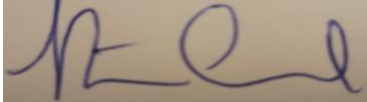


## Wildscapes Travel & Transport RAMS


<b>PROJECT NAME:</b> CV19 Travel & transport risk assessment	<b>DATE</b>	25/01/21	<b>Project Number (if applicable)</b>	
<b>ACTIVITY ASSESSED:</b> Travel & transport during the CV19 situation				
<b>LOCATION:</b> Travel for work purposes			<b>WHO:</b> All Wildscapes staff who travel.	
<b>ASSESSED BY:</b> Steven Greenwood			<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	Roy Mosley		25/01/21
HIGH	9	Director/H&S Officer			

<b>VERY HIGH</b>	<b>12-16</b>	<b>ACTIVITY MUST NOT PROCEED</b>			
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1 <b>HAZARD</b>	INITIAL RISK RATING			5 <b>ACTION TO REDUCE HAZARD</b>	What	Who	Done	REDUCED RISK RATING		
	2 Probability <b>P</b>	3 Severity <b>S</b>	4 Risk <b>R</b>					6 Probability <b>P</b>	7 Severity <b>S</b>	8 Risk <b>R</b>
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	Vehicle can be shared with the driver plus three other people if following mitigation in place: <ul style="list-style-type: none"> <li>1. WS vehicles are only to be used by WS staff</li> <li>2. No face-to-face sitting/talking</li> <li>3. Good ventilation</li> <li>4. No sitting in vehicles for lunch or breaks</li> <li>5. Face coverings worn</li> <li>6. Daily cleaning / sanitisation of vehicles</li> <li>7. Max 90 minutes per day in a shared vehicle</li> </ul>	Ensure measures followed.	Drivers	Ongoing	2	4	8

				<p>8. Designated bubbles:  <b>Flatbed</b> – 5 staff</p> <p><b>Hilux</b> – 2 staff</p> <p><b>White Van</b> – 5 staff</p> <p><b>Own vehicle #1</b> – 1 staff member will travel independently in their own vehicle on a permanent basis</p> <p><b>Own Vehicle #2</b> – 2 other staff members will travel independently in their own vehicle on a permanent basis</p> <p>9. On days when there are more than 4 staff working from the White Van Bubble, then the excess staff will travel alone in their own vehicle</p> <p>10. On days when more than 4 staff working from the flatbed then 1 staff member will travel in the WS red van. (measures 9 and 10 will ensure that no more than 4 staff are travelling in any vehicle)</p> <p>11. Clear communication on these measures</p>	<p>Weekly checks. Ensure cleaning materials available</p> <p>Tick hygiene check book</p>	<p>Vehicle checkers</p> <p>All</p> <p>JW</p>	<p>Ongoing</p> <p>Ongoing</p>			
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				CV19 has used the vehicle.						
Loading/transporting heavy loads	3	4	12	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.	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 WS vehicle with public transport as a last resort.

### **WS Vehicles:**

WS has the following vehicles available (as of 25/01/21):

Allocated Keeper	Vehicle	Reg Number	Team Assigned
Jordan Porter	Ford Transit Pickup - WS	FE67 ZWB	WS
Steve G	WS Red Van	DG67 JTX	WS
Jordan Porter	White Van (hired)	WM68 WAJ	WS
Paul Jarman	White Transit Connect (hired)	CV67 UDO	WS
Dave Westley	Hilux (hired)	HG19GZD	WS

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

**Additional notes**

<b>Contact Name</b>	<b>Position/ Location</b>	<b>Number</b>
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