The following are the minimum Group COVID-19 risk mitigations to be taken in the Depot environment. Where Depot specific arrangements have been identified and implemented, they shall be annotated at the end of this risk assessment and included in any briefing. The following arrangements are the minimum agreed requirements identified in accordance with the latest Government guidelines.

Risk Management hierarchy principles must always be applied. For COVID-19 that is to follow the government guidelines and existing HSE legislation. As we move from the Governments Step 4 this requires specific consideration of workplace ventilation, cleaning and on-going personal hygiene.

This risk assessment shall be reviewed monthly or in the event of any change to government guidance. Changes shall be reviewed as part of the Group Consultation process.

This risk assessment shall be briefed to all depot personnel by the appropriate Area Supervisor.

| **Activity** | **Infection Risk** | **Risk Mitigation Actions** |
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| **Personal Health** | Covid-19 Symptoms | * If showing any signs of COVID-19 symptom, do not travel to work, contact line manager and self-isolate as instructed by NHS * If anyone that you share a house with is showing any symptoms of COVID-19, do not travel to work, contact line manager and self-isolate as instructed by NHS * If instructed by NHS e.g. via NHS App to self-isolate, do not travel to work, contact line manager and self-isolate as instructed. * Any person who has underlying health conditions as outlined by the NHS as higher risk, contact line manager to allow any working restrictions to be established. * If any changes occur during your working day, report immediately to the line manager, remain isolated until arrangements for returning home are established. * For third party Mental Health support please use Group arrangements * On arrival at the Depot, the hand sanitising facility shall be used and temperature taken before commencing work |
| **Travel** | Vehicle | * Personnel shall consider their arrangements for travelling to site. Where possible operatives shall travel alone. The Government has requested that we consider walking / cycling where possible and avoid using public transport where practicable. * Wipe door handles, steering wheel, gear change etc… with sterilising cloth / mind bleach solution * Keep vehicle well maintained e.g. screen wash to avoid any unplanned stops |
| **Depot** | Operations | * All close proximity works shall be kept to a minimum. If it is considered a necessity for prolonged close proximity work, contact your Area Supervisor for the task to be assessed. * Gloves will be worn for all manual handling activities to reduce cross contamination * Once PPE has been issued to an individual, only that individual must use it. * Once gloves are removed, hands must be sanitised by either sanitiser or soap and water |
| Work Equipment | * Where practicable use of work equipment (e.g. Forklifts, pump trucks, hand tools, machinery etc…) shall be limited to one individual per shift. Where this is not practical, controls / handles should be wiped down before and after use with a sanitiser cloth. * Gloves shall be used when using work equipment |
| Use of Welfare | * Adequate welfare (toilets, hand washing facilities etc) will be provided, where necessary, rotas for use shall be established to minimise capacity use. * Do not over crowd welfare areas., rotas for welfare use shall be established to minimise capacity use. * If the welfare area is busy you must wait outside until it is safe to enter * Adhoc welfare areas shall not be used without prior agreement with the Ops Director as these will not have been assessed / maintained as required * Maintain good hand hygiene before touching any surface on the way in and out * Where possible do not use hand air dryers but use hand towels disposing of them in the bin provided |
| IT Equipment | * Do not share IT equipment e.g. phones / keyboards etc… * Wipe down keyboard / mouse at the beginning and end of each shift with a sanitiser cloth |
| Literature / Drawings etc.. | * Try to avoid receiving paper copies of anything, request an electronic / scanned version where practicable |
| Moving around site | * Keep movement around site to a minimum, stay in your area of work * Internal doors shall remain open where practicable (subject to fire / security assessment) * Observe all signage and instructions as these may be different from the norm and change regularly |
| **Leaving Site** | PPE | * Leave any PPE at the Depot unless it is to be washed. Do not hang up your PPE with other clothing in your home |
|  | IT Equipment | * Do not share IT equipment at home * Wipe down keypad / mouse pad / Phone etc.. |

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| **Depot specific arrangements: -** *Any additional entries below shall be dated to allow appropriate briefing records to be maintained* |
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| **Depot Action plan in the event of a COVID-19 outbreak** |
| 1. A single point of contact (SPOC) shall be identified for each depot (CDN - D.Woodhouse, PBH – K.Bishop, UTR – D.Logan, MAD – M.Willis, KNU – A.Butters, StA – M.Amer). The SPOC shall lead on contacting the local Public Health Teams. 2. Site attendees records shall be maintained for at least 10 working days for reference 3. In the event of a positive case of COVID-19 in the workplace, the Local Authority Public Health team (<https://www.gov.uk/find-local-council>) should be informed 4. Workplace close contacts shall be identified and asked to self-isolate. Note: you should not wait for the NHS Test and Trace system. 5. In the event that the local PHE health protection team declares an outbreak you will be asked to:  * record details of symptomatic staff * assist with identifying contacts   Note: to facilitate the above, the HR Manager shall ensure that employee records are maintained up to date. |