

Transport and Logistics Operating Procedures

Protecting our Workforce

Introduction

As a transport and logistics company operating during the Coronavirus COVID-19 pandemic we need to ensure that we are protecting our workforce and minimising the risk of spread of infection.

We are committed to implementing consistent measures in line with the Government's recommendations on social distancing (See Working safely during COVID-19 in or from a vehicle.)

The health and safety requirements of our activities must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it will not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Managers will remind the workforce at every opportunity of the Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If our site is not consistently implementing the measures set out below, we may be required to shut the site down.

Self-Isolation

Anyone who meets one of the following criteria should not come to site, if a worker is known, observed or identified as having these symptoms on-site they will be asked to self-isolate:

- A high temperature or a new persistent cough – follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or is pregnant)
- Is living with someone in self-isolation or a vulnerable person.

Procedure if Someone Falls Ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to Site

Wherever possible workers should travel to site alone using their own transport and we will provide advice and guidance on parking where possible.

We will, where possible provide:

- Parking arrangements for additional cars and bicycles
- Provide hand cleaning facilities at entrances and exits. This will be soap and water wherever possible or hand sanitiser if water is not available
- Advice on travelling home if ill or showing symptoms

Site Access Points

We will:

- Stop all non-essential visitors
- Monitor access points to enable social distancing and make adjustments based on reducing congestion and monitoring capability.
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Require all workers to wash or clean their hands before entering or leaving the site
- Plan and allow plenty of space (two metres) between people waiting to enter site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Request that drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Hand Washing

We will:

- Provide additional hand washing facilities to the usual welfare facilities and keep these topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

We will:

- Restrict the number of people using toilet facilities at any one time
- Encourage all on site to wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Eating Arrangements

Our canteen and welfare facilities cannot operate as normal.

Whilst there is a requirement for our company to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. these must be removed from use.

- Dedicated eating areas will be identified on site to reduce food waste and contamination
- Break times will be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- Our workforce will be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers will need to sit 2 metres apart from each other whilst eating and avoid all contact
- Crockery, eating utensils, cups etc. should not be used
- Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced

- Tables will be cleaned between each use
- All rubbish will be put straight in the bin and not left for someone else to clear up
- All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

Changing Facilities, Showers and Drying Rooms

We will:

- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Avoiding Close Working

Social distancing will normally be carried out, however if this is not possible the following should be put in place.

General Principles

- We will plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- We will regularly clean touchpoints, doors, buttons
- We will increase ventilation in enclosed spaces
- We will regularly clean the inside of vehicle cabs and between use by different operators
- Drivers will work alone unless it is essential that assistance is provided.
- Drivers will remain in their cab as far as possible and only get out for essential tasks.
- While not normally necessary face coverings may be worn as per government guidance if necessary.

Site Meetings

- Where face to face only essential attendees maintaining 2m distancing with windows and doors opened
- Will be held outdoors where possible

Cleaning

Enhanced cleaning procedures will be in place across the site, particularly in common areas and any touch points:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and in corridors
- Lifts and hoists
- Machinery and controls
- Food areas and food preparation equipment
- Telephones and radios
- Keyboards and office equipment
- Storage points and rubbish collection areas

Transport Operations

To ensure the safety of drivers the following will be put in place:

- Consult with drivers about the risk and how best to control them
- Maintain contact with drivers throughout the day and monitor their wellbeing
- We will aim to schedule pick-up and delivery times to avoid overcrowding.
- Minimise the number of people using a vehicle. (ideally 1 vehicle to 1 driver where possible)
- We will provide hand sanitiser and suitable cleaning materials in vehicles.
- Drivers should wash their hands as often as possible and use hand sanitiser, especially after delivery or pick-up where they have left the cab
- Drivers should ensure social distancing of at least 2 metres when delivering and picking up loads.
- Advise drivers to keep windows open where possible to ensure good air circulation
- Vehicle cleaning materials will be provided, and drivers should clean vehicle interiors regularly and every time a driver change is made.
- Drivers should wear a face covering if they have to enter any confined internal areas where social distancing cannot be guaranteed
- Avoid 2 person collection or delivery where possible - Where these are not possible maintain fixed pairing for two-person deliveries and minimise physical contact.
- While not normally necessary face coverings may be worn as per government guidance if necessary.

Drivers Welfare

Drivers welfare is important:

- Drivers should be provided safe access to welfare facilities. Drivers should report any instance where welfare facilities are not available, and the company will take action to negotiate safe access.
- If stopping at service stations etc. Drivers should maintain social distancing and maintain good standards of hygiene to minimise the risk of virus transmission.
- Use of hand sanitiser is advised once drivers have returned to their vehicles.

Also see the Transport and Logistics Emergency Plan for guidance on employees who are taken ill on while at work.