

COVID-19 Social Distancing Aide Memoire – Working in or from vehicles

Business Details	
Trading Name:	Company Name:
Address:	Head Office Address:
Tel No:	E-mail:
Main Activity:	No. of employees:

COVID-19 risk assessment	
Local manager contact details:	Union/Employee Rep contact details:
Have you reviewed your workplace risk assessments to take account of COVID-19?	Yes <input type="checkbox"/> No <input type="checkbox"/> Documented? <input type="checkbox"/> Communicated? <input type="checkbox"/>
<p>Have you identified the activities which are critical to the operation of the business?</p> <p>Have you identified any employees who are especially vulnerable to COVID-19?</p> <p>If so, they shouldn't work outside their home and it might be difficult to arrange alternative roles which don't include driving vehicles</p>	
<p>Social distancing in vehicles</p> <ul style="list-style-type: none"> Maintain 2m social distancing wherever possible, including arriving/departing from work, at work and when travelling between sites 	

It will not always be possible to maintain a distance of 2m inside vehicles

Can you achieve 2m social distancing inside vehicles?

If not, you must introduce extra precautions.

What extra precautions have you introduced?

E.g. – minimising the duration of activities/tasks, extra handwashing, providing screens/barriers between workers, back-to-back or side-to-side working and using fixed teams of people to minimise contact between different people

What have you done to minimise risks associated with arriving at/leaving the workplace?

E.g. staggering arrival and departure times, limited number of seats in company vehicles, provision of alternative facilities such as bike racks

Managing customers, visitors and contractors

- **Must minimise risk resulting from the presence of other people in vehicles (e.g. taxi customers)**

Have you reviewed routines and schedules to reduce interaction and overlap between people?

Do you maximise the use of electronic/contactless payment and receipt for transfer of goods and services?

Use pre-arranged pick-up and drop-off arrangements to minimise contact between people (e.g. click and collect)

How do you make sure that the people in the vehicle (drivers and customers/passengers) know what they need to do to maintain safety?

Cleaning the vehicle

- **Must keep the vehicle clean enough to minimise transmission by touching contaminated surfaces**

Encourage people to wash hands before boarding vehicles

How do you keep regular/frequent hand contact surfaces clean? (e.g. door handles, fuel pumps and keys)

Keep hand sanitisers and wipes on the vehicle at all times

Keep the vehicle clean by removing litter, waste and personal belongings from the vehicle at the end of a shift.

Staff welfare facilities

- **Must be suitable and sufficient facilities to promote high standards of personal cleanliness and hygiene**

Pay attention to extra cleaning in changing rooms, washrooms and shower facilities

Ensure that drivers have access to welfare and washing facilities when they need them

Personal protective equipment (PPE), face masks and face coverings

- **These aren't the same thing**
- **Should be a last resort and the emphasis should be on SD, hygiene controls and fixed teams or partnering**

It is extremely unlikely that your workplace risk assessment has identified the need for PPE – if you think that PPE is necessary make sure that you have already taken all the 2m social distancing and hygiene precautions

Face masks and face coverings provide very limited if any protection and won't be necessary if social distancing, hygiene controls and team/partner working are in place

Face coverings are optional and not required by law but employees should be supported if they choose to wear one

Those employees must be provided with information about the need for regular handwashing, to avoid touching the face and to change the face covering at least daily

If face coverings aren't washable then they should be disposed of carefully in the normal waste

Management of the workforce

- **Change the ways in which work is organised to create distinct groups and to reduce the number of contacts between different employees**

Try to set up distinct groups or teams of staff so that where contact is unavoidable, it is between the same people

Do your employees need to travel to other places in connection with their work?

If so, you must eliminate non-essential journeys, minimise the number of people in the same vehicle and thoroughly clean any vehicles which are shared between employees

Do you deliver to other sites?

If so, you must minimise person-to-person contact, including during any payments or transfer of documents.



Management of deliveries and collections

- **Must maintain SD and minimise surface transmission when items, articles and goods are put in and taken from the vehicle**

Can you avoid collections and deliveries from premises at busy times?

Can you have someone working on their own to load and unload without prejudicing safety?

Handling and processing of paperwork and documents – have you maximised the use of electronic paperwork?

You must allow drivers to use welfare facilities

Where possible, drivers must stay in their vehicles unless it would compromise their safety

Where to obtain further guidance

COVID-19: what you need to do <https://www.gov.uk/coronavirus>

Support for businesses and employers during coronavirus (COVID-19)

<https://www.gov.uk/coronavirus/business-support>

General guidance for employees during coronavirus (COVID-19)

<https://www.gov.uk/guidance/guidance-and-support-for-employees-duringcoronavirus-covid-19>