

Travel & Transport (Implemented Measures)



The current situation regarding the Coronavirus situation has required additional procedures to be implemented in addition to our Occupational Driving Risk Assessment. This document must be read in conjunction with the Occupational Driving Risk Assessment. Doc No (RA/GEN-011)

Travel to/from Work

Wherever possible workers should travel to site alone using their own transport.

If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
- Where public transport is the only option for workers, you should discuss with Management the staggering start/finish times of employees, avoiding local peak travel times.

Driving at Work

Sunter Limited has implemented a '**one person-one vehicle policy**' This ensures that no person will share a company vehicle with the exception of where employees live in the same household.

When vehicles are shared by employees living in the same household, the following list must be followed:

- Wherever possible maintain a distance of two metres and avoid touching their faces
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

Sites Must Consider (With regards to Vehicles and Travel):

Sunter Limited has also instructed employees to travel from home straight to site, eliminating the congregation of employees at Head Office each morning.

This may increase the number of vehicles on site. Therefore, Site Managers must ensure:

- Parking arrangements for additional vehicles
- Site Managers must assess the area of works and feed any information regarding parking issues to the Project Manager.
- Additional vehicles may cause potential congestion of traffic. Parking must be in safe, designated areas, eliminating any blockage of access routes for emergency vehicles.
- The use of other means of transport to avoid public transport (bicycles)

Additional Site Considerations regarding travel and travel hygiene must include:

Providing hand cleaning facilities for vehicles.

- This should be soap and water wherever possible or hand sanitiser if soap and water are not available. (See Sunter Limited Clean Vehicle Policy).

How someone taken ill would get home.

- (If someone is taken ill with suspected COVID19 symptoms, Isolate the employee and contact Head Office for advice/instructions).