


## Travel & Transport RAMS

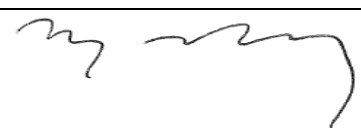
<b>PROJECT NAME:</b> CV19 Travel & transport risk assessment	<b>DATE</b>	29/05/2020	<b>Project Number (if applicable)</b>	
<b>ACTIVITY ASSESSED:</b> Travel & transport during the CV19 situation				
<b>LOCATION:</b> Travel for work purposes (staff not to use public transport during work at this time).				
<b>ASSESSED BY:</b> Roy Mosley			 <b>SIGNATURE:</b>	

PROBABILITY RATINGS		SEVERITY RATINGS	
Probable (likely to occur immediately)	4	Catastrophic (death/severe illness)	4
Reasonably probable (probably will occur in time)	3	Critical (serious injury/illness)	3
Remote (may occur in time)	2	Marginal (not serious)	2
Extremely remote (unlikely to occur)	1	Negligible	1

**Calculate Reduced Risk Rating using this chart – is it now Low / medium / High / Very High?**

1	2	3	4	6	8	9	12	16
<b>LOW</b>				<b>MEDIUM</b>		<b>HIGH</b>		<b>VERY HIGH</b>

**Obtain authorisation if needed**

REDUCED RISK RATING		Authorisation required by:	Name	Signature	Date
<b>LOW</b>	<b>1-4</b>	Assessor			
<b>MEDIUM</b>	<b>6-8</b>	Line Manager / H&S Officer	Roy Mosley		29/05/20

<b>HIGH</b>	<b>9</b>	Director/H&S Officer			
<b>VERY HIGH</b>	<b>12-16</b>	<b>ACTIVITY MUST NOT PROCEED</b>			

1 HAZARD	INITIAL RISK RATING			5 ACTION TO REDUCE HAZARD	What	Who	Done	REDUCED RISK RATING		
	2 Probability P	3 Severity S	4 Risk R					6 Probability P	7 Severity S	8 Risk R
Contracting CV19 whilst travelling to work.				Individual's responsibility to determine how best to protect themselves. Follow government guidance.						
Contracting CV19 whilst travelling during work – driving own car	2	4	8	All staff and volunteers to travel individually, no lift-sharing. Wash hands before entering vehicle and after returning home. If need to use a petrol station, wear disposable gloves and wash or sanitise hands before and after use.	Travel individually and good hand hygiene	All relevant staff		1	4	4

Contracting CV19 whilst using trust vehicle	3	4	12	<p>Travel individually unless physical screen between occupants.</p> <p>Vehicle checkers These are responsible for the normal weekly checks but also now need to ensure vehicles are kept clean and sanitised for team use and ensure adequate supply of cleaning materials.</p> <p>Vehicles assigned to small groups/teams to limit cross-contamination – use the vehicle assigned to you (see assigned team table on page 3). If you need to use a vehicle not assigned to you <b>must</b> seek permission from the vehicle checker.</p> <p>Wash hands before entering vehicle and after using. Wipe down all hand contact points before and after use. Complete hygiene check book. ‘Air’ vehicles as much as possible. Deep clean if someone with CV19 has used the vehicle.</p>	<p>Weekly checks. Ensure cleaning materials available</p> <p>Cleaning materials available</p> <p>Deep clean arranged</p> <p>Tick hygiene check book</p>	<p>Vehicle checkers</p> <p>JW/BK</p> <p>JW</p> <p>All</p>		2	4	8
Loading/transporting heavy loads	3	4	12	<p>Only do if safe manual handling can be employed <b>and</b> social distance maintained. Use of trolleys/wheelbarrows permitted to facilitate loading but must be cleaned before and after, and hands washed.</p>	<p>Cleaning materials available</p>	<p>JW/BK</p>		2	4	8

## **Method Statement**

Travelling between locations/sites:

Staff, volunteers, contractors and others who travel between workplaces could potentially be exposed to risk. Using public transport exposes our workers to members of the public and potentially contaminated surfaces. Walking and cycling exposes them to a lesser extent and alone in a vehicle offers the least risk. We advise walking, cycling or using a private or Trust vehicle (no public transport at this time).

## **SRWT Vehicles: Assigned Team**

The trust has the following vehicles available (as of 29/05/20):

Allocated Keeper	Vehicle	Reg Number	Team Assigned
Ben Keywood	Citroen C1	PO63 ZJV	Exec/support services/other
Chris S /OL	Astra Red	KN63 MYF	OL
Jenny / W@H	Seat Leon	YV19 FLN	W@H
Rachel	Red Van	PK63 UYV	NRs/LMT
Owen / NN	Auris	YO16 FUD	NN
Danny / SLLP	Duster	YT19 FZW	SLLP
Nabil	White Badger Van	SC66 OUF	WwW/LMT
WS / Tom	4x4 Ford	EJ55 BZG	LMT/WS
Tom	Temporary LMT truck	TBC	LMT
Steve G	Ford Transit Pickup - WS	FE67 ZWB	WS
Paul L / Adele	WS Red Van	DG67 JTX	WS
Jon	Two Peugeot Vans	MC19 YDD	WS
Adele	Two Peugeot Vans	OU18 OUM	WS

Only use vehicles assigned to your teams unless permission granted by a member of Exec.

## **Additional notes**

<b>Contact Name</b>	<b>Position/ Location</b>	<b>Number</b>
Sheffield and Rotherham Wildlife Trust	Main Office	0114 263 4335
Gas - Transco	Gas leaks and breaks	0800 111999
Water - Yorkshire Water	Water leaks (mains)	0843 1242424
Electricity - Yorkshire Electricity	Power cuts and emergencies	0800 375675
Social Services	Out of hours	0114 2427305
Sheffield Young Children's Service		0114 2817305
NSPCC Child Protection	Helpline	0808 800 5000
South Yorkshire Police		0114 220 2020
Social Services	Children Services	0114 273 4855