


Travel & Transport RAMS

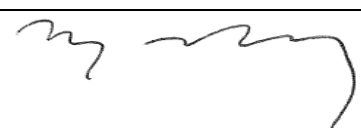
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|--|-------------|--|--|--|
| PROJECT NAME: CV19 Travel & transport risk assessment | DATE | Updated 30/07/2021 | Project Number (if applicable) | |
| ACTIVITY ASSESSED: Travel & transport during the CV19 situation | | | | |
| LOCATION: Travel for work purposes | | WHO: All staff, volunteers, trainees/placements and participants who travel. Sharing vehicles is strictly on a voluntary basis i.e. no one is required to by the Trust. | | |
| ASSESSED BY: Roy Mosley | |  SIGNATURE: | | |

| 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 | |
| LOW | | | | MEDIUM | | HIGH | | VERY HIGH | |

Obtain authorisation if needed

| REDUCED RISK RATING | | Authorisation required by: | Name | Signature | Date |
|---------------------|-----|----------------------------|------------|---|----------|
| LOW | 1-4 | Assessor | | | |
| MEDIUM | 6-8 | Line Manager / H&S Officer | Roy Mosley |  | 30/07/21 |

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

| | INITIAL RISK RATING | | | | | | REDUCED RISK RATING | | | |
|---|----------------------------|----------------------|------------------|--|-------------|------------|----------------------------|-------------------------|----------------------|------------------|
| 1 | 2 | 3 | 4 | 5 | | | 6 | 7 | 8 | |
| HAZARD | Probability P | Severity S | Risk R | ACTION TO REDUCE HAZARD | What | Who | Done | Probability P | Severity S | 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 | <p>Staff and volunteers can share a vehicle with other people if the following mitigation is in place:</p> <ol style="list-style-type: none"> 1. No face-to-face sitting/talking 2. Good ventilation 3. No sitting in vehicles for lunch or breaks 4. Face coverings worn 5. Daily cleaning/sanitisation of vehicles 6. Max 90 minutes per day in a shared vehicle 7. Clear communication on these measures <p>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.</p> | Ensure measures followed if sharing a vehicle. | All relevant staff | Ongoing | 1 | 4 | 4 |
| Contracting CV19 whilst using trust vehicle | 3 | 4 | 12 | <p>Vehicles can be shared without limit on numbers as long as these mitigation measures are followed:</p> <ol style="list-style-type: none"> 1. No face-to-face sitting/talking 2. Good ventilation 3. No sitting in vehicles for lunch or breaks 4. Face coverings worn 5. Daily cleaning/sanitisation of vehicles | Ensure measures followed. | Drivers | Ongoing | 2 | 4 | 8 |

| | | | | | | | | | |
|--|--|--|--|--|---|---|--|--|--|
| | | | <p>6. Max 90 minutes per day in a shared vehicle</p> <p>7. Clear communication on these measures</p> <p>Ultimately drivers have the responsibility and need to be satisfied with the measures.</p> <p><u>Vehicle checkers</u> 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 must 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, adding in any passengers. ‘Air’ vehicles as much as possible.</p> <p>Deep clean if someone with CV19 has used the vehicle.</p> | <p>Weekly checks.</p> <p>Cleaning materials available</p> <p>Tick hygiene check book</p> <p>Arrange for ‘deep’</p> | <p>Vehicle checkers</p> <p>JW/BK</p> <p>All</p> <p>JW</p> | <p>Ongoing</p> <p>Yes</p> <p>Ongoing</p> <p>Ongoing</p> | | | |
|--|--|--|--|--|---|---|--|--|--|

| | | | | | | | | | | |
|---------------------------------------|---|---|----|--|--|-------------------------|---------|---|---|---|
| | | | | If need to use a petrol station, wear disposable gloves and wash or sanitise hands before and after use. | contract clean Wear gloves and sanitise | All | Ongoing | | | |
| Travel using hired minibus/coach etc. | 3 | 4 | 12 | These vehicles can be used without limit on numbers as long as these mitigation measures are followed: <ol style="list-style-type: none"> 1. No direct face-to-face sitting/talking 2. Good ventilation 3. No sitting in vehicles for lunch or breaks 4. Face coverings worn 5. Daily cleaning/sanitisation of vehicles 6. Max 90 minutes per day in a shared vehicle 7. Clear communication on these measures | Travel company | Travel company employee | Ongoing | 2 | 4 | 8 |
| Loading/transporting heavy loads | 3 | 4 | 12 | Only do if safe manual handling can be employed. Use of trolleys/wheelbarrows permitted to facilitate loading but must be cleaned before and after, and hands washed. | Cleaning materials available | JW/BK | Yes | 2 | 4 | 8 |

Appendix 1: 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 with public transport as a last resort.

Appendix 2: SRWT Vehicles: Assigned Team

The trust has the following vehicles available (as of 30/07/21):

| Allocated Keeper | Vehicle | Reg Number | Team Assigned |
|------------------|--------------------------|------------|-----------------------------|
| Ben | Citroen C1 | PO63 ZJV | Exec/support services/other |
| Chris S | Astra Red | KN63 MYF | OL/W4N |
| Jenny | Seat Leon | YV19 FLN | W@H |
| Hannah | Red Van | PK63 UYV | NRs/LMT/W4N |
| Owen | Auris | YO16 FUD | NN |
| Danny | Duster | YT19 FZW | SLLP |
| Martin | White Badger Van | SC66 OUF | WwW/LMT |
| WS/Tom/Joe | 4x4 Ford | EJ55 BZG | LMT/WS |
| Tom/Joe | LMT Ford Transit | BJ70 VZR | LMT |
| Steve G | Ford Transit Pickup - WS | FE67 ZWB | WS |
| Steve G | WS Red Van | DG67 JTX | WS |

Additional notes

| Contact Name | Position/ Location | Number |
|--|----------------------------|---------------|
| 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 |