



GUIDANCE Note

COVID-19 and Engineering Services: guidance (GN 3)

Title	Work-related travel
Purpose	Template showing workplace travel measures, including any for <i>essential</i> close proximity travel.

Employers operating on-site (construction, maintenance or emergency call-out) must ensure they protect their workforce and control the potential spread of COVID-19.

Work on-site (and travel to, from and between sites) should *only continue* if:

- it can be carried out in line with any relevant guidance issued by Public Health England (PHE);
- it can be undertaken without compromising safety and health.
- it is done in accordance with the latest government guidelines* and CLC Site Operating Procedure (SOP) – see ‘Key Sources of Information and Advice’; and
- workers can travel safely and responsibly to sites.

Any worker who has Covid-19 symptoms or has been exposed to a confirmed/suspected case, should not travel to work by any method, but should contact their employer.

The *most effective ways to prevent the spread of coronavirus* when travelling are:

- *social distancing*; and
- *thorough hand washing*, along with thorough cleaning of all contactable surfaces and equipment (see the PHE guidelines and CLC SOP) – plus preventing unnecessary sharing of items or equipment.

Planning worker travel arrangements

Plan ahead to avoid - and enable - alternatives to the use of public transport and to reduce/manage other work-related travel. Communicate with clients/main contractors and workers on travel arrangements and consult with workers on the significant findings of your risk assessment, and your mitigating measures.

1. General: work-related travel

This guidance relates to travelling to, from or between sites, and includes site or mobile staff and other workers, field forces and others. Wherever possible, workers should travel alone, using either a company or their own

vehicle (all vehicles must be roadworthy and suitably insured) or another means of travel - but avoiding public transport wherever possible (whether travelling alone or with others).

2. Avoiding public transport

To help prevent the spread of coronavirus, workers should only use public transport if the journey is essential, and they have:

- no other means of transportation;
- to travel to site.

To enable the above, employers should aim to stagger worker's travel times, notably to avoid peak travel, and provide additional parking or other travel facilities such as secure bike racks.

3. Single occupancy vehicles

Whether travelling in their own or in a company vehicle, workers should travel alone, where possible. If workers *must* share a vehicle see '*Shared Vehicles*' Section below.

Regarding single occupancy company vehicles that may *subsequently* be used by any other occupant (even if they will travel alone), those entering or leaving the vehicle should follow the steps shown below in '*Cleaning Vehicles*'.

4. Shared vehicles

Social distancing

Avoid vehicle sharing if possible and particularly *avoid multiple vehicle occupancy* where possible and safe to do so. However, if it is essential that vehicles are shared, conduct a suitable and sufficient risk assessment, ensuring social distancing of 2m if possible (e.g. using a larger vehicle than usual, to achieve distancing/social distancing).

Closer proximity travel

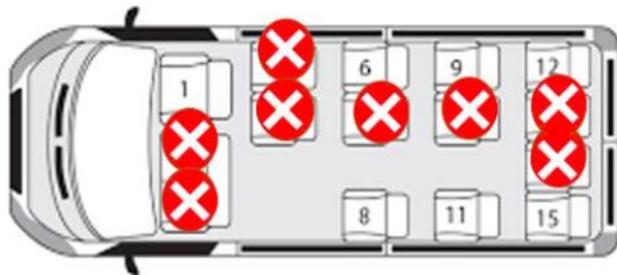
When it appears that social distancing guidelines cannot be followed for work-related vehicle travel, first consider whether the travel needs to continue for the business to operate.

If so, take 'all mitigating actions' possible to reduce the risk of viral transmission. Ensure that coronavirus risk mitigation measures do not:

- create, or interfere with the control of, other significant health and safety risks, including road vehicle occupant safety
- impact on vehicle insurance – check in advance before making any *significant vehicle alterations* or before *using private vehicles for work purposes*.

Based on a suitable and sufficient risk assessment, mitigating actions may include the following:

- Reduce the *number and duration* of shared journeys, wherever possible
- Increase the frequency of workers' hand washing and surface cleaning*
- Reduce the number of workers each person has close proximity with by using 'fixed pairs/teams or partnering' (so a person works with only one other, or a few others) **
- Use a vehicle that allows spacing between occupants and/or limit the number of occupants – these may include leaving some seats empty (see example diagram)



Example of spacing occupants in a vehicle to help mitigate the risk of viral spread (under 50% vehicle occupancy).

- Enable workers to sit side-to-side (not passenger facing) whenever possible – and do not sit ‘three to a cab’ in driver front bench seats, or share vehicle bench seats
- Ventilation: increase the flow of fresh air (e.g. opening windows) - do not recirculate AC
- Use screens to separate workers from each other (e.g. clear, flexible lightweight plastic sheets).

***Hygiene and cleaning**

Encourage workers to wash their hands thoroughly for at least 20 seconds before boarding or leaving vehicles, and during vehicle stops.

Cleaning vehicles

Clean all areas in the vehicle they are commonly touched, using hand sanitiser (60% alcohol or usual low hazard cleaning products). In particular, clean vehicle:

- key fobs
- door frames
- door handles
- the steering wheel
- gearstick
- handbrake
- fuel input
- radio/‘satnav’ and
- any other touch/steering column controls (indicators, lights, windscreen wipers etc).

On leaving the vehicle for use by anyone else, also ensure the vehicle is emptied of personal items such as mobile phones, cases, and any clothing, PPE or waste materials. Remove cleaning materials, other waste and single-use PPE and ensure there are suitable waste disposal arrangements.

Retain sufficient quantities of hand sanitiser/low hazard cleaning materials/wipes within vehicles to enable the above.

****Pairing/teaming**

As far as possible, establish pairs, teams or shift groups so that where close proximity travel is unavoidable, this occurs between the same people. Those travelling together in a vehicle should be in a fixed pairing, as far as possible.

Brief drivers and other occupants regularly on the need to implement the required behavioural measures.

Face coverings

Workers may additionally wear a face covering (e.g. a cloth/cotton mask) although wearing a face covering is not required by law. The government guidance* on face coverings (link below) says:

“Evidence suggests that wearing a face covering does not protect (the wearer) but it may protect others if (the wearer is) infected *but has not developed symptoms*”.

“Face coverings are *not a replacement* for the other ways of managing risk, including minimising the time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. The government does “not expect to see employers *relying on face coverings* as risk management” (for the purpose of vehicle risk assessments and mitigating measures).

In addition, the government guidance*:

- does not support the use of tight-fitting face masks (such as FFP3 or surgical masks) as a mitigating measure *for any form of travel*.
- says that: “No one is obliged to work in an unsafe work environment.” This principle should apply to all work-related travel.

5. Key sources of information and advice

- *‘Working safely during coronavirus (COVID-19) in or from a vehicle:’ www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles
- CLC Site Operative Procedures v4: www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-version-4-published/ (note: government and other information and advice may differ in Scotland, Wales and Northern Ireland)
- Scottish Government: www.gov.scot/publications/coronavirus-covid-19-construction-sector-guidance/pages/related-guidance/
- Transport for London: <https://tfl.gov.uk/campaign/coronavirus-covid-?intcmp=62419>

Important note: This guidance (GN 3) has been drawn up by the BESA and ECA to help contractors working in the engineering services sector, and it includes guidance on working in closer proximity than the PHE general guidelines of 2m, where the activity is essential and unavoidable.

GN3 provides guidance only – it must be adapted as necessary to fit the prevailing travel or other circumstances and based on a suitable and sufficient risk assessment. The ECA and BESA can provide further supporting information for respective Members on conducting suitable and sufficient risk assessments.

Comments on GN3 are welcome and should be directed to either:

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Document Ref	Issue Date	Version	Expiry Date	Author	Owner
	May 2020	v0.1			

This guidance does not supersede any applicable UK or national regulations or official guidance (noting that regulation or guidance may change). Users of this guidance agree that ECA/BESA are not liable for any losses whatsoever (direct or indirect) arising from its use. All users are required to carry out a ‘suitable and sufficient’ risk assessment to inform their decisions and actions, and ensure that all legal, contractual, safety, welfare at work and health requirements are implemented and complied with, in line with any need for a Construction Phase Plan.