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| **ID: RA/Waste/COVID-19** | | **OPERATING PROCEDURE & RISK ASSESSMENT** | | |
| **Document created: 16/03/2020** | **Version Number:4**  **5 pages** | **Version Date: 17/08/21** | | **Next Scheduled Review Date: 17/08/2022** |
| **Service: Environment & Public Protection** | | **Section: Waste Collection** | **Approved by Document Owner: Jim Bradley (Team Leader)** | |
| **Assessed by: Russell Miller, Jim Bradley** | | | | |
| **Task:** Domestic & Trade Waste Collection - Management of Covid 19 situation. The coronavirus outbreak is still a rapidly evolving situation, this risk assessment must be kept under review. | | | **Number of people affected: Waste collection employees and depot staff.** | |
| **Hazard Source**  Coronaviruses are a large family of viruses that can cause illness such as respiratory tract infections. The COVID virus is a problematic pathogen because of how easily it is apparently spread from human to human. | | | | |
| **Likelihood and Severity of illness**  Some people will still contract COVID-19 but, because of the vaccination programme, the likelihood of a severe outcome is lower in the majority of people. | | | | |
| **Main Control - Good hygiene**  The **MOST** important control for preventing the spread of any infection is good hygiene. This cannot be over-emphasised. Good hygiene practices should already be in place in waste management operations – these **MUST** be maintained. Employees are instructed to:  ▪Use tissues to cover mouth and nose when they cough or sneeze (**CATCH IT**)  ▪Place used tissues in a bin (or bag) as soon as possible (**BIN IT**)  ▪Wash their hands regularly with soap and water (**KILL IT**)  ▪Clean surfaces and contact points regularly to get rid of germs (**KILL IT**) | | | | |
| **Work Location: Various outdoor locations throughout Inverclyde Council. Pottery St Depot Building/Garage** | | | | |
| **Equipment/Plant: Refuse collection vehicles, fleet transport, wheelie bins, commercial bins** | | | | |
| **Training or Competence Requirements: Toolbox talk on contents of this risk assessment.** | | | | |

| **Number** | **Safety Hazard** | **List of control methods that must be followed to protect your health and safety.** | **PPE/Training Requirements** | **Comments or Concerns** |
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|  | COVID-19 Coronavirus - Waste collection staff coming into contact with contaminated surfaces during collection round:   * RCV Door handles * Contact surfaces within crew cab * Bin lift control buttons * Wheelie-bin handles * Bin Lids * Waste bag surfaces | * 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 * Cabs should have available alcohol- or soap-based cleansing and/or wipes available for all surfaces which should be cleaned periodically throughout the day and especially at the end of each shift. * Cleaning should pay particular attention to door handles, hand holds/rails, dashboards, steering wheels, hand-brake levers, gearbox and other controls and indicator stalks etc. Do not forget external touch-surfaces such as lifting equipment and compaction control buttons and levers * Where fitted, ‘pop-up’ sinks on waste collection vehicles should be subject to the same rigorous cleaning regimes as for any other welfare facility. Where pop-up sinks are fitted, disposable paper towels or similar should be available to dry hands | Cut Resistant Protective Gloves “BSEN388 4.3.4.2”  or  Palm Latex-Coated Gloves EN 388 (orange ones) with disposable glove underneath. | Hand sanitiser if soap and water not available.  Cleaning wipes and cleaning spray provided in each vehicle.  Tissues |
|  | COVID-19 Coronavirus - Waste collection staff coming into close contact with members of public during collection round:  Possibility of community contracted infection or passing it on. | * Minimise social contact with public practice social distancing while at work keeping 1 metre between staff and public as operationally possible. |  |  |
|  | COVID-19 Coronavirus - Waste collection staff coming into contact with contaminated surfaces within depot/building:   * Door handles * Light switches * Microwave surfaces * Chair surfaces * Table surfaces | * Employees should use hand sanitiser on entering and leaving building. Hand sanitiser stations located at entrance/exit doors. * Depot cleaned on a regular basis, step up of cleaning regimes to be more regular and cleaners advised to increase cleaning of door handles, light switches and other areas which are regularly used. * Disinfectant wipes available for microwaves, PC workstations and telephones so that they can be cleaned on a regular basis. * Canteen tables and seats should be cleaned before and after use by employees. Cleaning wipes and disinfectant spray provided in canteen. |  | Hand Sanitiser  Tissues  Cleaning Spray |
|  | COVID-19 Coronavirus - Waste collection staff coming into close contact during use of depot building (canteen, changing room, showers and toilets). | * Employee start/stop times staggered to reduce likelihood of crowding within depot locker room and canteen facility. * Face coverings must be worn inside building, when using corridors, changing room or moving around canteen or toilets. * COVID safety signage posted within building. * Employees should avoid crowded areas within building. * Employees should keep to the left when using corridors. * Staff should test themselves twice weekly using lateral flow test kits in accordance with Scottish Government guidance. |  | Face Covering |
|  | COVID-19 Coronavirus spread through exposure or close contact with waste collection crew in RCV. | * Good RCV cab ventilation maintained by opening windows where possible. * Mixing of RCV crew should be avoided. * Face coverings must be worn when driver and crew share RCV cab. * While at breaks, wash hands thoroughly before eating/drinking. Hand sanitiser provided in each RCV. * Agreed task and finish until further notice with whole task being completed before everyone is sent home. * RCV crews should test themselves twice weekly using lateral flow test kits in accordance with Scottish Government guidance. |  | Face Covering  Hand Sanitiser  Tissues |
|  | COVID-19 Coronavirus spread through exposure to vulnerable employee with underlying health conditions (see current NHS guidance). | * Employees within this group are at increased risk and as such the NHS guidance followed and individual risk assessment completed. |  |  |
|  | COVID-19 Emergency Action – Employee develops symptoms at work | If any crew member on duty becomes unwell at work with a new, continuous cough or a high temperature or loss of taste and smell.   * They shall be sent home immediately and advised to follow the government self isolation guidance. * They should apply for a COVID-19 test. They are instructed to stay at home and follow the Government and NHS isolation advice (10 days from onset of symptoms). * Employees should contact their supervisor should they subsequently be confirmed as having COVID-19. * Management shall arrange enhanced cleaning of vehicle cab - all contact points and similar) thoroughly before allowing other persons to access them (see cleaning and decontamination guidance attached) |  |  |
|  | COVID-19 Emergency Action – Employee develops symptoms whilst not at work | If an employee develop symptoms while not at work, they must:   * Notify their supervisor via telephone, e-mail, text or similar as soon as they believe they have the symptoms. * They must NOT come into work to inform their employer.   The same basic process as above (7) should then be followed. |  |  |
|  | **Decontamination Guidance:**  Where a vehicle may have been used by someone displaying the symptoms of COVID-19, or a confirmed case, then the vehicle should either be decontaminated thoroughly (see advice at https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings or https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/) or if this is not reasonably practicable parked up and not used for a minimum of 72 hours | | | |