



COVID-19 VAN-SHARE RISK ASSESSMENT HOSPICE OF THE VALLEYS

Title: COVID-19 Van Share	Date of Assessment: 12/04/2021	Risk Assessor: Justin McCarthy
Risk Assessment Reference: COVID-19_VS	People involved in making this assessment: Justin McCarthy & Toby Bidwell	
Task/ Process: Assessment of the risks associated with employees sharing vehicles during COVID-19.	People at Risk: Volunteers, Employees	
Hazard: Cross contamination of COVID-19 – Risk of contracting COVID-19 if adequate controls are not in place. Symptoms include fever, persistent cough, shortness of breath, loss of taste and / or smell, or potentially death. The risk of not recovering from COVID-19 is higher amongst the elderly, cancer patients, or persons with pre-existing medical conditions, such as COPD (Chronic Obstructive Pulmonary Disease).		
Control Measures:		
1. Symptom reporting system in place, whereby staff have been instructed to notify Head Office immediately if they are experiencing COVID-19 symptoms.		
2. Workers have access to Peninsula's 'COVID-19 Returning to Business' e-learning, available via BusinessSafe Online and must complete if instructed by management.		
3. Workers participate in COVID-19 safety talk upon their return to work. This includes being trained on this risk assessment's control measures.		
4. Workforce instructed to keep windows down wherever possible, to allow natural ventilation to pass through vehicle.		
5. Air conditioning is not to be used, as it could potentially circulate unclean air particles.		
6. Maximum 2 people allowed in work vehicles. Workers must sit as far away from each other as possible e.g. if a van has 3 seats in the front, then the passenger must sit in the furthest seat from the driver.		
7. Workers instructed to sit side-to-side and always face forwards. This will prevent them from coughing / sneezing / breathing directly at one another.		
8. Face coverings worn by all workers.		
9. Shop Manager ring the homeowners prior to collection, to ensure no one in the household is symptomatic.		
10. Workforce instructed not to accept food or drink from anyone else. They are also instructed not to share food or drink with one another.		



- 11. Workforce instructed to avoid using household toilets unless absolutely necessary.
- 12. Workforce provided with hand sanitiser and instructed to use it at suitable intervals and if they have come into contact with potentially contaminated surfaces.
- 13. Mileage is generally low, meaning workers are rarely in vehicle for more than 15 minutes without getting out for fresh air.
- 14. Workforce must self-isolate if; they have a high temperature or a new persistent cough, is a vulnerable person (by virtue of their age, underlying health condition, clinical condition), or is living with someone in self-isolation or a vulnerable person. Head Office have established whether any workers fit this category.
- 15. Workforce have been strictly instructed to not to embrace others e.g. shake hands, hug etc. until further notice.
- 16. Head Office monitor the news on a daily basis to establish any updates to the coronavirus.
- 17. Government guidance on coronavirus is being implemented in a regimented manner.
- 18. Disciplinary action will be taken against workers failing to adhere to our control measures and government guidance.

Documents Associated with this Risk Assessment:	
Review Date: 12/10/2021	Reviewer: Justin McCarthy