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| ID: RA/Grass1/COVID-19 | | OPERATING PROCEDURE & RISK ASSESSMENT | |
| Document created: 05/05/2020 | Version Number: 3 7 pages | Version Date: 19/05/20 | Next Scheduled Review Date: 19/08/2020 |
| Service: Environment & Public Protection | | Section: Grounds | Approved by Document Owner: [REDACTED] (Team Leader) |
| Assessed by: [REDACTED] | | | |
| Task: Grass cutting within Inverclyde Council Properties - Management of Covid 19 situation. The coronavirus outbreak is still a rapidly evolving situation, this risk assessment must be kept under review and adapted by services as required. | | Number of people affected: Grounds Service Employees | |
| Related Guidance Up to date guidance is available on ICON Coronavirus page, the government websites must be consulted for the latest guidance. Coronavirus information leaflets available from Supervisors and also located within Covid information packs provided in each Grounds Vehicle. | | | |
| Transmission Path The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact. | | | |
| Coronavirus (COVID-19) Symptoms The most common symptoms are a high temperature or a new continuous cough, or a sudden loss of sense of smell and taste. To protect others, you must stay at home if you or someone you live with has symptoms of coronavirus. If your symptoms are mild, you'll usually be advised to not leave your home for at least seven days. Anyone you live with should not leave your home for 14 days. | | | |
| Work Location: Outdoor Inverclyde Council Properties | | | |
| Equipment/Plant: Grounds vehicles and all powered equipment and hand tools. | | | |
| Training or Competence Requirements: Toolbox talk on contents of this risk assessment. | | | |

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| Number | Safety Hazard | List of control methods that must be followed to protect your health and safety. | PPE/Training Requirements | Comments or Concerns |
|--------|--|---|---------------------------|--|
| 1. | COVID-19 Coronavirus – Grounds employees coming into contact with contaminated surfaces when starting work at depot: <ul style="list-style-type: none"> • Door handle • Light switches • Locker doors | <ul style="list-style-type: none"> • Wash hands when entering and leaving depot building. Guidance on handwashing (20 seconds) and infection control measures at end of document. • Good hand hygiene is essential at all times, thorough washing or use of sanitising gel and refrain from touching the nose, mouth or eyes with unwashed hands • Soap and water available in toilets/welfare areas • Regular cleaning/disinfection of depot building including changing/locker rooms • Regular cleaning/disinfection of door handles and light switches. | | Hand sanitiser if soap and water not available. Cleaning wipes. Hand-sanitiser dispenser needed at entrance to depot building. |
| 2. | COVID-19 Coronavirus – Grounds Squad coming into contact with contaminated surfaces when travelling to outdoor work site: <ul style="list-style-type: none"> • Vehicle door handle • Seat belt • Steering wheel • Gear stick • Control panel switches • Rear view mirror | <ul style="list-style-type: none"> • Good hand hygiene is essential at all times, thorough washing or use of sanitising gel and refrain from touching the nose, mouth or eyes with unwashed hands • Regular cleaning/disinfection of inside vehicle paying particular attention to surfaces which are easily touched. Cleaning recommended at end of working day. • Dedicated fleet vehicle allocated to Grounds Squads. • All personal belongings removed from van at end of working day. | | Hand sanitiser provision if soap and water not available. Cleaning wipe provision. |

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| 3. | COVID-19 Coronavirus spread through exposure or close contact with Grounds Squad when travelling in works van. | <ul style="list-style-type: none"> Practice social distancing while at work keeping 2 meters between staff. Vehicles limited to one driver to maintain 2 meter social distance. Minimum number of employees in squad cohort. | | |
| 4. | COVID-19 Coronavirus – Grounds staff coming into contact with contaminated surfaces during work activity: <ul style="list-style-type: none"> Vehicle/Equipment door handle Seat belt Gear stick Vehicle/Equipment steering wheel Contact surfaces within crew-cab Tool handles Equipment handles and controls Fuel cap | <ul style="list-style-type: none"> Guidance on handwashing (20 seconds) and infection control measures at end of document. Good hand hygiene is essential at all times, thorough washing or use of sanitising gel and refrain from touching the nose, mouth or eyes with unwashed hands Hand sanitiser provided to grounds staff. Regular cleaning/disinfection of vehicle/plant. Regular cleaning/disinfection of hand tools and equipment (at start and end of work day). Dedicated equipment provided to each squad. Equipment/tools not shared between squad during work shift. | | Hand sanitiser if soap and water not available. Cleaning wipes. |
| 5. | COVID-19 Coronavirus – Grounds staff coming into close contact with squad members during grass cutting. | <ul style="list-style-type: none"> Practice social distancing while at work keeping 2 meters between squad staff. | | |
| 6. | COVID-19 Coronavirus – Grounds staff coming into close contact with members of public during grass cutting: | <ul style="list-style-type: none"> Practice social distancing while at work keeping 2 meters between public as operationally possible.* | | |

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| | Possibility of community contracted infection or passing it on. | <ul style="list-style-type: none"> • Covid-19 is active in the community, therefore vulnerable employees to be re-deployed to less affected areas or sent home. I.e. those who are elderly, have underlying health conditions or are vulnerable to infection as per NHS guidelines (see para 9&10 of this document). | | |
| 7. | COVID-19 Coronavirus - Grounds staff coming into contact with contaminated surfaces within depot bothy/building during lunch break: <ul style="list-style-type: none"> • Door handles • Light switches • Microwave surfaces • Kettle handle • Chair surfaces • Table surfaces | <ul style="list-style-type: none"> • Working day limited to 5 hours. • Employees advised to take break outside where possible. • Soap and water available in toilets • Staff welfare areas cleaned on a regular basis, step up of cleaning regimes to be more regular and staff advised to increase cleaning of door handles, light switches and other areas which are regularly used. • Disinfectant wipes available for microwaves, and kettle so that they can be cleaned on a regular basis. • Seating within canteen area spaced out to maintain at least 2 meter social distancing. • Staggered stop/start times to minimise staff numbers within depot welfare facility. | | Hand sanitiser available in canteen |
| 8. | COVID-19 Coronavirus spread through exposure or close contact with Grounds staff showing Coronavirus symptoms at work. | <ul style="list-style-type: none"> • If any team member on duty becomes unwell with Covid symptoms they should be sent home and advised to follow the government self-isolation guidance. | | |










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| | | <ul style="list-style-type: none"> If an employee is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. | | |
| 9. | COVID-19 Coronavirus spread through exposure to vulnerable employee with underlying health conditions | <ul style="list-style-type: none"> Employees within this group are at increased risk and as such the NHS guidance outlined in Section Covid Information pack must be followed. Employees who are over 70, have underlying health conditions or are pregnant must make immediate contact with their line manager. | | |
| 10. | COVID-19 Coronavirus spread through exposure to employee with serious underlying health conditions | <ul style="list-style-type: none"> Employees within this group are at serious risk and as such the NHS guidance outlined in Section Covid Information pack must be followed. Employees must make immediate contact with their line manager. | | |

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| 11 |  HM Government Coronavirus Wash your hands with soap and water more often for 20 seconds Use a tissue to turn off the tap. Dry hands thoroughly.  |   Palm to palm  The backs of hands  In between the fingers  The back of the fingers  The thumbs  The tips of the fingers | | |

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Cleaning and Disinfection

Once a possible case has left the premises, the immediate area occupied by the individual e.g. vehicle, should be left 72 hrs, cleaned with detergent and disinfectant. This should include any potentially contaminated high contact areas such as door handles, telephones, grab-rails. Once this process has been completed, the area can be put back into use.

Any public areas where a symptomatic individual has only passed through (spent minimal time in) e.g. corridors, not visibly contaminated with any body fluids do not need to be further decontaminated beyond routine cleaning processes.

Clean down the surface with detergent and disinfectant (a solution of 1 part bleach to 10 parts water, Milton solution or equivalent).

Procedure

1. Wash hands
2. Wear disposable gloves
3. Use disposable cloths and mop heads
4. Wipe down surfaces
5. When finished dispose of cloths, sponges and gloves. Double bag leave 72 Hrs then dispose in general waste stream.

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