

Coronavirus (COVID-19): Safer transport

Safer working principles and risk assessment checklist for TT2
Limited, operators of Tyne Tunnels

12 May 2020



If people can, they should work from home

Who should be at work

When deciding who can work from home, TT2 have considered:

- ✓ Who is essential to be on site; for example, office workers should work from home if possible.
- ✓ The minimum number of people needed in vehicles, on site and/or in the office to operate safely and effectively.
- ✓ The wellbeing of people working from home and how to help them stay connected.
- ✓ Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.
- ✓ Providing equipment to enable working from home safely and effectively.
- ✓ Looking at what roles and tasks can be done from home and supporting workers to do this where possible, for example, administrative tasks or customer communications.
- ✓ Reallocating tasks between workers, to increase the opportunity for home working.
- ✓ Regularly reviewing how different working arrangements are impacting workers, and how to improve the arrangements.
- ✓ Whether support workers are needed to make their networks accessible (for example to operate ramps or lifts) and consider categorising these workers as 'essential'.







Who should be at work

Protecting people who are at higher risk

- Consider the guidance on [clinically extremely vulnerable](#) and [clinically vulnerable people](#) at work.
- TT2 has offered support to their workers, particularly around wellbeing and mental health.





TT2 have implemented:

-  Re-deploying clinically vulnerable people into roles where they can work from home.
-  If clinically vulnerable individuals cannot work from home, they and their employer should consider the level of risk, both on their journey to work and in line with the wider risk assessment of their working situation, as set out in the [guidance for employers](#).
-  If re-deployment would mean not having enough people on-site to run the operations, move vulnerable workers into lower risk activities where they have the highest chance of remaining 2 metres away from others, where possible.
-  Providing support for workers around mental health and wellbeing. This could include guidance or telephone support for example.

People who need to self-isolate

Workers who have symptoms of coronavirus or workers living in a household with someone showing symptoms of should self-isolate and stay at home.




TT2 has:

-  Enable people to work from home while self-isolating if appropriate. See current guidance for [employees](#) and [employers](#) relating to statutory sick pay due to coronavirus.
-  Ensure that individuals stay at home for 7 days from when symptoms started. After 7 days if there is no high temperature there is no need to continue to self-isolate. If there is still a high temperature, self-isolate until temperature returns to normal. If living with others and the individual is the first in the household to have symptoms of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill.
-  Encourage workers to apply for a coronavirus test if symptomatic.
-  Ensure there are processes in place if someone attending the workplace shows symptoms or is infected.










Social distancing and face coverings

TT2 have:

-  Creating and agreeing a single, clear approach to social distancing for all workers, contractors and any visitors.
-  Agreeing and maintaining clear rules for workers and passengers that meet social distancing guidelines, for example:
 - Clear rules for interacting with passengers, receiving goods, and testing equipment.
 - Support individual workers who choose to use face coverings in situations where social distancing is not possible.
-  Organising the workspace and how people work in a single space to follow social distancing guidelines, such as:
 - Separating workspaces 2 metres apart from one another, where possible.
 - Use of screens or barriers.
 - Eliminating face-to-face seating, for example, shift to 'bench' style.
 - Repositioning workspaces to allow for optimal ventilation.
 - Reducing occupancy of group interaction spaces, including spaces shared with other organisations.

If workers choose to use face coverings, you should support them in using face coverings safely. For example:

-  Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
-  When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
-  Change your face covering if it becomes damp or if you've touched it.
-  Continue to wash your hands regularly.
-  Change and wash your face covering daily.
-  If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it in your usual waste.
-  Practise social distancing wherever possible.

Workforce planning

Protecting workers in the workplace- those who cannot work remotely

TT2 have:

- Managing queues, for example through floor markings, signs and introducing one-way flow at entry and exit points, considering the impact on public spaces, and working collaboratively with other operators and local authorities.
- Providing additional safe facilities for runners/walkers/cyclists.
- Making workforce travel plans in advance of workers returning to work.
- As far as possible, where workers are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.
- Where shift patterns are not already in place, consider introducing these to enable more workers to work during a 24-hour period while having as few workers as possible on-site at any one time. Identifying areas where people must pass things directly to each other or share tools/equipment, and look for ways to remove direct contact through use of drop-off points or transfer zones.
- Using remote working tools to avoid meetings with lots of people.
- If meetings are necessary, keeping all attendees 2 metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.
- Designating outside areas as common areas if safe to do so.
- Creating additional space from other parts of the worksite or building freed up by remote working. Using protective screening for workers in reception or similar areas or have alternative arrangements in place
- Reconfiguring seating and tables to optimise spacing and reduce face-to-face situations.

Workforce planning

-  Encouraging workers to stay on-site during working hours.
-  Using floor tape or paint to mark areas to help workers keep to a 2 metre distance.
-  Avoiding use of hot desks where possible. Otherwise cleaning workstations and shared equipment between different occupants.
-  Limiting use of high-touch items and shared office equipment (for example, printers, whiteboards).
-  Only essential meeting participants should attend.
-  Providing hand sanitiser in workspaces.
-  Reducing job and location rotation.
-  Updating first aid training.
-  Promoting other active travel modes (for example walking, cycling) or other demand management techniques.
-  Anyone that does need to travel to work can use public transport if they need to, but they should be very strongly encouraged to use other forms of transport where possible.





Emergency Procedures

TT2 have considered controls for any emergency incidents that may occur. Our existing procedures will take into account the need for social distancing, including limiting face to face contact wherever possible.

Cleaning





Cleaning before increasing capacity or re-opening

TT2 have:

-  Conducting a working environment assessment for all sites that have been closed, before restarting work.
-  Carrying out cleaning procedures, providing hand sanitiser, adjusting ventilation before restarting work.
-  Using Heating, Ventilation and Air Conditioning (HVAC) systems and/or opening windows and doors to encourage ventilation, where possible and safe to do so.
-  Defining and communicating consistent procedures for standard and deep cleaning.

Keeping public and private areas clean to prevent transmission

TT2 has:

-  Identifying higher risk areas such as areas that are touched more regularly.
-  Supplying standard cleaning products for regular cleaning and making sure there are adequate disposal arrangements for used cleaning products.
-  Cleaning regularly-touched objects and surfaces (like door handles, handrails and ticket machines) more often than usual using standard cleaning products.
-  Clearing workspaces, removing and appropriately disposing of waste and removing belongings from the work area at the end of each shift.

Cleaning

- ✓ Cleaning all workstations, shared vehicles, hand tools, controls, machinery and equipment after use and between each shift and user.
- ✓ Encouraging a reduction in paper-based processes and replacing these with digital forms of communication where possible.
- ✓ Encouraging workers to wash hands before boarding vehicles.
- ✓ Retaining sufficient quantities of hand sanitiser / wipes within vehicles to enable workers to clean hands after each delivery / drop-off.
- ✓ Using wipes to clean fuel pumps before and after use.
- ✓ Cleaning vehicle keys before and after handling.
- ✓ Regular cleaning of work areas consistent with published guidance.

Hygiene – handwashing, sanitation facilities, toilets and showers

To help workers maintain good hygiene, TT2 have:

- ✓ Use signs and messages to build awareness of good handwashing technique and other hygiene behaviours for example around coughing and sneezing.
- ✓ Sufficient provision of hand sanitiser onsite in addition to washrooms, and for those working away from hand washing facilities.
- ✓ Configuration of toilet and shower facilities to ensure they are kept clean, with social distancing where possible and with best practice handwashing followed between each use.
- ✓ Enhanced cleaning for facilities that are heavily used.
- ✓ Keeping showers and changing rooms closed until clear use and cleaning guidance is set.



TT2 have considered how to increase ventilation and air flow. Where possible, we have ensured that a fresh air supply is consistently flowing through vehicles and office buildings.

Ventilation

For workers, TT2 have:

- ✓ Air conditioning. Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice could be sought from HVAC engineers.
- ✓ Fresh ventilation systems can operate as normal, but recirculating air systems may require adjustments to increase fresh air flow.
- ✓ High-Efficiency Particulate Air (HEPA) filtration.
- ✓ Opening doors and windows where possible and safe to do so.

Communications and training

TT2 are keeping workers and passengers informed of the latest coronavirus related safety procedures. TT2 are sharing the government's most recent guidance to all workers and organising training sessions on how to work and interact safely with colleagues and the public.

For workers, TT2 have:

- ✓ Engaging with workers through unions, work councils and other workers' bodies to quickly explain and agree any changes in working arrangements.
- ✓ Let workers know in advance if they are required to travel or not, ensuring where possible workers continue to work at home.
- ✓ Clear and regular communication to improve understanding and consistency of how ways of working are applied.
- ✓ Communication and training materials on new procedures. Some of these may need to be delivered online to maintain social distancing between workers.
- ✓ Using posters and announcements to remind workers to wash their hands often and follow general hygiene advice.
- ✓ Awareness and focus on the [importance of mental health at times of uncertainty](#)
- ✓ The use of visual and digital communications (for example whiteboards, signs, websites, intranets, emails) to explain changes to schedules, breakdowns, materials shortages without the need for face-to-face communications.

