

Site Operating Procedures – Close Proximity Working Arrangements Travel in Company Road Vehicles

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Issue 01

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RAIL-PRO-0008A

Note: Please read in conjunction with SPL RAIL-PRO-0007 “Site Operating Procedures During COVID-19 Pandemic” and SPL RAIL-PRO-0008 “Close Proximity Working” prior to undertaking travel and other SPL advice provided separately.

This document will be regularly updated to align with Government advice and feedback from the workforce to maintain safe working practices.

	Position	Name	Date
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<i>Approved by:</i>	Safety & Services Director	Chris Hext	07/05/2020
<i>Authorised by:</i>	Managing Director	Martin Hawley	07/05/2020
<i>Authorised by:</i>	Managing Director	Guenter Kielmayer	07/05/2020

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Amendment Record

Review Record			
Date	Purpose and details of amendments	Issue	Reviewed by:
07/05/2020	First Issue	1.0	Andrew Adams

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Contents

Introduction	4
1 – Travelling in SPL Road Vehicles to/from Worksites (Close Proximity)	5
2 – Risk Assessment	5
3 – Assurance Arrangements.....	5
Table 1 – Vehicle Occupancy and Seating Arrangements.....	6
Appendix 1 - Risk Assessment.....	8

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Introduction

The following arrangements are necessary to control the risk of exposure to COVID19 when travelling to/from SPL Powerlines UK worksites in company road vehicles to maintain the current 2m social distancing rules and/or the arrangements for close proximity working in the context of this document.

The management arrangements are specified to allow more than one individual to travel in **specified company vehicles** when travelling to/from SPL Powerlines UK worksites.

We have deemed this to be working in close proximity and these arrangements are designed to complement the arrangements contained within RAIL-PRO-0008 – Close Proximity Working Arrangements

Worksafe Procedure

The health and safety requirements of any work activity must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available, it should not take place and the company Worksafe procedure implemented.

You can implement the Worksafe procedure at any time by speaking with your manager/supervisor. Your supervisor will try to satisfy your concerns or escalate to managers and ultimately to the appropriate Regional/Functional/Project Director and the Safety & Services Director.

Ideas/Suggestions

We really do care about our work colleagues and given the gravity of the circumstances which none of us have ever experienced if you have ideas and suggestions to improve this process we are interested to hear it.

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1 – Travelling in SPL Road Vehicles to/from Worksites (Close Proximity)

As outlined in the introduction this document has been prepared to permit more than one person to travel to/from work in SPL Powerlines UK road vehicles. This has many advantages both to the company and our employees and has been considered in the same manner as working in close proximity.

The arrangements for maintaining social distancing as far as is reasonably practicable will be maintained wherever possible. Close proximity working is always to be considered as to its necessity.

Resource Managers should identify people who regularly work together, live together and can buddy up in order to travel together. Where this is possible suitable vehicles should be allocated from the list below through liaison with the Transport department.

Rosters should address the need to keep individuals together as teams to maintain travelling and working and limit the number of interfaces in close proximity situations.

Colleagues who are to travel in vehicles must all wear the specified PPE.

The seating positions in vehicles identified in Table 1 are to be used at all times.

Where one individual travels with another this must be maintained for the entire two way journey no substitutes allowed.

Once arriving at site, the arrangements contained in site operating procedure 0007 must be complied with on social distancing.

Vehicles considered appropriate to carry more than one person must display a label showing the required seating arrangements. They must also be the subject of robust cleaning internally between shifts by those allocated to the vehicle. Appropriate vehicle cleaning solutions such as antibacterial wipes should be used.

2 – Risk Assessment

The risk assessment to address close proximity when travelling in company road vehicles is contained within appendix A of this document.

3 – Assurance Arrangements




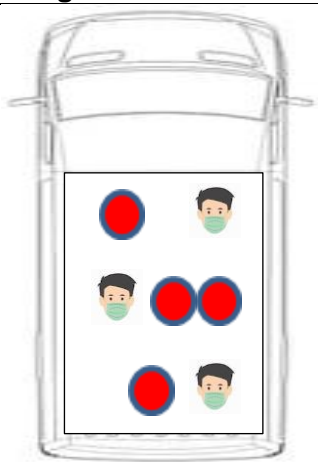
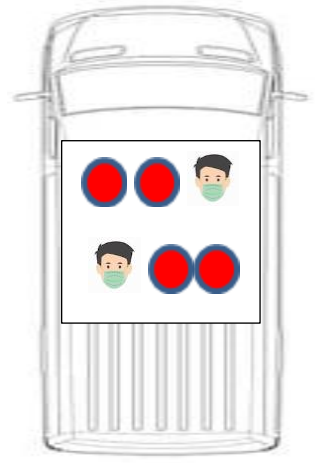

The enhanced arrangements in place to address compliance must be the subject of assurance checks to ensure strict compliance with both normal and enhanced working arrangements.

Site Operating Procedures – Close Proximity Working Arrangements Travel in Company Road Vehicles

Site Operating Procedures – Close Proximity Working Arrangements – Travel in Company Road Vehicles

Issue 01

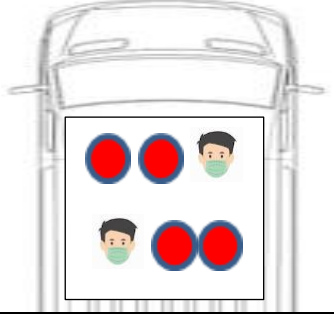
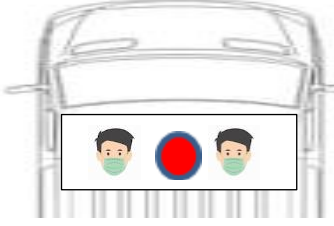
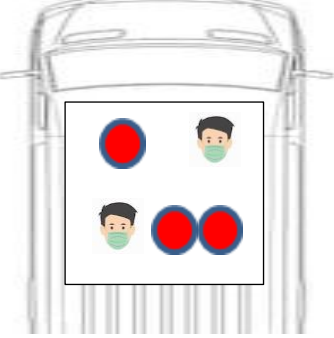
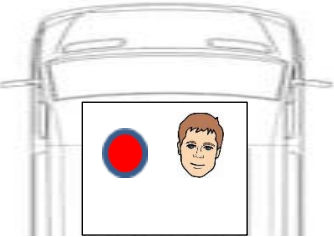
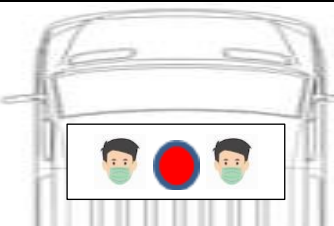
Table 1 – Vehicle Occupancy and Seating Arrangements

			
Driver / passenger requires face mask	No face mask required	Empty van seat	
Type of Vehicle	Permitted Occupancy	Control Measures	Vehicle Seating Arrangements
20x Welfare vans (Sprinter size)	Driver +2	Face Masks/Surgical Gloves/Antibacterial Wipes	
1x 6-seater large van	Driver +1	Face Masks/Surgical Gloves/Antibacterial Wipes	
21x 3-seater large van, (Sprinter size)	Driver + 1	Face Masks/Surgical Gloves/Antibacterial Wipes	

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Issue 01

Type of Vehicle	Permitted Occupancy	Control Measures	Vehicle Seating Arrangements
25x 6-seater medium van, (Transit custom size)	Driver +1	Face Masks/Surgical Gloves/Antibacterial Wipes	
22x 3-seater medium van, (Transit custom size)	Driver +1	Face Masks/Surgical Gloves/Antibacterial Wipes	
62x 5-seater small van	Driver + 1	Face Masks/Surgical Gloves/Antibacterial Wipes	
257x 2-seater small van	Driver only*	*unless personnel from the same household. No face mask required. Antibacterial Wipes will be provided	
15x 3 seater Transit Tipper/Pickup	Driver + 1	Face Masks/Surgical Gloves/Antibacterial Wipes	

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Issue 01

Appendix 1 - Risk Assessment

Hazard	Persons in danger	Risk rating			Control measures	Final risk rating	
		Severity	Likelihood	Rating			
Illness caused by exposure to COVID-19.	Staff in vehicles with more than 1 occupant.	H	H	H	Do not report for work if you or any one you live with have any virus symptoms. Use of Authorised Vehicles with the seating arrangements shown in table 1. Close Proximity in Vehicles Procedure to be briefed to those involved. Wear additional PPE when travelling in vehicles with more than one occupant: <ul style="list-style-type: none"> • Surgical Face mask • Latex/nitrile (allergy risk) gloves. Wash hands with soap and water for at least 20 seconds after each journey and use hand sanitiser.	L	
Cross contamination from PPE, plant & equipment.	Staff in vehicles with more than 1 occupant.	M	M	M	Masks and latex/nitrile gloves to be disposed of upon completion of each journey. Vehicles to be subject to established COVID-19 cleaning arrangements.	L	
Mental health and morale	All staff	M	L	M	Staff briefed on procedure prior to implementation of process and a reminder of the Worksafe Procedure. All personnel encouraged to ask any questions and answers to be provided promptly. If a colleague appears to be struggling, please report this. Staff may be worried about the health of others. Reporting of observations to be encouraged, along with prompt action.	L	
Prepared by:	Andrew Adams	Reviewed by:			Chris Hext	Valid until:	Weekly Review