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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”orPalm 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.
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|  | 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 SanitiserTissuesCleaning 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 SanitiserTissues |
|  | 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.
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|  | 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)
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|  | 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  |