

# *Dublin City Council*

## Corporate Health and Safety Office

### **Coronavirus COVID – 19 Standard Operating Guidelines Travelling for Work**

This is an *internal* Document of Dublin City Council

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## Document Control

**Document Title:** Coronavirus COVID -19 Guidelines for Travelling for Essential Work

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0.1	Initial Draft	27.03.2020	CR	P. Cg, SEHSO's	
0.2	Review Draft Driver Cleaning Log	27.03.2020	CR	P. Cg, SEHSO's	
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1.2	Title Change, Incl LGMA & Gov guidelines, LGMA SoP	15.05.2020	CR	A.C	
1.3	Additional measures re. Work Vehicles, Inclusion gov. recommendation re. face coverings on public transport	19.05.2020	CR	P.Cg, SEHSO's	
1.4	Covid-19 induction, contact HSO, distance in cabs, CVRT ref. removed	21.05.2020	CR	P.Cg, SEHSO's, J.Fg	
1.5	Appendix B – Risk Assessment	25.05.2020	CR		P.Cg
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## Introduction

The outbreak of Coronavirus Disease (COVID-19) has evolved rapidly. The Department of Health (DoH) is leading the government response in Ireland to this national public health risk.

As per HSA advice (2020), where the nature of the work poses an occupational exposure health risk to COVID-19, such as in healthcare and laboratory settings, employers are required to ensure that an appropriate Biological Agents risk assessment is carried out.

For other workplaces where there is no *occupational* exposure health risk to Covid-19 such as offices, transport, etc., employers should take into account the most up to date official public health advice and guidance from the Department of Health (DoH) and the Health Protection Surveillance Centre on how to mitigate the health risk.

## Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

## Public Health Control Measures



## Travelling to / from Work

- Where possible, walk or cycle, to and from work.
- Where possible, travel alone in your private vehicle.
- Where practicable, DCC Facilities Management and depot/office managers will endeavour to accommodate parking arrangements for additional cars and bicycles
- If availing of public transport, follow physical distancing guidelines provided by operators. Minimise contact with frequently touched surfaces, e.g. handles, roof straps, isolation bars.
- Wearing a cloth face covering is recommended in situations where it is difficult to practice physical distancing, such as travelling on busy public transport.

## Travelling in Council Work Vehicles

- Where possible, **travel alone in vehicle**. The occupancy level of vehicles is to be minimised, preferably to single occupancy and ideally, no more than 2 persons.
- Only 1 person maximum allowed in small commercial vans, e.g. Caddy, Connect.
- **Where 2 metre physical distancing cannot be maintained while travelling, a risk assessment must be carried out.**
- Larger vehicles, i.e. with 3 or more seats, may require alternative protective measures, e.g. face masks and/or be fitted with temporary partitions to facilitate physical distancing, **following risk assessment**. See note 2 below.
- Perspex and/or materials using a steel/solid/rigid frame may not be installed as part of a partitioning structure, for health and safety purposes.
- All vehicles modified with temporary partitions must be notified to [david.connolly@ipb.ie](mailto:david.connolly@ipb.ie).
- Staff are only permitted to travel together in work vehicles to work sites or for work activities *only*.
- If more than one person per vehicle, the following measures must be followed:
  - Employees should not enter a work vehicle with others if they have any symptoms or have had contact with a confirmed case of COVID-19.
  - Keep windows of vehicles open, at least partially.
  - Practice good respiratory hygiene.
- It is essential that all drivers and passengers practice good hand hygiene measures:
  - Do not wear disposable gloves *instead* of washing your hands
  - Do not shake hands with each other or any other person
  - Wash or use sanitiser gel to clean hands each time upon entry or exit to vehicle
  - Wash hands as per HSE guidelines after cleaning/sanitising hard surfaces

## Management:

Local management must:

- Ensure all employees receive DCC Covid-19 Induction training.
- Ensure adequate supplies of hygienic wipes and hand sanitiser are available for staff and vehicles.
- Arrange work crews to reduce sharing of vehicles as far as is reasonably practicable.
- Where possible, designate a single driver to a specific vehicle. Similarly, if vehicle is shared with crew member/s, crew must be assigned a specific seat for the shift.
- Where possible, allow for staff to travel directly to site, to reduce numbers in depots/confined areas.
- Implement regular deep-cleaning/sanitisation regime for all vehicles.

## Drivers/Plant Operators:

Drivers must:

- Clean/disinfect all hard surfaces likely to be touched by the passenger and/or driver before the start of shift/commencing journey. Hard surfaces include, but are not limited to:

Keys	Exterior door handles
Interior door handles	Dashboard
Seatbelt clips	Steering wheel
Handbrake	Window switches/handles
Gear shift	Fuel cap
Radio controls	Lights and Window Wiper controls
Cup holders	Air vents and controls

- Keep cleaning products in the cab/vehicle.
- Clean/Disinfect all hard surfaces again before and after taking any breaks in the vehicle.
- Clean/ Disinfect all hard surfaces in the vehicle and remove all rubbish from vehicle at the end of the journey/shift.
- Keep a log of vehicle cleaning activity on Vehicle Cleaning Log Sheet. This is to be available for inspection by line managers and H&S Officers upon request.
- If a sneeze or cough has possibly contaminated the vehicle cab then, STOP, PARK SAFELY and clean and disinfect all the internal hard surfaces in the cab.
- Use disposable gloves and hand hygiene measures when filling fuel at service stations.
- When sharing vehicle, maintain airflow in vehicle throughout journeys, i.e. keep windows at least partially open.

## Monitoring of Arrangements

- Covid-19 arrangements to be monitored regularly by local management.

**If you have any queries, contact your Line Manager and/or Health & Safety Officer**

**If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.**

Note 1: IPB have agreed to extend the Local Authorities motor fleet policy to provide business use for these employees using personal vehicles for the period of the emergency. The cover level is agreed Comprehensive Cover. *Management must keep a record of the employee's name and private insurance policy number.*

Note 2: IPB has issued an advisory note to Local Authorities in relation to this issue. Local Authorities should ensure that they are informed about this item.



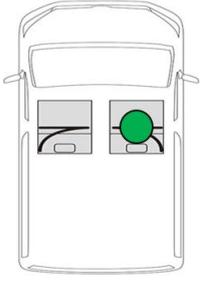
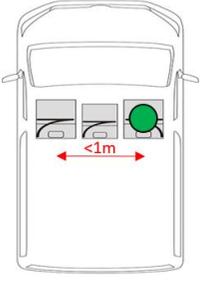
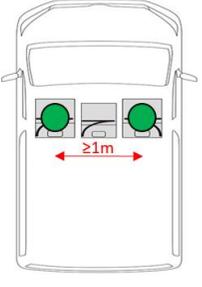
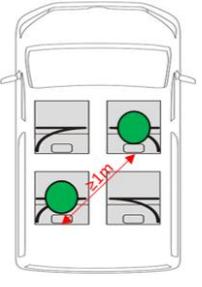
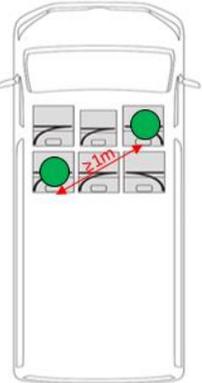
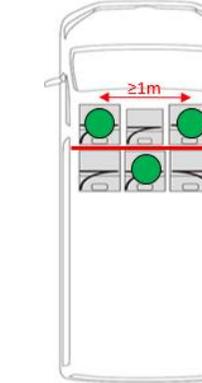
Water Services - Risk Assessment – Travelling in Stillorgan Operational Vehicles during Covid-19 Pandemic				
ACTIVITY <i>Description of the work involving risk of injury</i>	HAZARD <i>Description of the hazard which has the potential to cause harm</i>	RISK RATING <i>High / Medium / Low</i>	CONTROL MEASURES REQUIRED (if any) <i>Controls put in place to reduce the hazard or risk of it occurring. Can the hazard be eliminated? Can the risk be lowered?</i>	PERSON RESPONSIBLE FOR ACTION
<p>➤ <b>Travelling to/from reservoir and water sites in Stillorgan Operational Vehicles</b></p>	<ul style="list-style-type: none"> <li>➤ Transmission of the COVID-19 virus within multi-occupancy vehicles based at Stillorgan.</li> <li>➤ Close contact between vehicle occupants, i.e. 15 minutes or more within 2m.</li> <li>➤ Occupant contact with multiple transmission points within vehicles.</li> <li>➤ Inability to maintain 2m physical distancing in line with public health advice.</li> <li>➤ Contamination of vehicles.</li> <li>➤ Contribution to community transmission of the COVID-19 virus.</li> </ul>	<p><b>Likely x Major</b></p> <p><b>HIGH</b></p>	<ul style="list-style-type: none"> <li>➤ Optimise remote working arrangements, minimise face to face meetings and eliminate the requirement to visit sites where reasonably practicable.</li> <li>➤ Minimise occupancy levels of vehicles. Single occupancy use of all Water vehicles is preferable.</li> <li>➤ Complete a vehicle specific risk assessment for each of the vehicles based out of Stillorgan, where single occupancy will not be maintained.</li> <li>➤ Where multi-occupancy vehicles are utilised, ensure that occupants sit as far apart as possible.</li> <li>➤ Fit approved partitions within vehicles where a vehicle specific risk assessment deems their use appropriate. Partitions will be required to be durable, yet easily removable in the event of an accident.</li> <li>➤ Permit only competent and licensed persons to drive DCC Water vehicles.</li> <li>➤ Verify that drivers hold a clean valid driving licence on an annual basis.</li> <li>➤ Verify that professional drivers complete Driver CPC training and are listed on Tranman. Drivers with valid Irish Driver CPC cards that are due to expire during the current COVID-19 outbreak will be granted an extension of a maximum of six months up to the 26th of September 2020.</li> <li>➤ Ensure all DCC Water vehicles provided to employees are maintained in accordance with best practice. Verify that all vehicles are serviced at appropriate intervals and have a valid CVRT/NCT where applicable. Report any defects to Fleet Management immediately.</li> <li>➤ Communicate to all employees that IPB has extended LA insurance cover to provide comprehensive insurance for employees to facilitate the use of personal vehicles for work purposes for the duration of the COVID-19 pandemic.</li> <li>➤ Maintain log of all private vehicles used for business purposes during this time.</li> <li>➤ Identify and communicate parking arrangements for personal vehicles/bicycles.</li> </ul>	Senior Executive Engineer / Executive Engineer
			<ul style="list-style-type: none"> <li>➤ Monitor all arrangement for the management of the COVID-19 virus within the workplace, including utilising DCC Water or personal vehicles.</li> <li>➤ Take any defective vehicles/plant out of use/off hire immediately.</li> <li>➤ Programme work activities to ensure sufficient rest breaks.</li> <li>➤ Provide hand sanitiser, with a minimum alcohol content of 60%, and cleaning supplies to all employees and within all work vehicles.</li> <li>➤ Prohibit smoking within all Stillorgan operational vehicles.</li> <li>➤ Verify employee CPC training and communicate extension of validity up to the 26th of September 2020.</li> </ul>	Inspector / Assistant Inspector
			<ul style="list-style-type: none"> <li>➤ Where practicable, avoid public transport.</li> <li>➤ If required to avail of public transport, the following is recommended:                             <ul style="list-style-type: none"> <li>- Maintain physical distancing;</li> <li>- Wear a face covering/mask;</li> <li>- Retain a personal bottle of hand sanitiser on you at all times;</li> <li>- Avoid contact with transmission points, i.e. handles, roof straps, isolation bars, etc.;</li> </ul> </li> </ul>	Crew Leader / Crew



Water Services - Risk Assessment – Travelling in Stillorgan Operational Vehicles during Covid-19 Pandemic

<b>ACTIVITY</b> <i>Description of the work involving risk of injury</i>	<b>HAZARD</b> <i>Description of the hazard which has the potential to cause harm</i>	<b>RISK RATING</b> <i>High / Medium / Low</i>	<b>CONTROL MEASURES REQUIRED (if any)</b> <i>Controls put in place to reduce the hazard or risk of it occurring. Can the hazard be eliminated? Can the risk be lowered?</i>	<b>PERSON RESPONSIBLE FOR ACTION</b>															
			<ul style="list-style-type: none"> <li>- Do not use any vehicle in conditions for which it is not designed;</li> <li>- Ensure sufficient rest prior to undertaking any journey;</li> <li>- Ensure sufficient ventilation within the vehicle;</li> <li>- Do not use mobile phones at any time when the vehicle is in motion.</li> <li>➤ If utilising a Stillorgan operational vehicle, adhere to the following:                             <ul style="list-style-type: none"> <li>- Complete the daily Vehicle Checklist before using any vehicle and the Fleet Management Drivers Log Book and Defects Log Book as required;</li> <li>- Adhere to the DCC Drivers Handbook;</li> <li>- Report any defects to the relevant supervisor immediately;</li> <li>- Hands-free mobile phone car kits may be utilised where provided within DCC vehicles. However, if a hands-free kit is not available, do not make/accept calls when driving. Always exercise caution and keep calls short;</li> <li>- Complete the DCC Vehicle Cleaning Log on a daily basis.</li> </ul> </li> <li>➤ If multi-occupancy travel is required, adhere to the following:                             <ul style="list-style-type: none"> <li>- Do not enter a vehicle with other persons if experiencing any COVID-19 symptoms or having had contact with any confirmed case;</li> <li>- All occupants are required to wear a surgical mask or equivalent at all times and replace as required. Dispose of PPE appropriately;</li> <li>- All occupants are required to sit as far apart as possible;</li> <li>- Where practicable, keep all windows open as much as possible;</li> <li>- All occupants are required to adhere to good respiratory hygiene and hand hygiene practices;</li> <li>- Minimise physical contact with common transmission points;</li> <li>- Occupants are to avoid sitting face to face at any time.</li> </ul> </li> <li>➤ Passengers are to avoid distracting the driver. Single occupancy of all vehicles is preferable. However, if multi-occupancy travel cannot be avoided, contact the Health and Safety Officer - a risk assessment of the specific vehicle must be undertaken by a competent person. Adhere to the following seating arrangements:</li> </ul> <table border="1" data-bbox="1064 1058 1818 1442" style="margin: 10px auto;"> <thead> <tr style="background-color: #008000; color: white;"> <th colspan="3">Maximum Road Vehicle Seating Arrangements</th> </tr> <tr> <th>No. of Seats</th> <th>Max. No. of Occupants</th> <th>Seating Arrangement (Minimum 1m Between Occupants)</th> </tr> </thead> <tbody> <tr> <td align="center">2</td> <td align="center">1</td> <td align="center">1 x Driver</td> </tr> <tr> <td align="center">3</td> <td align="center">2</td> <td align="center">1 x Driver, 1 x Far Passenger Seat</td> </tr> <tr> <td align="center">5/6/7</td> <td align="center">3</td> <td align="center">1 x Driver, 1 x Far Passenger Seat 1 x Rear Seat Positioned Centrally</td> </tr> </tbody> </table>	Maximum Road Vehicle Seating Arrangements			No. of Seats	Max. No. of Occupants	Seating Arrangement (Minimum 1m Between Occupants)	2	1	1 x Driver	3	2	1 x Driver, 1 x Far Passenger Seat	5/6/7	3	1 x Driver, 1 x Far Passenger Seat 1 x Rear Seat Positioned Centrally	<p align="center">Crew Leader, Crew, Driver</p>
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			<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%; padding: 5px;"> <p align="center"><b>2 Seats</b></p> <p align="center">Max. Occupancy: 1</p>  </div> <div style="width: 50%; padding: 5px;"> <p align="center"><b>3 Seats</b></p> <p align="center">&lt;1m c/c</p> <p align="center">Max. Occupancy: 1</p>  </div> <div style="width: 50%; padding: 5px;"> <p align="center"><b>3 Seats</b></p> <p align="center">≥1m c/c</p> <p align="center">Max. Occupancy: 2</p>  </div> <div style="width: 50%; padding: 5px;"> <p align="center"><b>4 Seats</b></p> <p align="center">≥1m c/c</p> <p align="center">Max. Occupancy: 2</p>  </div> <div style="width: 50%; padding: 5px;"> <p align="center"><b>5/6/7 Seats</b></p> <p align="center">≥1m c/c</p> <p align="center">Max. Occupancy: 2</p>  </div> <div style="width: 50%; padding: 5px;"> <p align="center"><b>5/6/7 Seats</b></p> <p align="center">≥1m c/c &amp; Partition</p> <p align="center">Max. Occupancy: 3</p>  </div> </div> <p>➤ A maximum occupancy of 3 persons is permissible in 5/6/7 seat vehicles, with the provision of a partition between the front and back seat subject to a vehicle specific risk assessment.</p>	

