

Covid-19 Risk Assessment – Distribution & Transport.



Scope		Commentary
Areas Included / Not Included	Included: All activities within Distribution operations, the Distribution Support Office and the Daventry Security Hub. Excluded: Northern Ireland and Workplace Asymptomatic Test Site Daily Contact Testing	Our approach to managing risk throughout the COVID-19 response is aligned with our organisational commitment that "Nothing is more important than the safety of our customers and colleagues". Our focus has been to align with the developing guidelines from Public Health England, the devolved governments and the Department for Business, Energy & Industrial Strategy (BEIS). The control measures in place will be subject to ongoing and developing assurance activities and are supported by detailed Instruction, Information, Training and Supervision. Our controls centre around the principles of maintaining safe distancing and good hygiene standards for our customers and colleagues. In line with our safety management system and Tesco's duty as an employer our aim has been to reduce workplace risk to the lowest reasonably practicable level. We have achieved this by implementing preventative measures to minimise any potential residual risk based on the scientific guidance and advice available as the situation develops. This risk assessment has been prepared and agreed in consultation with our recognised Trade Unions.
Format	Distribution and Transport	
Last Reviewed and Updated	04.03.22	

Activity	Hazard	People at Risk	Country	Controls	Relevant Training / Supporting Information	Assurance
Supplier Driver entering the DC symptom free	Catching virus from or spreading of virus to other colleagues/Drivers via close contact in the Drivers' waiting room or from touching contaminated surfaces	Visiting Driver, colleagues	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Procedure in place to ensure safe handing over of keys in Goods In office and then Drivers return to their cabs until unloading is completed. Keys to be secured in bags and not handled Safe distancing maintained in waiting rooms When all available safe distanced space within the drivers waiting area has been filled, drivers are permitted to wait in their cabs (passenger seat only), whilst leaving their keys at Goods In. Driver to supply a mobile phone number to the Goods-In clerk if there is no space in the waiting room. Driver to return to their cab and wait to be called. Documented yard check completed as necessary by Goods In Clerk or nominated yard support colleague when drivers are waiting in their cabs to ensure yard safety behaviour policy is being adhered to and drivers are sitting in their passenger seats Screens erected in the Goods in areas No drivers to enter if they have symptoms of Covid-19, signage displayed TIGS updated to support the drivers and clerks in 9 languages. Cleaning of all touchpoint areas with approved cleaning chemical or wipes Chairs arranged to facilitate safe distancing Face coverings are used as described in Visitors and Contractors below 	<ul style="list-style-type: none"> Incoming Supplier Vehicles (Coronavirus Controls) – All DCs – myDC Goods in Clerk instruction sheet – myDC Yard Support Colleague instruction sheet – myDC Information on the TIGS system Signage on entrance https://www.hse.gov.uk/coronavirus/drivers-transport-delivery.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=covid-drivers&utm_content=digest-10-feb-21 Dft-hse-drivers-facilities – Feb 2021 – GPS SharePoint 'Living with COVID-19' guidance. February 2022 – England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
	Unscheduled vehicle drive-off from bay with colleagues working in the rear of the trailer	Colleagues	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Driver hands in keys and is instructed to wait in the passenger seat of their cab. Drivers are permitted to return to their cab and wait for the vehicle to be tipped sitting in the passenger seat if required Driver to supply a mobile phone number to the Goods-In clerk if there is no space in the waiting room. Driver to return to their cab and wait to be called. TIGS updated to support the drivers and clerks in 9 languages. Documented yard check completed as necessary by a Goods In Clerk or nominated yard support colleague when drivers are waiting in their cabs to ensure yard safety behaviour policy is being adhered to and drivers are sitting in their passenger seats 	<ul style="list-style-type: none"> Incoming Supplier Vehicles (Coronavirus Controls) – All DCs – myDC Yard Support Colleague instruction sheet – myDC 'Living with COVID-19' guidance. February 2022 – England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
Undertaking normal activity within the warehouse to include management activities, picking, loading and unloading of vehicles	Presence and survival of the virus on surfaces and hand touch points Spread of virus to others by close proximity to others.	Colleagues, contractors, visitors	United Kingdom	<ul style="list-style-type: none"> Routine cleaning and disinfecting of all touch points with approved suitable chemicals Sanitiser units provided at entrance and exit Foot handles (devices to open doors without using hands) installed on frequently accessed doors. Where foot handles are not installed, signage in place showing the use of elbows Colleagues are provided with suitable cleaning materials and information regarding dilution levels, storage and disposal methods (where required) Guidance for Drivers produced on how to safely clean down their vehicle. Disposable gloves made available for colleagues. Posters in multiple languages available to remind colleagues of the key activities 	<ul style="list-style-type: none"> Coronavirus – DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC Distribution and Fulfilment COVID-19 Disposable gloves, face masks and visors – myDC Handwashing posters – myDC Design Standards Group approval for 'Step'N'Pull door handles – BAMS 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.

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				<ul style="list-style-type: none"> Poster and briefings to colleagues, visitors and agency colleagues to not attend the depot if suffering from any of the Covid-19 symptoms. Handwashing information posters available for sites Face coverings are used as described in Wearing face coverings and face masks below For colleagues working in Fresh distribution centres wearing gloves full time are reminded to wash them frequently 	<ul style="list-style-type: none"> Site Specific Risk Register Covid-19 Packs – myDC Coronavirus daily review checks – MPro5 Site Specific Risk Register Covid-19 Packs – my DC 'Living with COVID-19' guidance. February 2022 – England (Distribution and Fulfilment) 	
			Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Where appropriate Clerical colleagues will work from home Colleague searches are suspended Colleagues required to clean down their equipment at the start/end of their shift or if changing equipment mid-shift including LLOP, FLT, AMT, Drivetab Each site can implement a Site Risk Decision Log which identifies any local deviation from this assessment due to a local issue and additional controls that are appropriate 		
			England	<ul style="list-style-type: none"> Cleaning equipment available for colleagues wishing to clean their equipment before and after use 		
Unloading containers	Spread of Covid-19 through presence and survival of the virus on hand touch points and being in a close proximity to others	Colleagues, contractors	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Colleagues maintain safe distancing when working in containers Colleagues work in the same teams/pairs Colleagues work side to side where possible and respect each other's space Any shared equipment is kept to a minimum and cleaned between uses Colleagues are updated on the safety measures implemented Colleagues only remain in the container during physical unloading Face coverings are used as described in Wearing face coverings and face masks below Provision of alcohol hand gel, gloves and cleaning equipment 	<ul style="list-style-type: none"> https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work Container Working – Email – 01.02.21 – GPS SharePoint 'Living with COVID-19' guidance. February 2022 – England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> NA
Site access and egress	Spread of Covid-19 through presence and survival of the virus on hand touch points and not being able to maintain space between colleagues	Colleagues, contractors, visitors	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Colleagues entering and exiting are separated by physical barriers where possible Alcohol hand gel placed at entry and exit points Provision of face masks for colleagues travelling by public transport Colleagues who car share are encouraged to keep windows open for ventilation, clean the car touch points in between journeys, wear face coverings during travel and to wash or sanitise hands after travelling Face coverings are used as described in Wearing face coverings and face masks below If practical DC's can stagger start and finish times Designated colleague present at the DC entrance to monitor face covering usage and offer Lateral Flow tests 	<ul style="list-style-type: none"> Coronavirus – DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC Site Specific Risk Register Covid-19 Packs – my DC Coronavirus daily review checks – MPro5 'Living with COVID-19' guidance. February 2022 – England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
			England	<ul style="list-style-type: none"> Alcohol hand gel placed at entry and exit points 		
Clocking in / Out	Touching frequent touch points and picking up the virus on hands or coming into close contact with others in the queue.	Colleagues	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Colleagues make full use of the clocking in and out machines across the DC and additional machines installed Face coverings are used as described in Wearing face coverings and face masks below Colleagues on shift can be allocated to a set machine to help minimise gatherings of people. Regular cleaning to this area. Posters in place reminding colleagues to leave safe space Alcohol hand gel available in the warehouse Coronavirus daily review checks completed during each operational shift (added to MPro5) Additional controls that where required, DC's can choose to implement include: <ul style="list-style-type: none"> Agency colleagues shift start and end times staggered to minimise numbers of colleagues clocking in/out at the same time Issuing of colleague arm mounted terminals spread out across the site (into specific areas or departments) if congestion is an issue Providing a safe route can be identified one-way exit routes can be implemented at end of shift 	<ul style="list-style-type: none"> Coronavirus – DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC Site Specific Risk Register Covid-19 Packs – my DC Coronavirus daily review checks – MPro5 'Living with COVID-19' guidance. February 2022 – England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
Rest breaks / Toilets and Canteens	Touching frequent touch points and picking up the virus on hands or coming into close contact with others in the queue.	Colleagues, contractors, visitors	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Tables will be separated with colleagues encouraged to use the hands face space message Condiments are available in sachet format only. All Salad Bar products are in a grab and go format. Self-sanitising is in place in area of vending machines. Colleague fridges are available for use with clear instructions Microwaves are cleaned regularly by the catering team as part of their cleaning schedule. Colleagues can use spray / wipes for additional cleaning between use. Locations of colleague lockers increased to spread them out to maximise space available Screens fitted at all till points Coronavirus daily review checks completed during each operational shift (added to MPro5) Only members of the Transport team are permitted to use the Transport drivers rest areas for breaks Face coverings are used as described in Wearing face coverings and face masks below 	<ul style="list-style-type: none"> Coronavirus – DC / CFC policy to minimise risk WGLL (Visual and operational guides) – myDC Colleague Room Fridge Instructions Covid-19 Colleague Room Update, Distribution Daily News – myDC Email 07.07.20 – FW: Catering: removal of disposables Site Specific Risk Register Covid-19 Packs – my DC Coronavirus daily review checks – MPro5 'Living with COVID-19' guidance. February 2022 – England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites.

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			England	<ul style="list-style-type: none"> Colleague room furniture is arranged to give both mixed and segregated layouts 		
Using the smoking shelter	Being in a small space with colleagues and space not being respected	Colleagues, contractors, visitors	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Cages used as barriers create space between colleagues in the smoking areas Maximum occupancy levels set for the smoking shelter Coronavirus daily review checks completed during each operational shift (added to MPro5) 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC Site Specific Risk Register Covid-19 Packs - my DC Coronavirus daily review checks - MPro5 'Living with COVID-19' guidance. February 2022 - England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
Use of offices and meeting rooms	Not being able to maintain and respect distancing - spread of virus to others.	Colleagues, contractors, visitors	United Kingdom	<ul style="list-style-type: none"> When conducting group meetings colleagues ensure: <ul style="list-style-type: none"> A safe distance is maintained between all colleagues Where possible open spaces e.g. warehouses are used to conduct meetings with multiple colleagues Meeting rooms and offices have signage for occupancy numbers and colleague rooms have been rearranged so chairs are 2 per table. There may be communal tables available for those colleagues who are comfortable sitting together Transmission is avoided during meetings by not sharing equipment Where the room is deemed to have a lower level of ventilation, face coverings will be required to be worn as indicated by signage on the door Face coverings are used as described in Wearing face coverings and face masks below Signage to enforce guidance around site Cleaning regimes include: <ul style="list-style-type: none"> Cleaning all desks in between colleague use At the end of each day By the colleague coming into use it Colleagues are responsible for cleaning desks before and after use with approved cleaning products. Alcohol hand gel and approved cleaning chemicals provided for colleague use Mental health support has been offered to all colleagues using a third-party reducing anxiety for colleagues working away from the office Coronavirus daily review checks completed during each operational shift (added to MPro5) Only essential clerical colleagues permitted in offices, all other clerical colleagues will work from home 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC COVID-19 Guidance Meetings and Audits - GPS SharePoint COVID-19 Guidance First Aid. H&S Guidance Document - myDC Posters and signage to highlight need for social distancing (available in multiple languages). Disposable gloves, face masks and visors. Posters on lift usage Site Specific Risk Register Covid-19 Packs - my DC Coronavirus daily review checks - MPro5 Guidance for Regional colleagues and meeting rooms safe guidance - September 2021 - Colleague Help Coronavirus Update - October 2021 - People Teams 'Living with COVID-19' guidance. February 2022 - England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
			Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> When conducting group meetings colleagues ensure they are held virtually wherever possible Only one person at a time allowed in passenger lifts. 		
Start and end of agency shifts	High numbers of people starting/ending their shifts at the same time and needing to be in close proximity	Colleagues, contractors, visitors	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Guidance signage provided to support the respect my space messaging Alcohol hand gel available in the warehouse Coronavirus daily review checks completed during each operational shift (added to MPro5) Face coverings are used as described in Wearing face coverings and face masks below Additional controls that where required, DC's can choose to implement include: <ul style="list-style-type: none"> Agency management team stagger start and finish times to help minimise the amount of people starting / ending their shifts and any potential time clashes with Tesco colleagues. Clocking in clocks increased in the depots at the request of the DCM Designated colleague present at the DC entrance to monitor face covering usage and offer Lateral Flow tests 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC Coronavirus daily review checks - MPro5 'Living with COVID-19' guidance. February 2022 - England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites.
Colleague training (warehouse and transport)	Increased number of colleagues to be trained by the trainers in equipment handling and may have challenges respecting their space	Colleagues, contractors, visitors	United Kingdom	<ul style="list-style-type: none"> Classroom occupancy reduced All colleagues face forwards (classroom style) so face to face activity is avoided For face coverings use, please refer Wear of face masks and face coverings below Limited number of trainees: trainer Desks and touch points cleaned regularly 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC 'Living with COVID-19' guidance. February 2022 - England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites. Depot review of adopted practices and guidance by Group People Safety Team.
Drivers undertaking deliveries to stores or attending the RSU facilities	Not being able to maintain the recommended safe distancing guidelines	Drivers, retail colleagues	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Gloves issued to drivers for use during deliveries and separate gloves for fuel deliveries. Fuel pumps to be cleaned daily. When delivering to stores, drivers wear face coverings as described in Wearing face coverings and face masks below 	<ul style="list-style-type: none"> Double Decker Social Distancing Procedure. Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC 'Living with COVID-19' guidance. February 2022 - England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.

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Cleaning vehicle cabs	Presence and survival of the virus on surfaces and hand touch points Exposure to the cleaning chemical Failure to adequately clean hand contact surfaces Inability of the product to be effective against the Covid-19 virus	Drivers	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Availability of PPE (Gloves, Goggles) to use when diluting approved cleaning chemical from concentrate Guidance issued on how and what to clean Approved cleaning chemical is a food grade product that can be used for hard surfaces with no PPE requirements or the use of Oxysan wipes Guidance on disposing of the paper towels used to clean Guidance to use paper towel to avoid touching trigger spray bottles. Wipes also provided for cleaning cabs COSHH RA completed COSHH Data sheet available Confirmation from Ecolab that Approved cleaning chemical is suitable for the novel virus 	<ul style="list-style-type: none"> Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC COSHH RA and Data Sheet for Approved cleaning chemical Guidance on how to dilute approved cleaning chemical Policy on cab cleaning Ecolab certification for Approved cleaning chemical effectiveness against Coronavirus 'Living with COVID-19' guidance. February 2022 - England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.
			England	<ul style="list-style-type: none"> Cleaning equipment available for colleagues wishing to clean their equipment before and after use 		
Wearing of face masks and face coverings	Wearing of the face mask incorrectly Cross contamination Disposal of used face masks	Colleagues	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Guidance issued on the correct wearing of a face mask and a WHO video link shared to support the correct methodology to wear Guidance issued to change every shift or after a break and not to touch the face Guidance issued on how to dispose of a used facemask to include a lidded bin or bagged waste Face masks are provided for use on public transport if required Re-usable face coverings are provided to all colleagues as part of their uniform Colleagues are required to wear face coverings in all communal areas, including: <ul style="list-style-type: none"> Canteen (unless eating or drinking) Reception/offices unless seated at a desk (in larger offices where desks offer safe space colleagues are not required to wear a face covering) Meeting rooms where more than one person is present Moving through turnstiles All corridors Lifts Locker/changing rooms and toilets Driver rest rooms Podiums - if there is more than one person on it. Colleagues working behind Perspex screens to wear face coverings. VMU when engaging the VMU team with a vehicle defect RSU when at the point of physically unloading vehicles On the warehouse shop floor unless working on Mechanical Handling Equipment In addition, drivers are required to wear face coverings when: <ul style="list-style-type: none"> Delivering to front of stores When there is more than one person in the cab Colleagues using private hire coaches are required to wear a face covering and to be reminded by the coach driver at the start of each journey Regular tannoy announcements are made reminding colleagues of the importance of wearing of face coverings For colleagues who wear glasses and drive any form of Mechanical Handling Equipment, disposable face masks with a flexible nose bridge are provided Face coverings do not need to be worn for operational activities involving MHE where safe distancing can be maintained Colleagues who are exempt from wearing a face covering are offered a referral to Occupational Health, a documented record is kept of where the offer was not taken up In agreement with the Distribution Director where DC infection rates peak, face coverings will become mandatory throughout all areas of the DC Exemptions: <ul style="list-style-type: none"> Colleagues with health conditions who cannot put on, wear or remove a face covering because of any physical or mental illness or impairment or disability or without severe distress. Colleagues who need to take medication or to eat or drink where reasonably necessary. Colleagues can remove their face covering to avoid harm or injury, either to themselves or others - for example to get somebody's attention about a danger Sunflower lanyards are supplied for those colleagues who wish to use them where they have an exemption from wearing a face covering 	<ul style="list-style-type: none"> Mandatory face coverings - England, Northern Ireland, Wales - GPS SharePoint and Store Help Centre WHO video guide to wearing a face mask - GPS SharePoint Face mask and face visor guidance - myDC Coronavirus - DC/CFC Policy to Minimise risk WGLL and Operational Guide Face covering / mask update - Distribution - Nov 2020 - myDC Face covering team 5 - Distribution Centres - essential wear, Distribution Daily News, 25 Nov 2020 Face Covering Guidance - 18.01.21 - GPS SharePoint 'Living with COVID-19' guidance. February 2022 - England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team.
			England	<ul style="list-style-type: none"> Face coverings are provided for colleagues who wish to wear them 		
Visitors and contractors	Spread of Covid-19-through presence and survival of the virus on hand touch points and not being able to respect colleagues space	Colleagues, visitors, contractors	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Communication of Tesco policy relating to anyone showing signs of infection or has been in contact with infected household members should not be allowed onto the premises Note added to Verisae sign in screen for all maintenance contractors to ensure that the safe distancing measures in place in each building are adhered to Security reception desks fitted with Perspex screens Updated visitor's information leaflets available All visitors to the site unless medically exempt are required to wear a face covering as outlined in Wearing of face masks and face coverings above 	<ul style="list-style-type: none"> Visitors Information Leaflets - myDC Coronavirus - DC / CFC policy to minimise risk WGLL (Visual and operational guides) - myDC Distribution Daily News - 14 Dec 'Living with COVID-19' guidance. February 2022 - England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> Depot review of adopted practices and guidance by Group People Safety Team. Completion of a safe and legal audit by the in-house safety / audit team and external audits at all sites. Daily additional safe and legal questions on MPro5 from week 10.

Activity	Hazard	People at Risk	Country	Controls	Relevant Training / Supporting Information	Assurance
	Lack of awareness of the requirement to respect my space					
Training and assessment of new HGV drivers and apprentices (in cab)	Spread of Covid-19 through presence and survival of the virus on hand touch points and not being able to respect the colleague's space.	Colleagues	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> All surfaces and items that have been touched by either colleague are wiped clean with the approved cleaning chemical or approved wipe at the start and end of each vehicle trip Alcohol based hand gel should be used as necessary throughout the trip and after each assessment / training session. A driver trainer and up to a maximum of 2 trainees are permitted within a cab. Where this happens the following takes place: <ul style="list-style-type: none"> Equipment / hand contact points are cleaned between use Where possible the same cohort is maintained Ventilation is maintained in the vehicle In England passengers are encouraged to wear face coverings In Wales, Northern Ireland and Scotland it is mandatory for passengers to wear face coverings In Scotland: <ul style="list-style-type: none"> Single person or contactless re-fuelling is promoted Where possible and safety is not compromised, physical screening is used Occupants sit as far apart as possible avoiding face to face Where possible fixed pairs are maintained Eating is not permitted within the cab Volume of music or radio is kept low enough so the occupants do not need to raise their voices Journey times are kept to a minimum Where fitted, air re-circulation in the cab is switched off and windows should be opened (where possible) to help ventilate the vehicle. 	<ul style="list-style-type: none"> Assessing and Training HGV drivers – Social Distancing guidelines – myDC Disposable gloves, face masks and visors guidance – myDC DC Trainers – Social Distancing Pack Summer Recruitment pack – MyDC 'Living with COVID-19' guidance. February 2022 – England (Distribution and Fulfilment) 	<ul style="list-style-type: none"> NA
Vaccinations for Covid-19	Drivers suffering from side effects following a Covid-19 vaccination	Colleagues, contractors, members of the public	United Kingdom	<ul style="list-style-type: none"> Drivers are advised that should they suffer from an adverse reaction to any vaccination or medication and do not feel safe to complete their job, they should not attend work If a driver is out on the road and becomes unwell, they should pull over when safe to do so and contact their home site If the driver is not well enough to continue or return to the site, a relief driver will be sent to collect them 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> NA
Regional colleagues travelling for work	Spread of Covid-19 through presence and survival of the virus on hand touch points and not being able to maintain safe distancing guidelines	Colleagues	Scotland, Wales and Northern Ireland	<ul style="list-style-type: none"> Colleagues only travel for work when they are unable to conduct their role at home 	<ul style="list-style-type: none"> Coronavirus Update – October 2021 – People Teams 	<ul style="list-style-type: none"> NA