

TRUST COVID-19 RISK ASSESSMENT PROTOCOL

OPERATIONAL BUILDINGS

UPDATED 18 SEPTEMBER 2020

1 INTRODUCTION

- 1.1 This protocol applies to all operational buildings (including workshops, yards and depots) operated and occupied by the Trust.
- 1.2 This protocol makes a distinction between larger operational buildings, where there is usually a daily presence of Trust people and smaller operational buildings which are usually un-manned and generally only used as part of a specific task.
- 1.3 Operational buildings which were closed during the lockdown will remain closed (or very restricted access) until such a time as a site-specific risk assessment has been completed, and Covid-19-Secure posters put up prior to opening (in accordance with the Trust's Covid-19 Risk Assessment Principles document).
- 1.4 The Trust has assessed the following risks of transmission to Trust people working in operational buildings:
- Airborne transmission arising from proximity between Trust people
 - Airborne transmission arising from proximity with visitors to Trust operational buildings
 - Surface transmission arising from hand contact with communal surfaces
 - Surface transmission arising from sharing equipment and tools

2 GENERAL

- 2.1 Trust operational buildings (including office space) should only be used for activities that cannot be done at home.
- 2.2 Trust people should travel to operational buildings on foot or by bike where possible, using bike racks where provided.
- 2.3 Numbers of Trust people using an operational building at any time should be reduced to a minimum.
- 2.4 The Trust person responsible for the particular (larger) operational building should develop rotas, scheduling or other mechanisms (such as booking systems) to keep numbers of Trust people to a minimum to be included in the task-specific risk assessment.
- 2.5 The Operational Property team will ensure that all statutory compliance testing has been undertaken throughout the lockdown period and that buildings are legally compliant.

- 2.6 The Trust person responsible should consider whether to introduce measures to limit the use of communal areas and configure the workplace to avoid congregation and proximity (e.g. one-way systems, floor markings).

3 OFFICE WORKING IN OPERATIONAL BUILDINGS

- 3.1 Operational buildings should not be used as a general office but only for discrete tasks that cannot be done at home.
- 3.2 Desks should be spaced at least 2m apart.
- 3.3 Personal items (including keyboards and documents) should not be left in the office.
- 3.4 Shared IT equipment (e.g. PCs, phones etc) should be wiped down after use.

4 VISITORS, MEETINGS AND DELIVERIES

- 4.1 Visitors should not be permitted unless essential – if possible, hold meetings electronically or outside the building (whilst maintaining social distancing).
- 4.2 On-site meetings and briefings must be held in a space where social distancing of 2m can be maintained. If this cannot be done in well ventilated indoor areas, then move to an outdoor space. Avoid transmission during meetings by not sharing pens and or other objects. Do not provide food during meetings.
- 4.3 For areas where regular meetings take place, use floor signage to help people maintain social distancing.
- 4.4 Depots and workshops must develop a method of controlling visitor access, so they are inside a building for the minimum time. For example, visitors could wait in their cars or elsewhere outside the building until required.
- 4.5 Sign in visitors/contractors. In the short term, it is not necessary to issue a visitor/contractor badge to reduce the risk of contact.
- 4.6 Site information sheets must be made available to visitors/contractors to emphasise the measures in place and to highlight expected behaviours.
- 4.7 Deliveries should be reduced to essential items for the short term – consideration must be given to allow deliveries to working sites not depots. No personal deliveries are permitted at any site. For all essential deliveries:
- 4.7.1 Encourage delivery drivers to stay in their vehicles where it does not compromise their safety and existing safe working practice.
- 4.7.2 Where possible make delivery and receipt confirmation contactless and avoid physical contact when taking delivery of goods.
- 4.7.3 Schedule deliveries to limit exposure to groups of people.

- 4.7.4 Designate pick-up and drop-off points at workshops and depots with clear signage and marking.
- 4.7.5 Always wash hands after taking a delivery.
- 4.7.6 Dispose of any packaging safely.

5 WELFARE & HYGIENE

- 5.1 All (larger) Trust operational buildings should be cleaned by the Trust's contract cleaners twice per week to the standards set out in Government guidance (in accordance with Trust Covid-19 Risk Assessment Principles document).
- 5.2 Site managers should call out the Trust's contract cleaners to respond to any significant hygiene issues that arise between these twice weekly cleans.
- 5.3 All (larger) operational buildings must hold a supply of anti-bacterial gel, wipes and paper towels for hygiene purposes, reflecting capacity and activities being undertaken. Sealable bags should be on site for the disposal of used wipes and other waste items.
- 5.4 High contact areas should be highlighted with a sticker, e.g. door handles, and advice that after use you should wash your hands thoroughly. Frequently clean doors and handles.
- 5.5 Hand sanitiser should be provided at entrances and throughout common areas.
- 5.6 Shared common spaces, including desks, must be cleaned down daily and Trust people must wipe their work areas down at the start and end of the working day using anti-bacterial wipes, household detergents/disinfectants or soap and water.
- 5.7 Set clear guidance around the use of toilets in respect of cleaning and managing social distancing and provide enough facilities to avoid contact – in some cases one unit per work family. Toilets and touch points in these should be wiped down by the user after each use.
- 5.8 To limit contact between colleagues, break times should be staggered and set according to work families.
 - 5.8.1 Other indoor (e.g. meeting rooms) or outdoor areas should be used for breaks where practical.
 - 5.8.2 Welfare should be provided to suit the number of people on site such that colleagues can maintain social distancing.
 - 5.8.3 Tables and seats should be configured to reduce face-to-face interactions.
- 5.9 Provide additional signage to remind colleagues on social distancing and hygiene standards.
- 5.10 Where sharing items ensure they are cleaned and wiped down after every use – on larger sites create a defined transfer zone and cleaning station.
- 5.11 Milk, tea, coffee & sugar will be removed to reduce communal use.

- 5.11.1 Colleagues should bring in their own, and only use their own, including flasks or mugs.
- 5.11.2 The Trust will continue to provide the provision to boil water and heat food.
- 5.11.3 Wipes will be provided for cleaning before and after use.

6 BUILDING AREAS AND SOCIAL DISTANCING MEASURES

- 6.1 Display signage around the building to remind staff about social distancing measures, hygiene and local procedures.
- 6.2 Indicate 2m intervals by putting down floor tape or markers to help colleagues comply with social distancing.
- 6.3 Where possible implement a one-way system through the building.
- 6.4 Where possible, have separate entry and exit points in the one-way system.
- 6.5 Open windows and doors, where it is safe to do so to encourage good ventilation. Do not turn down any mechanical ventilation due to reduced occupancy. Note – fire doors must remain closed.

7 WORKSHOP AREAS AND MACHINERY

- 7.1 Social distancing must be maintained in workshop areas. Where necessary working area layouts must be changed to allow people to work further apart from each other. Reduce movement by discouraging access to non-essential work areas.
- 7.2 Use signage such as ground markings, tape or other objects to mark out 2m to allow controlled and restricted work areas.
- 7.3 Define working zones to keep different group(s) of workers physically separated as much as is practical.
- 7.4 Avoid or reduce equipment rotation and sharing. Shared tools to be thoroughly cleaned by the last person before being returned and before being used by the next person.
- 7.5 Implement one-way systems where possible on walkways around the workshop space.
- 7.6 If social distancing cannot be maintained during specific workshop activities then use a consistent pairing system for working in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.
 - 7.6.1 Keep these operations to a minimum duration.
 - 7.6.2 Colleagues should work side by side or facing away from each other rather than face-to-face and face masks and gloves should be worn.
- 7.7 Where sharing machinery, plant and equipment ensure they are cleaned and wiped down after every use.

7.8 Where possible, designated operators should be used for all machinery operations to minimize cross contamination.

7.8.1 Gloves should be worn whilst operating plant, wipes will be provided and stored in the cab and the operator must thoroughly clean down areas of contact after each use.

7.8.2 Plant should be quarantined for 72 hours if operator shows any symptoms of Covid-19.

8 SMALLER OPERATIONAL BUILDINGS

8.1 For smaller Trust operational buildings that do not have regular contract cleaning, the Trust will provide cleaning and sanitising products either in the building or as part of the task being undertaken for which the building is being used

8.2 The Covid-19 transmission risk to Trust people in the use of these buildings should be assessed and measures put in place as part of the site or task-specific Covid-19 risk assessment. Where practicable, these measures should include restricted access for only one person in the building at any time and all shared surfaces cleaned after use.

8.3 If suitable measures cannot be put into place (e.g. suitable cleaning or sanitising) then the building should not be used.

9 EMERGENCIES AND INCIDENT MANAGEMENT

9.1 Safety remains a priority and physical wellbeing should not be overlooked to maintain Covid-19 social distancing. For example, 2m distancing would not be expected if evacuation for fire was required.

9.2 Anyone involved in assisting or treating others in an emergency situation must wash affected areas as soon as practicable by either hand washing or showering and cleaning clothes.

9.3 Any material non-compliance with this protocol should be reported to the Operational Property team who are responsible for filing a LogIncident report in accordance with the Trust's Covid-19 Risk Assessment Principles document.

10 TRUST HOSTED COMMUNITY EVENTS

10.1 Following the lifting of some restrictions, the Trust has re-commenced (on a limited basis) the hosting and organising of some community events on its operational property.

10.2 These events are predominantly held outside but may involve some indoor space, provided the operational building is suitable and has the capacity to ensure that social distancing guidelines can be maintained and the events can be properly managed.

10.3 Prior to the event, a task specific risk assessment should be carried out by the Trust event organiser which should include the following measures:

- Event organisers must have read and understood the Trust's Covid-19 Risk Assessment Toolbox Talk
- Events should be by invite only and limited to the capacity of the operational building to ensure that social distancing guidelines can be maintained
- All space (particularly indoor space) should be configured to ensure that social distancing guidelines can be maintained, with suitable floor markings, one-way systems etc,
- All indoor space should be kept well ventilated
- The event should be held most outside, particularly activities that are likely to lead to a congregation of people close together
- Sufficient quantities of hand sanitiser should be kept at the entrance and exit to the event, with Trust colleagues and visitors encouraged to sanitise upon entry and exit
- Trust colleagues and visitors should all be asked to bring face coverings to the event and wear them when indoors
- The sharing of food should be avoided and Trust colleagues and visitors asked to bring their own drinks. Any catering should be provided for in individual portions
- The sharing of stationary should be avoided
- Commonly touched surfaces (e.g. door handles, chairs) should be sanitised before and after the event
- Contingency plans should be put in place in the event of over-capacity or inclement weather, which should not involve a congregation of Trust colleagues and visitors close together inside