
	<h2 style="text-align: center;">Risk Assessment Prompt Sheet</h2>		
Ref:PS:038:01	RE: Staff Travel during COVID-19 Outbreak		
Issue date:	May 2020	Reviewed Date:	September 2020
Author(s):	National Health & Safety Function (NHSF)		
Note: Legislation Definitions	<p>The Government has announced a number of measures to protect citizens by delaying the spread of COVID-19. One of this measures is to stay at home with some exceptions which are outlined see https://www.gov.ie/en/publication/cf9b0d-new-public-health-measures-effective-now-to-prevent-further-spread-o/</p> <p>There are exceptions for workers in key/ essential businesses. The HSE is regarded as an essential service and in order to comply with this the HSE has issued the following circular to all its employees "HR Circular 019/2020 Essential Service Under New Public Health Guidelines" https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-019-2020-essential-service-under-new-public-health-guidelines-covid-191.pdf</p> <p>Driving for work includes any person who drives on a road as part of their work either in:</p> <ul style="list-style-type: none"> • A vehicle provided by their employer; or • Their own vehicle and receives an allowance or payment from their employer for distances driven. <p>Commuting to work is <u>not</u> generally classified as driving for work, except where the person's journey starts from their home and they are travelling to a work location that is not their normal place of work.</p> <p>An essential employee is an employee identified by a HSE Manager who is essential to the provision of a service and who will be permitted to travel to and from work.</p> <p>Social distancing is keeping a 2 metre (6.5 feet) space between you and other people. You should not shake hands or make close contact where possible.</p> <p>Private / confidential passenger manifest is a written record of all passengers including the driver or other staff members journeying in the vehicle on a particular date and time which is to be retained to facilitate contact tracing.</p>		

Scope	<p>The Guidance document ‘Staff travel during COVID-19 Outbreak - Things to consider when you and your employees are to engage in travel’ is the reference document for use with this prompt sheet. Guidance provided within this document may be impacted by the Government’s: “Plan for Living With COVID-19” and the level at which a given area has been categorised. If an area is categorised as Level 3 or higher, this may impact more significantly on travel within (and to and from) that area. Check the Government’s website at: www.gov.ie for the latest position/information.</p> <p>The following is a non-exhaustive list of prompts to be considered as part of the risk assessment process for all workplaces. All control measures must be documented on the appropriate risk assessment form.</p>			
No.	Hazard controls to be considered when carrying out your risk assessment (non-exhaustive)	Yes	No	N/A
1	Has the requirement for staff to deliver health, social care or essential services been assessed?			
Where it has been identified that staff are required to work from health sector locations in order to deliver essential health, social care or other essential service, the following controls must be considered				
2	Are your staff required to use public, HSE vehicle(s) or their own private vehicle to facilitate their travel for work?			
3	Are your staff aware that if they develop a cough, shortness of breath or a fever (as outlined on HSE.ie website) they should stay at home and follow the guidelines for self-isolation and contact you their Manager and their local Occupational Health Department /GP or COVID-19 Staff help line for assessment for testing and contact tracing?			
4	Have staff been instructed to keep up to date with the latest COVID-19 information before travelling?- see: <ul style="list-style-type: none"> • https://healthservice.hse.ie/staff/news/coronavirus-news/ and www.gov.ie for the latest position/information. 			
5	Are staff familiar with hand washing technique/ guidelines as per HSELand Hand Hygiene eLearning programme and do they engage in hand hygiene when travelling (i.e. before & after travel or after touching a surface commonly touched petrol pump nozzle or after using public facility)?			
6	Are staff aware of the need to pre-plan journeys to avoid unnecessary social contact and to practice social distancing?			
7	Are staff members aware of the requirement to have some form of work identification (e.g. a staff identification badge) and another form of identification as well as the -HSE essential Healthcare worker letter which has been signed as outlined in with HR Circular 019/2020 during lock down periods?			

Use of Public Transport			
8	<p>Are staff advised of the measures to be taken when using public transport? e.g.</p> <ul style="list-style-type: none"> • when sitting use seats in the same direction, • when standing maintain social distancing, • adhere to hand hygiene, minimise use of hands/ avoid touching surfaces as much as possible 		
Use of HSE Vehicles			
9	Can staff travel separately where possible?		
10	Are staff aware that each journey type requires to be risk assessed?		
11	Are the numbers of passengers travelling together minimised where possible and seated as far apart as possible (i.e. 2m/ 6.5ft at least) within the vehicle to maintain social distancing?		
12	<p>Are those requiring collection and / or any of their household members advised that should they display any symptoms of COVID-19 they will require to self-isolate, contact their GP and advise their service contact to postpone collection accordingly (Please see ' Before Travel' section of Guide) ?</p> <p>or</p> <p>Will there be a system of remote checking (through the use of telephone/ other device) with the household member of the person (s) for collection to verify that the person for collection and their household members are COVID-19 symptom free?</p>		
13	Are staff instructed where there are a number of passengers to create as much ventilation as possible e.g. by opening windows and also that the recirculation setting for ventilation within the vehicle should not be used?		
14	<p>Is there a passenger bulkhead/physical separation of driver compartment within the vehicle?</p> <p><i>(Note: If yes, the driver may not need a surgical mask unless he/ she comes within 2m of a colleague (for 15 minutes or more) or patient/service user (regardless of his/ her COVID-19 status) inside or outside the vehicle)</i></p>		
15	<p>Where a HCW has contact with a person within or outside the vehicle is she or he instructed to adhere to HSPC and IPC guidelines to include:</p> <ul style="list-style-type: none"> • Conforming with hand hygiene practices(in line with my 5 moments for hand hygiene or alcohol based sanitiser as appropriate) & respiratory etiquette • Driver and passenger(s) (i.e. all occupants) to wear a surgical face mask • An assessment of other PPE requirements for the driver and HCW is required in line with https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreve 		

	ntionandcontrolguidance/ppe/Interim%20Guidance%20for%20use%20of%20PPE%20%20COVID%2019%20v1.0%2017_03_20.pdf			
16	Will the driver be keeping a private and confidential passenger manifest or contact log for use if contact tracing subsequently becomes necessary and will all passengers (&/or Family member) be made aware that such a list is being kept and the purpose for which the data will be used if required?			
17	Will journeys be kept as short as possible (to reduce contact time)?			
18	Will information cards indicating good hand hygiene, respiratory etiquette and other applicable precautions be displayed within vehicles?			
19	<p>Will disinfectant/detergent impregnated wipes/ cleaning products and tissues be available within the vehicle to clean the surfaces which are most frequently contacted at the start and end of the journey? e.g.</p> <ul style="list-style-type: none"> • external door handle, • key(s)/fob(s), • steering wheel, • dashboard (including driver switches), • inside door buttons/latches (to include window switches/ latches), seat belt and buckles, • indicator, • light switch, • gear stick, • hand brake, • fuel filler cap and release button • touchscreens/ buttons (including radio and ventilation controls) • mobile phone and handset, • internal mirror, • handrails, • chairs and arm rests, • controls for lift etc. <p>-The type of cleaning method chosen must take into consideration the type of surface being cleaned. <i>(Note: Soap and water can be used on materials whose integrity may be affected by disinfectant)</i></p>			
20	Is the date, time and cleaning regime of the vehicle recorded?			
21	Is waste kept in a suitable lidded receptacle and removed from vehicle at the end of each journey?			
Use of Private Transport				
22	Are staff aware that travelling separately is advised?			
23	Are staff aware that when accompanied by a student (passenger) a risk assessment should be undertaken to assess all potential opportunities for contact?			

24	Are staff aware that in advance of being accompanied by a student (passenger) that they check that the student (passenger) is symptom free prior to each occasion of travel?			
25	Are staff aware when accompanied by a student, that the staff member (the driver) and student (passenger) should be seated as far apart as possible to maintain a maximum separation distance, i.e. Student taking a seat at the furthest point in the car from the driver (in the rear of the car at the opposite side to the driver)?			
26	Are staff aware when accompanied by a student, that as much ventilation is created as possible within the vehicle by opening windows to allow fresh air to enter the vehicle and also that the ventilation recirculation setting within the vehicle should not be used?			
27	Are staff aware when accompanied by a student that s/he and the student must conform with hand hygiene practices (in line with: “my 5 moments for hand hygiene” using alcohol based hand-sanitiser as appropriate) and respiratory etiquette?			
28	Are staff aware that when travelling with a student both (all occupants) are required to wear a surgical face mask?			
29	Are staff aware when accompanied by a student to maintain a contact log and that the student is aware of the purpose for which that data will be used if required?			
30	Are staff aware that the student (i.e. passenger) will require to have written approval to travel from the relevant academic institution/supervisor and to carry the appropriate forms of ID (as they would if they were a direct HSE employee)?			
31	Are staff aware of the need to avoid unnecessary stops, e.g. to refuel, car is maintained road worthy?			
32	Are staff advised to keep disinfectant/detergent impregnated wipes/cleaning products and tissues available within the vehicle to clean the surfaces which are most frequently contacted at the start and end of your journey? e.g. <ul style="list-style-type: none"> • external door handle, • key(s)/fob(s) , • steering wheel, • dashboard (including driver switches), • inside door buttons/latches (to include window switches/latches), • indicator, • light switch • mobile phone and handset, • internal mirror, • seat belt buckles, • gear stick, 			

	<ul style="list-style-type: none"> • hand brake, • fuel filler cap and release button • touchscreens/ buttons (including radio and ventilation controls) <p>-The type of cleaning method chosen must take into consideration the type of surface being cleaned. <i>(Note: Soap and water can be used on materials whose integrity may be affected by disinfectant)</i></p>			
33	Are staff advised to keep waste in a suitable lidded receptacle and remove from vehicle at the end of each journey?			
34	Are staff advised that contactless service stations should be used where possible if refuelling is necessary?			