



Working Safely at Trucksmith During COVID-19

Warren Aldridge TechIOSH

BASED ON GUIDANCE FOR EMPLOYERS, EMPLOYEES AND THE SELF-EMPLOYED

11 MAY 2020

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

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Summary of Site Rules

	<p>Travelling to Site</p> <p>Wherever possible workers should travel to site alone using their own transport.</p> <p>If workers have no option but to share transport journeys should be shared with the same individual & with the minimum number of people at any one time</p> <p>Good ventilation (windows open) and facing away from each other may help to reduce the risk of infection</p> <p>The vehicle should be cleaned regularly using standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces</p>
	<p>Arriving to work and symptom self-assessment</p> <p>Check into work via your manager who will assess your health and sign you in The most common symptoms of coronavirus (COVID-19) are recent onset of:</p> <ol style="list-style-type: none"> 1. New continuous cough 2. High temperature 3. Loss of taste or smell <p>Anyone who either has a high temperature or a new persistent cough and loss of taste and smell or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on self-isolation.</p> <p>Feeling unwell? Do Not come to site – contact your manager by phone</p> <p>If a worker begins to feel ill they must return home and seek medical help by dialling 111</p>
	<p>Wash or sanitise hands at these times</p> <ol style="list-style-type: none"> 1. On Arrival 2. Before Morning Break 3. Before Lunch Break 4. At 3PM 5. Before Leaving Work
	<p>Social Distancing</p> <p>You must observe social distancing rules of 2 meters Workers should work side by side, or facing away from each other, rather than face to face</p>
	<p>Cleaning</p> <p>Enhanced cleaning procedure are in place across the site, particularly in communal areas and at high touch points. Please ensure the cleaning rota is kept up to date and standards are maintained</p>

Introduction

This document is to help employees understand how to work safely during the COVID-19 pandemic, keeping as many people as possible 2 metres apart from those they do not live with. We hope it gives you a practical framework to think about what you need to do to continue working during the COVID-19 pandemic.

Managing risk

Everyone needs to assess and manage the risks of COVID-19. We have a legal responsibility to protect workers and others from risk to their health and safety. This means we need to think about the risks you face and do everything reasonably practicable to minimise them, recognising we cannot completely eliminate the risk of COVID-19.

We have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. We must work with all sharing the workplace so that everybody's health and safety is protected.

In the context of COVID-19 this means working through these steps in order:

- We will make every reasonable effort to enable working from home as a first option. Where working from home is not possible, we will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
- Increasing the frequency of handwashing and surface cleaning.
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we will consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between our staff.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Protecting people who are at higher risk

- Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.
- Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.

If clinically vulnerable (but not extremely clinically vulnerable individuals cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they must spend time within 2m of others, we will carefully assess whether this involves an acceptable level of risk. As for any workplace risk we will take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

People who need to self-isolate

We will make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.

Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- 1. New continuous cough**
- 2. High temperature**
- 3. Loss of taste or smell**

For most people, coronavirus (COVID-19) will be a mild illness.

Social distancing at work

- You must maintain social distancing in the workplace wherever possible.
- You must increase the frequency of hand washing and surface cleaning.
- You must Keep the activity time where working within 2 meters as short as possible.
- If this cannot be achieved, we will install screens or barriers to separate people from each other.
- Adopt as style of back-to-back or side-to-side working (rather than face to-face) whenever possible.
- We will reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens, and similar settings. These are often the most challenging areas to maintain social distancing. Please do try and not visit external food outlets outside of the company

Coming to work and leaving work

On arrival ensure handwashing or sanitising.

Ensure a symptom self-assessment with your team leader, however if you develop symptoms please do not come to work and call in to your team leader or HR from home

Staggering arrival and departure times to reduce crowding into and out of the workplace

Limiting passengers in vehicles. This could include leaving seats empty.

Reducing congestion, we will employ one-way systems so that that there is no path crossing in and out of buildings

We will provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points.

We will providing an alternative to touch-based security devices and time keeping devices or have a team leader check you in on your behalf

Moving around buildings and worksites

We will reduce movement by discouraging non-essential trips within buildings

We will be reducing job rotation and equipment rotation and encourage regular cleaning of tools and equipment

We will be using signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site.

We will be reducing occupancy of vehicles used for work purposes

We must separate buildings into working zones to keep different groups of workers separated as much as practical.

Meetings

We must avoid transmission during meetings, for example, avoid sharing pens and or other objects.

Holding meetings outdoors or in well-ventilated rooms whenever possible. The office staff will be required to work from home and conduct meetings via telephone or video conference

Common areas

We will stagger break times to reduce pressure on break rooms or places to eat if social distancing cannot be achieved

Please use safe outdoor areas for breaks if weather permits.

We will reconfigure seating and tables to maintain spacing and reduce face-to-face interactions.

Accidents, security, and other incidents

In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe.

People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards including washing hands.

Managing your customers, visitors, and contractors

Where site visits are required, site guidance on social distancing and hygiene will be explained to visitors on or before arrival.

We will be determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people

We will be maintaining a record of all visitors if this is practical.

Providing and explaining available guidance

We will be ensuring public notices are visible and help inform workers, customers, visitors, contractors, and the public to maintain social distancing whilst near the workplace.

Cleaning the workplace

We will reduce the spread by:

Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.

Frequent cleaning of objects and surfaces that are touched regularly

Clearing workspaces and removing waste and belongings from the work area at the end of a shift.

Sanitisation of all hand tools, controls, machinery, and equipment after use.

If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.

Hygiene – handwashing, sanitation facilities and toilets

We will provide additional handwashing facilities

We will be using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.

We will provide regular reminders and signage to maintain hygiene standards.

We will be providing hand sanitisers in multiple locations in addition to washrooms.

We will be setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.

Enhance cleaning for busy areas.

Where possible, we will providing paper towels for hand drying

Handling equipment, materials, waste, and onsite vehicles

We must implement cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, forklift trucks.

We will be encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.

Ensure regular cleaning of vehicles that workers may take home.

Ensure regular cleaning of reusable delivery boxes.

Personal protective equipment (PPE) and face coverings

Taken from Government Guidelines

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and staying 2m away from each other in the workplace if at all possible. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers. If you are in one of these groups, you should refer to the advice at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan>

and

<https://www.gov.uk/government/publications/covid-19decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>.

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

Face coverings

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- 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 carefully in your usual waste.
- Practise social distancing wherever possible.

You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.

Shift patterns and working groups

As far as possible, where people are split into teams or shift groups, we will be fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.

We have Identified areas where people have to directly pass things to each other, such as shared tools, materials or job instructions, and found ways to remove direct contact, for example, by using drop-off points or transfer zones.

We have minimised worker congregation at bottlenecks such as timeclocks, entrances and exits and maintaining social distancing during shift handovers.

Work-related travel

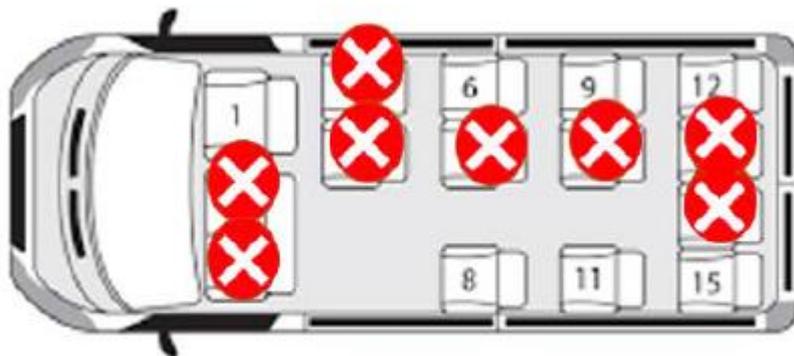
Government Guidelines:

Minimising non-essential travel – consider remote options first.

Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to face.

Cleaning shared vehicles between shifts or on handover.

Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.



Seating arrangements to maximise distance
between workers

Communications and training

We will provide clear, consistent and regular communication to improve understanding and consistency of ways of working.

We will engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.

We will be developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.

We will promote ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments.

We will:

Use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.

Use visual communications, for example, whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications.

Where to obtain further guidance

COVID-19: what you need to do

<https://www.gov.uk/coronavirus>

Support for businesses and employers during coronavirus (COVID-19)

<https://www.gov.uk/coronavirus/business-support>

General guidance for employees during coronavirus (COVID-19) <https://www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19>

COVID-19: HSE guidance on gloves

<https://www.hse.gov.uk/skin/employ/gloves.htm>.

COVID-19: HSE guidance on mask fittings

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

COVID-19: Department of Health & Social Care guidance on masks

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879221/Coronavirus_COVID-19_personal_protective_equipment_PPE_plan.pdf

Risk Assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

What are the hazards? Biological Hazards Covid-19 Coronavirus

Who might be harmed and how? Risk to all staff and visitors. The biological agent is highly transmissible between individuals and can survive on surfaces for long durations. The biological agent can enter the body through: Inhalation of respiratory discharges from others Eye, nose, and mouth contact from touching these areas with contaminated hands. Skin contact with contaminated surfaces with cuts or broken skin

Written By: Warren Aldridge TechIOSH

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Hazard Consideration	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Priority	Done
Site Preparations	A responsible person has been appointed to oversee the business preparations and arrangements	Monitor and review arrangements weekly	Human Resources Coordinator	Before opening	High	19/05/2020
Cleaning	Implementation of new daily cleaning routines for pre shift, during shift and post shift with Increased ventilation/air	Complete cleaning rota daily to ensure compliance	Manager	Twice a day after opening	High	19/05/2020

	circulation where possible					
PPE	Provision of adequate PPE based on Risk Assessment to minimise risk of virus spread	Setup lockable PPE station and stock check regularly with stock check sheet. Log all issued PPE on Issue register provided	Manager	Based on usage but as a minimum weekly stock check	High	19/05/2020
Organisation	An Emergency response person has been appointed	Staff are required to alert the emergency responsible person when declaring positive symptoms. The contact details of the emergency response person must be displayed.	Manager	Before opening	High	19/05/2020
Organisation, communication, and signage	Personnel are trained to lookout for COVID symptoms and hazards through Communications (boards, posters, tv screens, reminders of 'rules', additional training with regular updates on latest news and lessons learned)	Communicate clearly to all via multiple medias, the preparations to ensure the site is safe.	Manager	Before opening	High	19/05/2020
Organisation	All people attending site complete self-assessment for current covid symptoms	Staff must leave site and alert the emergency response person upon self-assessing as exhibiting Covid type symptoms	Manager	Immediately	High	19/05/2020
Social Distancing	Work practices and arrangements are undergoing a procedural change to ensure social distancing of 2 meters is always achieved .	Make necessary changes to layout to facilitate social distancing between workspaces, offices, canteen, if needs be stagger shift, rota home and office work	Manager	Before opening	High	19/05/2020

		Use engineering controls and administrative controls (floor tape, Perspex etc) Limit meetings sizes and locations				
Site Entry	Procedures in place to prevent unauthorised and uncontrolled entry which could potentially breach social distancing and hygiene guidance	Ensure markings and signage are in place to ensure full communication and instruction to all	Manager	Before opening	High	19/05/2020
Monitoring and supervision	Routine monitoring of site, checking for general adherence to site rules.	Stop and correct any deviations immediately. Keep a log	Manager	At all times	High	19/05/2020
Customers and visitors	Ensure contractors, non-site employee's suppliers, site-based operatives and customers are aware of site opening and new rules to be adhered to.	Post signage and communicate by all methods available	Manager	Immediately	High	19/05/2020

