

BCP COUNCIL RISK ASSESSMENT

Service Unit /School:	Environment Waste & Cleansing Services	Activity being Assessed	Covid 19 (Coronavirus)	Date of Assessment	29/03/2020
Department/Area:	Environment			Review Due Date	Live - ongoing
Assessed By:	K.Langdown / P.Wilson			Reference	

Likelihood (L) X Severity (S) = Risk Rating (R)					
		Severity (S)			
		1= Minor injuries no lost time	2= Injuries lost time <7 days	3= Major injury, lost time <3 months	4= Fatality/severe injury, lost time >3 months
Likelihood(L)	1 = unlikely to occur	Low(negligible) (1)	Low (2)	Medium-Low (3)	Medium-Low (4)
	2 =Could happen	Low (2)	Medium-Low (4)	Medium-High (6)	Medium-High (8)
	3= Likely to happen in time	Medium-Low (3)	Medium-High(6)	Medium-High (9)	High (12)
	4=Certain to happen	Medium-Low (4)	Medium-High (8)	High (12)	High (Extreme) (16)
Low 1-2	No further actions on this risk assessment are needed, but the controls in place must be monitored to ensure they are being implemented & remain suitable				
Medium-Low 3-4	If the likelihood is high further controls should be identified & implemented as soon as is practicable, current controls must be monitored to ensure they are being implemented & remain suitable				
Medium-High 6-9	Further controls must be identified & implemented without delay and/or the controls in place must be monitored to ensure they are being implemented & remain suitable				
High 12-16	The activity must not proceed until further controls have been identified and the risk rating reduced to an acceptable level				

WISH GUIDANCE <https://wishforum.org.uk/wp-content/uploads/2020/06/WISH-INFO-13-COVID19-and-waste-management-activities-issue-6-4-June-2020.pdf>

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Task / Hazards	Who might be harmed ?	How might people be harmed?	Existing Control Measures in Place	Risk level achieved			Additional Controls necessary to reduce the likelihood or severity	Revised Risk level with additional controls applied			Are there any further controls which could be applied in the future?
				L	S	R		L	S	R	
<p>Spread of Covid- 19 Coronavirus</p> <p>Personal Hygiene</p> <p>Time spent together</p>	All Staff	<p>Transfer of virus through poor personal hygiene</p> <p>Increased chance of transfer of virus with staff working together for unnecessary periods of time</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> • Gel sanitisers in any area/vehicle where washing facilities not readily available • Hand washing facilities with soap and hot water in place. • Stringent hand washing taking place. • Paper towels/hand dyers for drying of hands • See hand washing guidance in link below. <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Working day to include staggered start times and task and finish approach i.e. as soon as round if complete staff encouraged to go home</p>	2	4	8	<p>Employees to be reminded on a regular basis to use hand sanitiser/wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>Posters, leaflets and other materials are available for display</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	1	4	4	Ongoing visual monitoring and reinforcement to ensure staff are washing & hand sanitising as required.

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Contamination	All staff		<p>PPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings only.</p> <p>Public Health England currently states: We do not recommend the use of facemasks as an effective means of preventing the spread of infection. Face masks play an important role in clinical settings, but there's very little evidence of benefit from their use outside of these settings.</p> <p>In all other settings individuals are asked to observe social distancing measures where possible, practice good hand hygiene behaviour's and wear PPE as issued in accordance with individuals normal working environment</p>	2	4	8	<p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>The use of face masks within the waste collection setting is not mandatory. Staff wishing to use masks/face covering can however do so if preferred</p> <p>Use of depot washing machine/tumble drier promoted to enable staff to return home without personal PPE and possible risk of carrying virus</p>	1	4	4	Ongoing visual monitoring and reinforcement to ensure staff are wearing PPE as required.
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Hard surface cleaning	All staff	Touching surfaces and transferring to face	<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, depot reception area using appropriate cleaning products and methods. (via facilities management)</p> <p>All Vehicles are required to be cleaned internally after use. Drivers must ensure that surfaces are cleansed by using the supplied cleaning materials pack.</p>	2	4	8	<p>Cleaning contractor instructed to increase depot cleaning especially doors, kitchens & other hard surfaces.</p> <p>Driver instructed to wipe down touch points inside and outside of cabs periodically throughout the day with anti-bacterial wipes.</p> <p>Touch points are: Steering wheel, hand brake, door handles, switches, gear selector, dashboard, seat belts and other controls</p>	1	4	4	Ongoing visual monitoring and reinforcement to ensure cleaner & drivers are cleaning as required.
2m social distancing guidance	All staff		<p>Social Distancing Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hk.gov.hk/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-</p>	2	4	8	<p>Where suitable social distancing cannot be achieved secondary vehicles offered to staff to attend site.</p> <p>Or</p> <p>Family/crew groups created to minimise unnecessary contact with others. Restrict moving staff amongst crews to an absolute minimum.</p> <p>Allow/encourage family/crew groups</p>	1	4	4	<p>Ongoing staff visual monitoring to ensure social distancing is being adhered to.</p> <p>To reduce the amount of staff in anyone area.</p>

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			<p><u>vulnerable-people</u></p> <p>Staff that can work remotely and safely loan work will be instructed to do so.</p> <p>Taken steps to review work schedules including start & finish times/shift patterns, working from home where possible etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Vehicles to maximise ventilation by ensuring windows are kept down to improve air circulation within the cab.</p> <p>Redesigning processes to ensure social distancing in place e.g. no gatherings in the muster room or canteen</p> <p>2m markers installed throughout depots and notices</p>			<p>to take annual leave at the same time to maintain family group and minimise need to introduce new temporary member.</p> <p>Crew/team report directly to the vehicle they usually work from and wait for the driver or where possible meet the driver out on a round / site to reduce time time spent in a vehicle together. Staff who need access to a vehicle to support this should speak to their Supervisor/Manager.</p> <p>Staff are reminded of their social responsibility and to their colleagues during 'lockdown' to only be in work at home or undertaking approved activities i.e. essential shopping, once daily exercise. To keep themselves and colleagues safe.</p> <p>Laptops, tablets and phones to be made available where possible to facilitate remote working to reduce staff numbers in Depot and protect staff who have to due to their role operate from the depot.</p>			
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Symptoms of Covid-19	All staff		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://www.publichealth.hs.cni.net/</p>	2	4	8		2	4	8	
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			19 and either seek to redeploy them to loan working roles where possible or place on special leave as necessary								circumstances
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Record of Updates

Date	Name	Brief Summary of Update
29/03/20	Kate Langdown	Drafting based on Government and industry emerging guidance
30/03/20	Pete Wilson	Additions
01/04/20	Kate Langdown	Further additions – live doc to be amended and shared on on-going basis as information presents
10/04/20	Kate Langdown	Amendment of recommendation to keep windows open to improve ventilation
24/04/20	Kate Langdown	Link updated to latest WISH Guidance Version 3
18/05/20	Pete Wilson	Review and update link to WISH Guidance Version 5
06/06/20	Kate Langdown/Pete Wilson	Review update and link to WISH guidance Version 6

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Staff Update

BCP Environment Depot Working Arrangements Reducing the Coronavirus Risk

As the position regarding Coronavirus continues to escalate and change for us all, as a service unit we are evolving our business continuity plans in the event that the position continues to worsen and we have to reduce or suspend some activities to enable continued delivery of statutory services and critical functions.

These will include the prioritisation of:

- Domestic and commercial black bin residual waste collections
- Domestic food waste collections
- Servicing properties with known capacity limitations
- Waste disposal
- Bereavement Services
- Cleansing relating to road traffic incidences, hazardous waste, sharps collections etc only
- Maintaining a safe highway
- Responding to any severe weather events
- Prioritising vehicle/plant assets maintenance to those vehicles as identified as supporting service critical functions
- Ensuring fuel is prioritised for identified service critical vehicles

As a result, it may be necessary to ask for staff flexibility and support to keep services operating for as long as we can and to keep the public safe. That could be undertaking additional training to support front line teams or simply supporting and looking out for each other.

Remember to **keep washing hands regularly, always wear appropriate PPE** and if you have concerns about your own personal health or are aware you fall into one of the identified higher risk categories please do inform your manager so that we can consider the need for any further measures to support you.

If you are feeling unwell and exhibiting symptoms linked to the Coronavirus please follow the latest guidance and self-isolate.

Temporary Depot/Welfare Rules

To help reduce the risk of potential spread of the virus we are asking for your support in following these instructions:

- Staggered start/finish times will be introduced to reduce groupings of staff.
 - Cleansing to finish at 14:30
 - Late shift not to enter yard before 11:45
 - Highways split shifts will be developed
- Waste collection teams can leave as soon as it is confirmed all crews have successfully finished. Please do not wait around in groups inside or outside of muster rooms (please wait in your work or personal vehicle)
- If you are not the driver of a crew/team, please report directly to the vehicle you usually work from and wait for your driver.
- Teams are encouraged to take breaks off site away from the depot and are free to use your own facilities at home if working in the locality during this temporary period.
- Use antibacterial disposable wipes to cleanse the internal vehicle cabs and hand sanitiser/soap and water to keep hands clean.
- Do not unnecessarily stand in groups and wherever possible allow a 2-metre distance between yourself and colleagues (we appreciate this is not possible when in vehicles!).
- Refrain from unnecessarily moving around between main office floors or other buildings.

- Please limit your contact with colleagues from other work groups to protect them and yourself e.g. if you are a greenspace or highways member please keep your distance from waste and cleansing teams and vice versa.

Thank you for your continued support, we appreciate this is a worrying time for us all.

19th March 2020

Neighbourhood Services COVID-19 Safe Operating Guidance

Manager Guidance

Whilst at work staff are to be reminded of the **importance of hand washing/sanitising and the need for social distancing**, not gathering in groups for their usual social catch up, collection of daily instructions etc. All core issued PPE must worn **especially protective gloves**.

It is recognised by PHE and HSE that obeying the 2-metre rule of Social Distancing is difficult or impossible for personnel who must work together in the cabs of waste collection vehicles or other council shared multi crewed vehicles. However, as a key service it is important waste collection operations and highway maintenance continue, and if procedures are followed ensuring workers with suspected symptoms are sent home immediately, the risk should be low.

Do not place any more than core numbers of employees in any vehicle at any one-time Consideration should be given to reducing the number of persons who must share cab space where this is practicable. For example, in some cases it may be possible to reduce crew numbers (provided safety standards are maintained). In some urban environments it might also be possible for teams to travel independently to a particular area or estate and work for example as a group to fill RCVs that are sent with individual drivers and which go off to tip sequentially as they are filled and return. It is recognised however that there will be many cases where such alternative working methodologies cannot be used. Where this is the case the **primary control method for the risk of infection is maintain high standards of hygiene**.

Whatever method of transporting employees to working points is used organisations should take **suitable and sufficient measures to ensure that employees have access to a sufficient supply of soap and water, alcohol based sprays or wipes** and other materials for them to be able to maintain a high standard of hygiene.

If a team member asks for consideration to work differently to protect themselves and others this **must be carefully considered and supported where safe to do so**.

Where possible **maintain consistent team rosters** (same operative members in each team every day) and minimise close interactions between other teams. It is recognised that employee absence and individual competency requirements may limit the extent to which this is possible. Vehicles should have available alcohol or soap-based cleansing spray and/or wipes available for all surfaces which should be cleaned periodically throughout the day and especially at the end of each shift. Door-handles, hand holds/rails, dashboards, steering wheels, hand-brake levers, gearbox controls and indicator stalks etc should be paid particular attention to.

Where a vehicle may have contained a confirmed case then the vehicle should be **parked up for a minimum of 72 hours before being cleaned down**.

Neighbourhood Services operations may result in contact between collection operatives/drivers and members of the public/customer employees. In these cases, social distancing should be followed (keep at least 2 metres/>6 feet away from other persons). Should this prove impossible, such as a member of the public not being willing to 'stand away from their bin' the waste or other service requested should not be actioned.

BCP Council
Environment
Neighbourhood Services



Dear all,

Please find attached the latest employee workplace Covid-19 summary advice for your information.

ALL staff are encouraged to take time to read this guidance and discuss concerns and options with their supervisors and line managers. By following the guidance, you are helping to minimise any risk of catching the virus and in turn protecting both yourself and your colleagues.

Before that however we would like to take this opportunity to say:

I want to thank you all for continuing to provide such excellent services during this time of real and unprecedented crisis, as we try to deal with the coronavirus pandemic. It is really important that we continue to provide our essential public services and you are central to that. We will do everything that we can to protect you while you provide those key services and we have been adapting our working practices to ensure that is the case.

I also want to welcome the new workforce covering Christchurch and hope that we can integrate you into our team quickly.

Please follow the guidance from your managers and from the government and stay healthy and keep providing those essential services. Thanks for your continuing support.

A handwritten signature in black ink, appearing to read 'G Farrant'.

Graham Farrant
Chief Executive

May I take the opportunity of extending my sincere and heartfelt thanks to all of our front line teams who are going above and beyond at this extremely difficult time. More than ever, your dedication, hard work and commitment is appreciated every day as you 'get on with the job' and continue to deliver crucial services to our community. THANK YOU

A handwritten signature in black ink, appearing to read 'Larry Austin'.

Larry Austin
Director Environment

Each day you remind me again and again what a fantastic and committed group of individuals you truly are. Working tirelessly to provide those key services that our residents too often take for granted. Your efforts are hugely appreciated and are now being watched more closely than ever before by our residents. Please continue to work together as a team, stay safe and well.

A handwritten signature in black ink, appearing to read 'Kate Langdown'.

Kate Langdown
Head of Neighbourhood Services

Neighbourhood Services Operational Team Guidance – Covid-19

COVID19 VIRUS

COVID19 STOP THE SPREAD



Wash hands frequently with soap and water or use a sanitiser gel.



Avoid touching your eyes, nose and mouth with unwashed hands.



Avoid close contact with people who are unwell.



Catch coughs and sneezes with disposable tissues.



If you don't have a tissue use your sleeve.



Throwaway used tissues (then wash hands).

If you experience a new continuous cough and/or high temperature, you are in a vulnerable group, or your conditions worsen/extend beyond your 7-day isolation period contact NHS111 online at [111nhs.uk](https://111.nhs.uk) or call NHS111.

FOR FURTHER ADVICE VISIT:

www.nhs.uk/coronavirus and www.gov.uk/coronavirus

Provision of Face Masks

There has been a lot of media interest regarding the use of masks. Current advice from Public Health England is that the use of them in relation to waste, cleansing and highway related service delivery is that they are not required as is the case for general contact and care of people who do not have symptoms. In these cases, usual infection control good practice should apply – e.g. cleaning of surfaces, handwashing. We will of course continue to monitor the situation and advice given.

Vehicle Cleansing

All Vehicles are required to be cleaned internally after use. Drivers must ensure that surfaces such as the steering wheel, door handles (inside & out), handbrake levers, gear stick, dashboard, light switches, wiper switches and mirror casings are thoroughly wiped down, including ignition keys, by using the supplied cleaning materials.



To help reduce the risk of potential spread of the virus we are asking for your support in following these instructions:

- Staggered start/finish times have been introduced to reduce groupings of staff.
- Ensure you wear your full PPE particularly gloves.
- Waste collection teams can leave as soon as it is confirmed all crews will successfully finish. Please do not wait around in groups inside or outside of muster rooms (please wait in your work or personal vehicle)
- If you are not the driver of a crew/team, please report directly to the vehicle you usually work from and wait for your driver or where possible meet your driver out on a round to reduce your time spent in a vehicle together. Staff who need access to a vehicle to support this should speak to their Supervisor/Manager
- Teams are encouraged to take breaks off site away from the depot and are free to use your own facilities at home if working in the locality during this temporary period. Loaders do not need to travel to tip to again reduce time spent in vehicle.
- Do not unnecessarily stand in groups and wherever possible always allow a 2-metre distance between yourself and colleagues
- Refrain from unnecessarily moving around between main office floors or other buildings.
- Please limit your contact with colleagues from other work groups to protect them and yourself

Most importantly if you have symptoms of coronavirus, you'll need to self isolate for 7 days or 14 days if your family or someone you live with is showing symptoms.

Thank you for your continued support you are a fantastic team, we appreciate this is a worrying time for us all.