

## Travel & Transport RAMS

<b>PROJECT NAME:</b> CV19 Travel & transport risk assessment	<b>DATE</b>	29/10/20	<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>WHO:</b> All Wildscapes staff who travel.		
<b>ASSESSED BY:</b> Jon Goodrick		<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	
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	Jon Goodrick		
HIGH	9	Director/H&S Officer			
VERY HIGH	12-16	ACTIVITY MUST NOT			

		PROCEED			
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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 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	Ongoing	1	4	4
Contracting CV19 whilst using trust vehicle	3	4	12	<p><b>Travel individually where possible but vehicle can be shared with three other people if 1m distance plus mitigation in place:</b></p> <ol style="list-style-type: none"> <li>1. No face-to-face sitting/talking</li> <li>2. Good ventilation</li> <li>3. No sitting in vehicles for lunch or breaks</li> <li>4. Face coverings worn</li> <li>5. Daily cleaning/sanitisation of vehicles</li> <li>6. Max 90 minutes per day in a shared vehicle</li> <li>7. <b>Staff are to be encouraged to use their</b></li> </ol>	Ensure measures followed.	Drivers	Ongoing	2	4	8

			<p>own vehicle to travel to projects.</p> <p>8. Staff that work on a full-time basis, and who do not have their own vehicle, are to be assigned together to a particular vehicle, where possible.</p> <p>9. Staff that commit on a part-time basis, and do not have their own vehicle, are to be assigned a separate vehicle, where possible.</p> <p>10. Clear communication on these measures</p> <p>Ultimately drivers have the responsibility and need to be satisfied with the measures.</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</p>	<p>Weekly checks. Ensure cleaning materials available</p> <p>Tick hygiene check book</p> <p>Arrange for 'deep' contract clean</p>	<p>Vehicle checkers</p> <p>All</p> <p>JW</p>	<p>Ongoing</p> <p>Ongoing</p>			
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				<p>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, adding in any passengers. 'Air' vehicles as much as possible.</p> <p>Deep clean if someone with CV19 has used the vehicle.</p>						
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>	Cleaning materials available	JW/BK	Yes	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 with public transport as a last resort.

### **SRWT Vehicles: Assigned Team**

The trust has the following vehicles available (as of 15/09/20):

Allocated Keeper	Vehicle	Reg Number	Team Assigned
Ben Keywood	Citroen C1	PO63 ZJV	Exec/support services/other
Chris S	Astra Red	KN63 MYF	OL
Jenny	Seat Leon	YV19 FLN	W@H
Hannah	Red Van	PK63 UYV	NRs/LMT
Owen	Auris	YO16 FUD	NN
Danny	Duster	YT19 FZW	SLLP
Nabil	White Badger Van	SC66 OUF	WwW/LMT
WS/Tom/Marta	4x4 Ford	EJ55 BZG	LMT/WS
Tom/Marta	Temporary LMT truck	WX68 NWH	LMT
Steve G	Ford Transit Pickup - WS	FE67 ZWB	WS
Steve G	WS Red Van	DG67 JTX	WS
Jon	Peugeot Van	MC19 YDD	WS
Adele	Peugeot Van	OU18 OUM	WS

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

### **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