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**Risk assessment document Vehicles Risk Assessment**

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| **Address:** | **Emmaus Cambridge, Green End, Landbeach. Cambridge. CB25 9FD** |
| **Assessment completed by:** | **Graham Haynes, John McGovern – Implemented by staff team.** |
| **Assessment date:** | **07.04.2021** |
| **Review date:** | **07.05.2021** |

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| **Risk Matrix – High – Medium – Low (Risk)** | | | | | | |
| Likelihood x Severity = **Risk Rating** | | Likelihood | | | | |
| Certain  5 | Very  4 | Likely  3 | May happen  2 | Unlikely  1 |
| severity | Critical (5) | 25 | 20 | 15 | 10 | 5 |
| Significant (4) | 20 | 16 | 12 | 8 | 4 |
| Moderate (3) | 15 | 12 | 9 | 6 | 3 |
| Minor (2) | 10 | 8 | 6 | 4 | 2 |
| Very minor (1) | 5 | 4 | 3 | 2 | 1 |

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**Introduction**

The purpose of this report is to provide an assessment of the risk to Emmaus Cambridge from Covid19 and to make recommendations to mitigate these risks.

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| Name of Company | Emmaus Cambridge | |
| Address | Green End, Landbeach, Cambridge. CB25 9FD | |
| Government Guidance Document | COVID-19 guidance for employees and businesses  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles> (Vehicles) | |
| Date of previous Risk Assessment | 25.02.21 | |
| Part of the organisation affected | Shop re-opening and managing trading **using vehicles** | |
| Responsible Person | Joanne May (Trustee responsible for H&S) /Graham Haynes/John Mcgovern | |
| Contact, Names & Position | Graham Haynes Operations Manager and John McGovern Operations Assistant | |
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**Background**

Coronavirus was first detected in China and has now been detected in almost 90 locations internationally, including in the United Kingdom. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a “public health emergency of international concern.

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus. The COVID-19 (Coronavirus) outbreak presents specific risks to the homelessness sector. The people that we support are in the high-risk group, with long term conditions that mean, should the virus affect a member of staff, or someone experiencing homelessness including individuals who are sleeping rough, there could be severe consequences for services. COVID-19 was spreading fast with increasing numbers of infection each day this has now started to slow but it is very important that Emmaus Cambridge remains flexible and responsive to changing situations.

The UK Chief Medical Officers have reduced the risk from High to Moderate and the UK government is starting to unlock areas of the economy which is allowing us to open.

Health professionals are working to contact anyone who has been in close contact with people who have coronavirus. There are some countries and areas where there's a higher chance of coming into contact with someone with coronavirus. The East of England has had one of the lowest infection rates in the country.

**Government guidelines on social distancing-** Everyone needs to be following the government guidelines to continue to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19) www.gov.uk for current guidance.

**Symptoms of coronavirus are:**

* Cough
* High temperature
* Loss of taste and smell
* Shortness of breath.

But these symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

The re-opening our colletions and deliverys will require a change in the way we keep all staff/companions, volunteers and members of the public safe. The main priorities are keeping your distance from other people by 2 meters and maintaining vigilance with regard to hygiene. Infection can be spread by touching a surface, object or the hand of an infected person and then touching own mouth, nose or eyes and by close proximity to others.

Hands – Face – Space – Fresh air/ventilation

We have taken all possible steps to provide a safe environment for staff and companions and members of the public all whilst managing the risks detailed in this document.

**For detail of mitigating measures see individual action plans below**

**Risk Assessment and action plan (Social distancing)**

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| Area of concern | What are the risks involved | Who is at risk | Risk Rating  L/M/H | Mitigating Measures | After mitigating measures  L/M/H |
| Social distancing in vehicles for van crews | * Spread of Covid19 * Lack of understanding of the need for social distancing. * Companions and staff not adhering to rules. | Staff and companions | M  3x3  9 | * Training for companions and staff * Clear sinage and messaging * Using a consistent pairing system if people have to work in close proximity * Contact with Customers when out * Safe collections * Safe deliveries * Un-loading collection from vans * Loading deliveries onto vans | L  2x2  4 |

* **Training for companions and staff** 
  + All normal driving policy and procedure to be adheard to
  + Daily briefing for companions on social distancing at morning meeting, 1+ meter rule where possible, by staff member taking meeting:
  + Staff training in social distancing measures, to disseminate to companions, and volunteers.
* **Clear sinage and messaging**
  + Sinage in each van detailing how to socialy distance
* **Using a consistent pairing system if people have to work in close proximity**
  + 3 people in a van at anyone time and maximum allowed in a car based on how many seat belts.
  + Driver and two mates assigned to each van working consistently together for a minimum of a week.
  + If more people need to attend a specific collection or delivery an additional vehicle will be used
  + All drivers will work with the same 2 companions designated each week where possible.
* **Contact with Customers when out** 
  + Scheduling to limit exposure to large crowds and rush hours where appropriate.
  + Revising pick-up and drop-off collection points and procedures with signage and marking in the top car park
  + Enabling drivers to access welfare facilities when required and consistent with on site guidance.
* **Safe collections**
  + Staff member to contact all customers who will have confirmed on the morning of the collection that there is no one unwell in the house
  + Rebook collection to those with symptoms or who have had contact with others with syptoms
  + Customers will be asked to clean items that are being donated when their collection is booked
  + Where possible customers will be asked to leave the donation outside their home
  + Where the customer cannot leave the donation outside the house, they will be asked to adher to strict social distencing when van crew have to enter a property
* **Un-loading collection from vans**
  + Van crew will be responsibe for unloading vans on return to site
  + Van crew will unload all bric-a-brac into the correct bay in the marque to be quarenteened for 72 hours
  + A collection van with Bric-a-brac removed will be fogged for 5 minutes and left to sit for 30 minutes. The van can then be emptied straight into the warehouse.
  + Designate daily bays which get emptied and sorted on designated days post quarinteen
  + Where queuing is taking place, you should use queue management systems to maintain a safe distance.
* **Safe deliveries**
  + All customers will have confirmed on the morning of the delivery that there is no one unwell in the house
  + Where possible van crew will leave goods outside the house
  + Where is is not possible to leave goods outside the house the customer will be asked to adher to strict social distancing when van crew have to enter a property.
  + Re book delivery to those with symptoms or who have had contact with others with syptoms
* **Loading deliveries onto vans**
  + Items sold in the shop for delivery will be wiped before being put in the delivery bays to reduce possibility of contamination.
  + Normal practice for loading delivery vans adeheard to

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| Area of concern | * What are the risks involved | Who is at risk | Risk Rating  L/M/H | * Mitigating Measures | After mitigating measures  L/M/H |
| PPE and face coverings for staff and companions | * Spread of Covid19 * Lack of understanding for need to wear PPE * Companions and staff not adhering to rules | Staff and companions | M  3x2  6 | * Training for companions, staff and volunteers How to wear a face covering and PPE outside the van * Provide adequate face masks and gloves where necessary * Request that Customers wear face masks | L  1x2  2 |

**Risk Assessment and action plan (PPE)**

* **Training for companions, staff and volunteers How to wear a face covering outside the van**
  + Initial training on how to wear, with regular updates.
  + A cloth face covering should cover your mouth and nose while allowing you to breathe comfortably.
  + A visor can be used in cases where a mask is unsuitable
  + Wash your hands or use hand sanitiser before putting it on and after taking it off. Avoid touching your eyes, nose, or mouth at all times and store used face coverings in a plastic bag until you have an opportunity to wash them.
  + Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. Once removed, make sure you clean any surfaces the face covering has touched.
  + You should wash a face covering regularly. It can go in with other laundry, using your normal detergent.(can staff/companions team facilitate this) Disposable masks will be made available.
  + When wearing a face covering, take care to tuck away any loose ends.
* **Provide adequate face masks and PPE and gloves where necessary** 
  + Daily check on van crews face coverings at morning meeting by staff
  + Disposable masks will be given out at the end of every morning meeting
  + Exemption badges should be worn if a face coverings can’t be used
  + Each van to have additional disposabale face coverings and gloves available at all times
  + Single use disposable face coverings and gloves to be sealed in a rubbish bag at the end of the day and disposed of
  + Normal PPE boots and gloves to be worn as usual
* **Request that Customers wear face masks**
  + Include request for face coverings to be worn in all media posts when accepting a delivery or collection.
  + Offer customer face mask where they do not have their own.

**Risk Assessment and action plan (Hygiene)**

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| Area of concern | * What are the risks involved | Who is at risk | Risk Rating  L/M/H | * Mitigating Measures | After mitigating measures  L/M/H |
| Hygiene – Handwashing and sanitation facilities  Vehicle cleaning | * Spread of Covid19 * Cross- contamination * Skin diseases * Lack of understanding Companions and staff not adhering to rules | Staff and companions | H  3x4  12 | * Training for companions and staff * Supply adequate hand sanitiser and barrier cream on all vehicles * Empty vehicles of rubbish daily. * Disinfectant foggers | M  2x3  6 |

* **Training for compainos and staff**
  + Initial training for companions regarding good hand hygiene
  + Daily reminders at companion meeting about hygiene
  + Drivers and mates to be trained in the use of disinfectant foggers for furniture collections in the vans upon return to site
* **Supply adequate hand sanitiser and barrier cream for use on all vehicles**
  + Hand sanitiser checked each day before departure from site.
  + Hands to be cleaned before after each collection or delivery
* **Internal and external Van cleaning**
  + Supply of disinfectant spray and cloths in each van.
  + Cloths to be replaced every day
  + Disinfectant foggers to be used on furniture only when collections return to site
  + Daily cleaning of Vehicles using disinfectant all areas to be wiped thoroughly
    - Stearing wheel
    - Door handles
    - Tail lift buttons
    - Dashboard
    - Seats
    - mirrors
* **Empty vehicles of rubbish daily.**
  + All vans to be left clean ready for following day after use (driver responsibility)
  + Provide more waste facilities and more frequent rubbish collection

**Risk Assessment and action plan (Accidents)**

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| Area of concern | * What are the risks involved | Who is at risk | Risk Rating  L/M/H | * Mitigating Measures | After mitigating measures  L/M/H |
| Accidents | * Spread of Covid19 * Spread of infection * Risk of injury * Companions and staff not adhering to rules | Staff, companions  And members of the public | M  2x4  8 | * Training for companions, staff and volunteers * In the event of an emergency people do not have to stay 2 metres apart if it would be unsafe * All first aid boxes to be completely filled to include gloves and masks for emergency use. On top of all other PPE. * Strict reporting and documentation of all accidents * Staff to debrief Companions after any accident or incident. * Strict maintenance procedure and daily checks | M  2x4  8 |

* **Training for companions, staff and volunteers**
  + All normal proceedures for vehicles remain in place
  + Training in 999 calls
  + Repetition and consistent message
* **In the event of an emergency people do not have to stay 2 metres apart if it would be unsafe**
  + If someone is in distress and requires help, anyone involved in provision of assistance should be pay particular attention to all hygiene measures above in action plan 2 and 3 during and after any contact.
  + First Aid should only be offered by a qualified first aiders
* **All first aid boxes to be completely filled to include gloves and masks for emergency use. On top of all other PPE.** 
  + Frist aid box to be checked weekly and repeneshed after any accident or use
* **Strict reporting and documentation of all accidents**
  + All accidents to be recorded including near misses and minor accidents
  + All staff trained in the use of the accident book
  + All accidents must be reported to Staff as soon as is practical
* **Staff to debrief Companions after any accident or incident**
  + Support for van crew to be offered as soon as staff on site know about it.
  + Companions and staff to discuss in the next morning meeting any incidents or accidents that take place, to ensure everyone understands what happened.
* **Strict maintenance procedure and daily checks**
  + Continued maintenance proceedures in place

**4. Review and Monitoring**

This Risk Assessment document will be reviewed on a monthly basis or whenever any material changes take place on site.

First Review due:- 24.09.20

Carried out by:- Graham Haynes Date:- 24.09.20

Signed:- x

Second Review due:- 24.10.20

Carried out by:- Graham Haynes Date:- 24.10.20

Signed:- x

Third Review due:- 24.11.20

Carried out by:- Graham Haynes 24.11.20 Date:-

Signed:- x

Forth Review due:- 25.01.21

Carried out by:- Graham Haynes Date:- 25.01.21

Signed:- x

Fifth Review due:- 25.02.21

Carried out by:- Graham Haynes Date:- 25.02.21

Signed:- x

Sixth Review due:- 25.03.21

Carried out by:- Graham Haynes Date:- 07/04/2021

Signed:- x