Example risk assessment for travelling to work and while working

Remember to follow a set process for risk assessing the transmission of COVID-19 in the workplace.

Eliminating the risk should be your first option (for example by allowing home working) if this is not possible you need to reduce the risk (for example by reducing the time and frequency of tasks). You should redesign work to ensure that staff can maintain physical distancing. For more information about this go back to our 'Risk Assessment for COVID-19' guide.

What are the Hazards	Who might be harmed	Current controls	Additional controls required	Action by whom	Action by when	Done
Spread of COVID-19 Virus	Staff, contractors.	None	You will need additional control measures, for examples see below.			

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Consult with your employees to identify further controls and to decide on their implementation. These are some suggested control measures:

Travel to Work

Congestion on public transport increases the risk of spreading and exposing employees to COVID-19. Availability of public transport might be an issue for your employees to get to work. You can:

- Stagger work start and end times to reduce congestion at peak times on public transport. You should consult with staff to ensure this is achievable (for example whether there is public transport available at new times).
- Encourage employees to travel to the workplace alone, using their own transport, including cycling and walking.
- Consider the need for additional parking spaces for employees and increase areas for safe storing of bicycles.

If workers have no option but to share transport you can encourage employees to:

- Share their vehicle with the same individuals and with the minimum number of people at any one time.
- Wherever possible maintain a distance of two metres and avoid touching their own face, consider the use of face covering.
- 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 exiting 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.

Using public transport

For those employees that need to use public transport to get to work, you should remind them to:

- Not travel if they feel unwell.
- Consider alternative journey routes that would reduce exposure.
- Maintain physical distancing and respiratory hygiene measures.
- Consider the use of face covering as per Scottish Government advice.
- Load up travel card before travelling or use contactless card.
- Travel off peak or outside the busiest travel times if possible.
- Be aware whenever they touch handrails, poles, seats, stair banisters and so on to wash hands or use hand sanitiser and avoid contacting face.
- Don't eat or drink while travelling.

Driving at Work

When travelling to and from work or between workplace locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:

- Allocate specific vehicles to drivers or small teams.
- Share vehicles with the same individuals and with the minimum number of people at any one time.
- Wherever possible maintain a distance of two metres and avoid touching their face.
- 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.
- Remind employees of the importance of adhering to speed limits and other road safety and vehicle rules.

Resources to Help with Risk Assessments

- Access our COVID-19 page to read more about how to implement a healthy return to work.
- Read more on how to carry out a risk assessment and use our template.
- Learn the risk assessment process by completing our online module 'Sensible risk assessment'.
- Become a Healthy Working Lives Approved trainer and deliver risk assessment training for your employees, read more about it here.

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