bags should be on board for the disposal of used wipes and other waste items.
- 2.2 Drivers should ensure that vehicles contain these items before use and, if necessary purchase these items if they do not (after informing their Line Manager) and recovering costs through the expenses process.

3 DRIVING

- 3.1 Where possible only one person should travel in a vehicle. This will mean that on occasion Employees may have to use their own private vehicle to get to and from site. In these instances, the Trust will pay business mileage under the terms outlined by HMRC and the vehicle must have business insurance. Costs arising from adding business insurance to a private policy will be met by the Trust. Volunteers using their own vehicle should continue as the usual process (see volunteer handbook).
- 3.2 However, we know that it will not always be possible to achieve this. If vehicles must be shared, then the following controls should apply:
 - 3.2.1 Use of a welfare van so that both people can keep 2m apart during the journey
 - 3.2.2 Maintain a fixed pairing of colleagues sharing the vehicle
 - 3.2.3 Sit side-by-side not face-to-face
 - 3.2.4 Make sure vehicles are well-ventilated to increase the flow of air, for example, by opening a window
 - 3.2.5 Ensure regular cleaning of vehicles between different users (see cleaning section)

- 3.2.6 Ensure regular cleaning of vehicles between different users (see cleaning section)
- 3.2.7 Plan for and use the most direct and shortest route to work to minimise time sharing the cabin
- 3.2.8 The installation of screens in vehicles between driver and passenger has been considered however, there are greater risks around accidents, visibility and insurance. The mitigation proposed above provides the right level of control without the need for screening.

4 ARRIVAL AT SITE

- 4.1 Maintain social distancing wherever possible.
- 4.2 On larger working sites you must stagger arrival and departure times at work to reduce crowding into and out of the workplace. Additional parking or facilities such as bike-racks to help people walk, run or cycle to work should be provided where possible to ensure social distancing can be maintained.
- 4.3 Assign fixed groups of workers to the work location to further control the risk of the virus spreading.
- 4.4 Avoid parking in areas where there is a chance that groups of people will be congregating. On arrival at work if the parking area is busy then park somewhere else close by or that isn't possible then come back later when the area is less congested

5 DELIVERIES AND LOADING/UNLOADING THE VEHICLE

- 5.1 Where possible and safe have single workers load or unload vehicles. If this cannot be done safely then maintain social distancing if possible. Find alternative solutions to two-person loading/unloading. This could include delaying delivery of large items or using an alternative method, for example, mechanical/material handling equipment. Where these are not possible then maintain fixed pairing for two-person deliveries and minimise physical contact.
- 5.2 For site deliveries:
 - 5.2.1 Encourage delivery drivers to stay in their vehicles where it does not compromise their safety and existing safe working practice.
 - 5.2.2 Where possible make delivery and receipt confirmation contactless and avoiding physical contact when taking delivery of goods.
 - 5.2.3 Schedule deliveries to limit exposure to large crowds.
 - 5.2.4 Designate pick-up and drop-off points on site with clear signage and marking

6 VEHICLE CLEANING

- 6.1 The main touch points on vehicles must be wiped down regularly using anti-bacterial wipes, household detergents/disinfectants or soap and water. Use disposable cloths and wipes if using standard household detergent and disinfectants. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and wipes used must be put into sealable waste receptacles or bags.
- 6.2 As a minimum the frequency of cleaning will be:
- Before using the van at the start of the day
 - Before the handover to a different driver or for servicing/repair
 - If the vehicle is handed back
 - If any other colleague has touched the van
 - When finished with the van at the end of the day

7 RE-FUELLING VEHICLES

- 7.1 When re-fuelling a vehicle, disposable gloves should always be worn when handling the fuel pump and payment key-pads. Once complete, gloves should be disposed of and hands should be washed with hand sanitiser or soap and water.
- 7.2 Drivers should ensure that they maintain enough fuel in their tanks to allow them to either travel to different station or come back later should the fuelling station be busy

8 BREAKDOWN AND EMERGENCIES

- 8.1 In the event of a breakdown you should contact Inchcape and arrange a recovery as normal. Equip yourself with anti-septic wipes etc if you are being recovered – clean your hands and wipe down any surface you may touch before getting into the recovery vehicle. If you cannot keep 2m apart from the driver then:
- 8.1.1 Sit side-by-side not face-to-face
- 8.1.2 Make sure the vehicle is well-ventilated to increase the flow of air, for example, by opening a window
- 8.2 In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe to do so – getting yourself to a safe location is the priority. Listen to and take direction from the emergency services if they attend the scene. Colleagues providing assistance to others should pay particular attention to their hygiene immediately afterwards including washing hands

9 DRIVERS WITH COVID-19 SYMPTOMS

- 9.1 If a vehicle has been recently used by someone who then shows symptoms of COVID-19 and must be used again within 72 hours, it is critical that the vehicle is thoroughly cleaned using anti-viral products as per the Vehicle cleaning section above.

10 MOT, SERVICE & REPAIR

- 10.1 Follow the above protocols, particularly around hygiene when arranging your vehicle's service, repair or MOT.

- 10.2 If your vehicle needs a service or repair, please follow the normal process. Please contact Inchcape in the usual way and the service centre will advise you on what to do, especially if you find a service is not possible now through approved centres.
- 10.3 The deadline for MOTs has been extended by six months. Not all private garages are closed, and line managers may still be contacted by Inchcape when an MOT is due.

11 SECTION 2: WORKBOATS

11.1 Introduction

- 11.1.1 This protocol applies to all Trust workboats including those hired in from external companies. The protocol applies to all workboat users including employees, volunteers, contractors and agency.
- 11.1.2 The protocol also applies for all work activities including attendance at out of hours emergencies through the Trust's On-Call system.

12 GENERAL

- 12.1 All workboats must carry a supply of anti-bacterial gel, wipes and paper towels for hygiene purposes. Sealable bags should be on board for the disposal of used wipes and other waste items.

13 WORKBOAT USE

- 13.1 All deck hold areas of workboats must be clearly marked at 2m intervals to help manage social distancing. Where social distancing is impossible to maintain then establish a fixed team of helmsman and deckhand to operate that vessel.
- 13.2 Only one person, the helmsman is to operate the craft i.e. have control of the wheel/tiller to limit cross contamination. Multiple people in the helm area is to be avoided.
- 13.3 Where the workboat has a crane or similar device then the same person must operate the crane on a workboat at all times and remain on crane during its use. Controls must be cleaned and disinfected in between work shifts (before and after use).
- 13.4 The daily workboat checks must be completed by helmsman, ensuring that only one person undertakes the checks. Hands must be washed before and after daily checks. The cleaning down of surfaces on the workboat must be added to the daily check (details in Workboat Cleaning).
- 13.5 When moving the workboat make sure the area at locks and moving structure is clear of any other users before operating that structure. This may mean waiting longer than usual to ensure social distancing. Wipe controls of those structures before and after operation. Wear appropriate PPE i.e. gloves and wash your hands with anti-septic gel or in soapy water for 20 seconds.
- 13.6 Isolate working areas around workboats from the general public. Put up additional fencing and signs to maintain social distancing. In some instances, it may be appropriate to close the towpath. Think about where the boat will be moored during the works. Preplan those mooring areas and ensure craft is moored in those designated areas during works and not moved unnecessarily. Avoid mooring at sites which involve access past long term/visitor moorings.
- 13.7 For small craft (inspection boats for example), or craft with limited crew space (for example historic boats), it is essential that the specific review of these is undertaken well in advance of the planned task to determine if they can be used.

14 WORKBOAT CLEANING

14.1 The main touch points on workboats must be wiped down regularly using anti-bacterial wipes, household detergents/disinfectants or soap and water. Use disposable cloths and wipes if using standard household detergent and disinfectants. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and wipes used must be put into sealable waste receptacles or bags.

14.2 As a minimum the frequency of cleaning will be:

14.2.1 Before using the workboat at the start of the day

14.2.2 Before the handover to a different helmsman or for servicing/repair

14.2.3 If the workboat is handed back

14.2.4 When finished with the workboat at the end of the day

14.3 Main touch points include wipe down your wheel or tiller, controls, tracker log-in device, radio, handrails, door handles, keys and welfare areas.

14.4 Waste items left in the workboat at the end of the shift must be cleaned (e.g. used tissues and wrappers, drinks cans), put in disposable bags and disposed of securely .

15 WELFARE ON WORKBOATS

15.1 Stagger breaks when on workboats to help maintain social distancing. Alternatively, if available, make use of other welfare areas e.g. vehicles or welfare provisions close by or other parts of the vessel.

15.2 Milk, tea, coffee and sugar will not be provided, to reduce communal use. Trust people should bring their own flasks or mugs.

16 SERVICING AND BREAKDOWNS

16.1 Contact the Hire Desk team if the workboat breaks down. The main touch points on the workboat should be wiped down before handing the vessel over to the repair team.

16.2 To maintain social distancing during servicing and breakdown repairs the workboat crew must vacate the craft when the servicing team arrives on to fix the problem. The servicing team should also wipe down any surfaces they have touched before handing the craft back.