



# **Hendy Group**

## **Covid 19 – Sharing Vehicles with Customers Risk Assessment**

**Location: All Sites**


**Date: 25th May 2021**  
**Updated: 25<sup>th</sup> May 2021**

## Covid 19 Employee - Risk Assessment

Location: **All Sites**

Assessment Carried Out By: **John Hendy**

Hazards:	Control Measures:	Level of Risk	Level of Risk	Overall Risk	Who might be harmed?	What further action is necessary to control the risk?
Look only for hazards that you could reasonably expect to result in significant harm under the conditions of operation. Check for the following possible hazards:	Is the risk adequately controlled? What precautions have already been taken	Likelihood	Severity	Risk Rating	List the groups of people who are specifically at risk from the hazards identified.	
<p><b>General Hygiene Standards</b></p> <p>Risk of coming into contact with surfaces that contain the Covid 19 virus</p>	<p>1. Clean your hands before getting into the vehicle. Use soap and water for at least 20 seconds and/or use alcohol-based hand sanitizer if soap and water if not available.</p> <p>2. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the covered bin.</p> <p>3. Ensure before travelling in the same vehicle no potential occupants are exhibiting any of the standard Covid-19 symptoms.</p>	<p><b>Possible</b></p> <p><b>(3)</b></p>	<p><b>Moderate Injury</b></p> <p><b>(3)</b></p>	<p><b>Medium</b></p> <div style="background-color: yellow; width: 20px; height: 15px; margin: 0 auto;"></div>	<p>Self, Work Colleagues &amp; Customers</p>	<p>1. Adhere to latest government guidelines on self distancing</p> <p>2. Inform your fellow occupants immediately if feeling unwell with any of the recognized Covid 19 symptoms.</p>

<p><b>Self Distancing &amp; Ventilation and personal items</b></p> <p>Risk of coming into contact with surfaces that contain the Covid 19 virus</p>	<ol style="list-style-type: none"> <li>1. Maintain a 2 metre distance until it is necessary to be closer.</li> <li>2. No unnecessary items to be transported (personal items / bags etc)</li> <li>3. All occupants must wear a mask within 2m of each other and in the vehicle (to be worn as per guidelines provided)</li> <li>4. Ideally journeys to be kept as short as possible, no breaks or unnecessary stop offs along the way (unless required)</li> <li>5. Windows must be down to increase ventilation throughout the journey</li> <li>6. Car ventilation must <b>not</b> be on recirculate</li> <li>7. Driver and passenger should distance as much as possible by using the driver seat and rear passenger seat. If not possible then occupants should all face in the same direction at all times. If minibuses are available, they should be used to allow social distancing as much as possible, (all on board should wear masks)</li> </ol>	<p><b>Possible</b></p> <p><b>(3)</b></p>	<p><b>Moderate Injury</b></p> <p><b>(3)</b></p>	<p><b>Medium</b></p> 	<p>Self, Work Colleagues &amp; Customers</p>	<ol style="list-style-type: none"> <li>1. Adhere to latest government guidelines on self distancing</li> <li>2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.</li> </ol>
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## Comments

This document is to be used in addition to general COVID 19 risk assessments when activities dictate.

## Management

- Please ensure all employees are aware of reporting requirements and that all confirmed cases are escalated to your HR Manager.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting colleagues know about symptoms and actions the medical professionals are advising people to take.
- Assessments to be reviewed every 6 months or where significant change has occurred
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**Overall Risk Assessment is Medium based on the above assessment and control measures**

Likelihood		Severity		Risk Level	(Likelihood x Severity)
1	Very Unlikely	1	Very Minor Injury	1 - 3	Very Low
2	Unlikely	2	Minor Injury	3 - 5	Low
3	Possible	3	Moderate Injury	6 - 11	Medium
4	Probable	4	Serious / Disabling Injury	12 - 16	High
5	Certain	5	Fatal	17 +	Very High

**Please read and sign to confirm understanding and compliance:**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
