

TRUST COVID RISK ASSESSMENT PROTOCOL

CONSTRUCTION & WORKING OUTDOORS

UPDATED 18 SEPTEMBER 2020

1 INTRODUCTION

- 1.1 This protocol applies to all Construction & Outdoor Work undertaken by Trust people during the period of Covid-19 restrictions.
- 1.2 A site or task-specific risk assessment may be needed if there are additional risks and measures required than those identified in the Trust's Covid-19 Risk Assessment.
- 1.3 This protocol will be reviewed regularly in line with any change in Covid-19 restrictions and the latest government guidance or industry best practice.

2 RESPONSIBILITIES

- 2.1 Responsibility for compliance with this protocol (including the need for site-specific or dynamic risk assessment) follows the responsibility for risk assessment in the Trust's Risk Assessment Mandatory Standard (as set out in the Trust's Covid-19 Risk Assessment Principles document).

3 HOW TO USE THIS DOCUMENT

- 3.1 The Trust's work outdoors is varied and ranges from one person going out to inspect a bridge, meet a boater, or clear a by-wash up to large-scale construction sites being in place for many weeks.
- 3.2 Section 4 is designed to cover simple a visit to site or outdoor activity (such as lock keeping, manning other operational structures, length inspection, boat sightings) by any Trust person – within this document, this will be classed as **Site Visits and Other Outdoor Activity.**
- 3.3 Section 5 is designed to cover those physical tasks without a site boundary, where the public is free to move about – within this document, this will be classed as **General Outdoor Work.**
- 3.4 Section 6 is designed to cover those tasks where a formal site boundary has been established, where the public cannot readily gain access and risk is more readily associated with contact between the Trust's own people – within this document, this will be classed as **Construction sites.**
- 3.5 The above definitions are designed to make the application of the document easier and it is noted that some sites may be a hybrid of some or all of them.

4 SITE VISITS AND OTHER OUTDOOR ACTIVITY

- 4.1 Separate hand sanitiser should be provided to each Trust person who routinely attends site visits or carries out outdoor activity, and this should be used before and after each site visit and regularly during other outdoor activity.
- 4.2 When visiting a towpath or similar Trust-owned site where the public are free to move about, Government guidance on social distancing should be observed wherever possible.
- 4.3 PPE should not be shared unless this cannot be avoided. If PPE is shared it should be cleaned in accordance with Trust Covid-19 Risk Assessment Principles document after the site visit or outdoor activity.
- 4.4 Trust people on site visits and carrying out other outdoor activity should, as far as reasonably possible, avoid hand contact with surfaces on structures that may be touched frequently by others (e.g. lock balance beams, gates, benches).
- 4.5 For those occasions where it is necessary to interact with members of the public and there needs to be an exchange of, for example, paperwork then, unless a practical alternative can be found, it may be briefly necessary to come closer to an individual and hand over / receive items. In these instances, it is important to undertake any transaction as swiftly as practical, social distancing should be recovered as quickly as possible and hand sanitiser should be used as required
- 4.6 Trust people and volunteers participating in litter picking activities should be briefed on measures to mitigate Covid-19 transmission risk as part of the Toolbox Talk prior to starting the activity

5 FACE-TO-FACE FUNDRAISING

- 5.1 Following the lifting of restrictions, the Trust is planning to re-commence face-to-face fundraising on the towpath and in other outdoor locations on its network from mid-September (except in areas where local restrictions have not been lifted or are reimposed).
- 5.2 Face-to-face fundraising does consist of conversations with members of the public in close proximity, sometimes for an extended period and, therefore, this activity does present a particular risk of transmission between fundraisers and the people they are seeking to engage.
- 5.3 Prior to starting any fundraising activity at a particular site, a task specific risk assessment should be carried out which should include the following measures:
 - All fundraisers must have read and understood the Trust's Covid-19 Risk Assessment Toolbox Talk prior to re-commencing any fundraising activity
 - The site should be chosen to avoid enclosed spaces, or areas where people are likely to congregate
 - The site should be clearly identified with signage and flags and configured to ensure that social distancing guidelines can be maintained at all times, with floor markings and other signifiers to encourage this
 - Materials such as signs, flags, stands and other commonly touched surfaces in the vicinity should be sanitised before the fundraising activity begins on a particular day

- Each fundraiser should have their own individual hand sanitiser, which should be used regularly throughout the fundraising activity
- Fundraisers should wear face-visors and maintain social distancing when engaging in any fundraising activity with members of the public
- All supporter sign-ups should be conducted by QR Code or SMS/Text messaging on their personal device, without the need for a shared touch screen
- Fundraisers should not give out or share materials with the public
- Fundraisers should bring their own pre-packaged food and drink on site and not share food or drink
- Fundraisers should not engage in conversation with members of the public for more than 15 minutes and should not raise their voice to gain attention, even in a loud public setting
- Fundraisers should work in teams that minimise contact with other teams (e.g. work bubbles, staggered shift patterns etc)
- Welfare and toilet provision and use for fundraisers to minimise risk of transmission

5.4 A dynamic risk assessment should also be carried out prior to commencing fundraising activities on a particular day

6 GENERAL OUTDOOR WORKS

6.1 When working on the towpath or similar Trust-owned site where the public are free to move about, the main risk to Trust people comes from the spacing between people. Government guidance is that a two-metre distance should be maintained wherever possible and in order to do this the Trust has developed an eight-step hierarchy of controls which should cover most situations



AVOID THE JOB

Do I really need to be here?



CHANGE THE TIME OF THE JOB

Can I do it before the crowds normally arrive?



POSITION YOURSELF AWAY FROM THE PUBLIC

Stand where the public don't normally go



HAVE A POLITE CONVERSATION TO ADVISE PEOPLE TO KEEP BACK

A simple reminder



PLACE A SIGN TO KEEP PEOPLE BACK/ MESSAGES ON WORKWEAR

Pop up signs and the like



USE A BARRIER TO KEEP PEOPLE BACK

There are lightweight ones
that could fit in a boot



CLOSE THE TOWPATH

Needs planning but can be done



IF YOU CANNOT WORK SAFELY, WALK AWAY AND DO THE JOB ANOTHER DAY

6.2 PPE should not be shared unless this cannot be avoided. If PPE is shared it should be cleaned in accordance with Trust Covid-19 Risk Assessment Principals document after the site visit or outdoor activity.

6.3 The sign shown here would be appropriate to use as part of implementing the hierarchy shown in section 5.1.



7 CONSTRUCTION SITES

7.1 Arrival & Departure from site

7.1.1 To limit contact with other people as far as practical, working practices should be designed to avoid crowds – both of the Trust’s people and members of the public. This can be

achieved by altering start and finish times of the site overall and staggering start and finish times of team members.

- 7.1.2 Where practical, provide facilities such as bicycle racks to allow people to arrive at site to avoid using public transport.
- 7.1.3 Where possible, arrange sites to have multiple accesses to avoid congestion and on larger sites implement one way working on site and at access points.
- 7.1.4 Provide hand sanitiser at access points.
- 7.2 On Site
 - 7.2.1 Only the minimum number of people necessary for the work should be on site at any one time.
 - 7.2.2 Reduce movements on site by avoiding non-essential trips across sites or restricting access to parts of the site. Where movement is necessary, on larger sites, a one-way system could be adopted.
 - 7.2.3 Avoid rotating jobs amongst the team where practical to limit multiple contacts with the same equipment; whilst still considering other hazards such as HAVS.
 - 7.2.4 Use signs and markings or objects to illustrate 2m spaces to allow controlled flows of people.
 - 7.2.5 Implement working zones to keep individuals or groups of workers physically separated, leaving them in working families / pairs to limit contact.
 - 7.2.6 Activities requiring two or more people working within 2m of one another should be avoided. Where face to face contact within 2m is required for a sustained period,
 - 7.2.7 Where possible, designated operators should be used for all machinery operations and gloves should be worn whilst operating plant. Wipes will be provided and the operator must clean down areas of contact after each use. Any machinery that has been touched by

a Trust person with suspected Covid-19 symptoms should not be touched for 72 hours and then cleaned in accordance with the Trust Covid-19 Risk Assessment Principles document.

7.2.8 Face coverings may be worn in accordance with the measures specified for face coverings in the Trust's Covid-19 Everyday Risk Assessment.

7.3 PPE

7.3.1 PPE should not be shared where practical but, if it has to be shared, it must be cleaned to the manufacturer's recommendations before reuse.

7.4 Welfare & Hygiene

7.4.1 Site welfare facilities should be cleaned according to the standards specified in the Trust's Covid-19 Everyday Risk Assessment, to ensure the cleanliness of the facilities.

7.4.2 To limit contact between people, break times should be staggered and set according to work families.

7.4.3 Outdoor areas should be used for breaks where practical and other spaces made available where possible.

7.4.4 Welfare facilities should be provided to suit the number of people on site such that people can maintain social distancing. Tables and seats should be configured to reduce face-to-face interactions.

7.4.5 Provide additional hand sanitiser stations for regular hand cleansing around larger sites.

7.4.6 Provide additional signage to remind people to sanitise themselves and work equipment.

7.4.7 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.

7.4.8 Provide paper towels for hand drying and covered bins for disposal of paper towels.

7.4.9 Where sharing tools ensure they are cleaned and wiped down with sanitising wipes after every use – on larger sites create a defined transfer zone and cleaning station.

7.4.10 Milk, tea, coffee and sugar will be removed to reduce communal use. Trust people should bring in and only use their own supplies, including flasks and mugs. The Trust will continue to provide facilities to boil water and heat food and wipes for cleaning these after every use.

7.5 Deliveries

- 7.5.1 Deliveries should be reduced in number by ordering larger quantities and, where hand contact is required, by ordering early to allow the virus to die away from surfaces.
- 7.5.2 A single person should be used to receive deliveries, using as few suppliers as possible and avoiding the use of paperwork through technology.
- 7.5.3 The creation of a delivery drop-off zone will limit contact.

7.6 Managing visitors on site

- 7.6.1 All visitors to site would normally receive an induction and this should continue and include appropriate references to the Trust's management of the Covid-19 risk.
- 7.6.2 All visits to site would normally be recorded and this should continue as it will be useful for contact tracing.
- 7.6.3 Visits should be discouraged where practical and technology used to provide alternative options.
- 7.6.4 The number of visitors at any one time should be limited and each visit should be hosted by a single person, to limit contact.

7.7 Emergencies

- 7.7.1 Emergency incidents should be dealt with in accordance with the Trust's Covid-19 Everyday Risk Assessment.

7.8 Site meetings and inductions

- 7.8.1 The Trust's approach should be to avoid indoor meetings. This can be achieved in the first place by removing the need for meetings and / or the use of technology to hold them.
- 7.8.2 Where meetings are unavoidable, they should be held outdoors where practical.
- 7.8.3 If a meeting needs to be held indoors, the room should be well ventilated and the number of attendees should be limited.
- 7.8.4 Meeting rooms should have hand sanitizer provided and should have floor signage provided to indicate spacing.
- 7.8.5 At meetings, avoid sharing pens and other equipment.