

Task / Activity:	Three in a Cab Travelling		Ref:	NS/WM/C19-17
Directorate:	Place	Date of Assessment:	14/9/2020	
Business Unit:	BU6	Manager Responsible for Basic Activity:	Jeanette Jone	
Service:	Waste Management	Lead Risk Assessor for Basic Activity:	Howard Gaskin	
Location:	Smithies Depot	Risk Assessment Team Members (e.g. employees, supervisors, managers, safety reps etc)	Howard Gaskin, J Jones and Mel Fitzpatrick	

SAFETY ALERT: The coronavirus outbreak is a rapidly evolving situation. This risk assessment is kept under review and adapted as required. Up to date guidance is available on the BMBC intranet site and it is based on the latest Government guidance.

SAFETY ALERT: Only 'Standard' or 'Green' risk employees are to travel with three in a cab during Phase 1, this will run from 29th Sep 2020 to 23rd Oct 2020 at which point there will be a review. Where any 'Standard' or 'Green' risk employees live in the same household with someone with a clinically extremely vulnerable condition or they provide close personal care someone with a clinically extremely vulnerable condition these employees will be classed as YELLOW risk as a precautionary measure and therefore will not take part in Phase 1.

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Spread of C19 through symptomatic or exposed employees	Transmitting and contracting C19	<p>Prior to Attending Work - Ask Do I Have -</p> <p>A high temperature A new and continuous cough A loss or change to your sense of smell or taste</p> <p>If YES to any of the above, you must:</p> <ul style="list-style-type: none"> • Stay at home and self-isolate • Notify line manager immediately • Book a test using the NHS 111 Coronavirus service • Keep their line manager notified of the situation • Only return to work on approval via telephone by a line manager following <ul style="list-style-type: none"> ○ Confirmation of a negative test result ○ Or once the appropriate self-isolation period has elapsed (10 symptomatic, 14 if isolating) <p>If symptoms develop whilst at work the guidance as set out in the RA3 Take Ill Prior to or Whilst at Work must be followed</p>		Individual employees and managers

		If you are contacted by the NHS Test and Trace you must comply with the guidance given		
Spread of C19 through symptomatic or exposed employees	Transmission and contracting of C19	Monitoring and Supervision Monitoring and supervision will be applied by management to ensure control measure are being complied with		Management and HGV Team Leaders

Spread of C19 during the working day during travel to and from work area with employees in the cab	Transmission and contracting of C19	<p>Personal Hygiene</p> <p>Where employees live in the same household as people with clinically vulnerable condition moderate risk or provide close personal care, additional measure will be necessary including the removal of PPE and double bagging of PPE before leaving the depot as well as vigorous hand washing – additional PPE will be issued to these staff to allow for daily washing</p> <p>Personal hygiene guidance must be observed with the emphasis where possible to use soap and water as the soap kills C19</p> <p>Hand washing / sanitising guidance must be observed</p> <p>Only disposable gloves to be worn inside the cab</p> <p>No exterior work gloves to be worn inside the cab</p> <p>Only work related and personal items are to be introduced into the cab</p> <p>Keep personal items to a minimum and isolated from work colleagues</p> <p>Ensure where appropriate work related, and personal items are removed from the cab at the end of each working day</p> <p>During the working day ensure when entering and exiting the cab the procedure relating to putting on and taking off gloves is followed</p> <p>Hands must be washed, or sanitised and nitrile gloves are to be worn before entering the cab</p> <p>Avoid touching your nose and mouth</p>		Individual employees and managers
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		<p>Do not search through residential / commercial waste containers or bags (no tatting)</p> <p>Do not share drinks containers or food amongst work colleagues</p> <p>Dispose of tissues, discarded IIR Face Masks and other potentially contaminated waste by immediately double bagging in the bags provided and on return to the depot, dispose of in the contaminated waste bins provided</p> <p>The Environment Agency have released a Regulatory Position Statement stating that it is no longer a requirement to hand over paperwork at transfer stations. At GRUK paper-based confirmation notes are still presented, these are to be collected by application of the provided guidance</p> <p>Individual and Depot Control Measures</p> <p>All employees to be inducted to current and future C19 related risk assessments and operational practices all of which are / will be drafted in compliance with the advice of .Gov, PHE, H&S and HR</p> <p>Throughout the depot social distancing measures are in place for example, barriers, signage, one-way pedestrian systems etc. to help protect employees, these measures are to be followed</p> <p>The deployment and collection point for deployment bags are controlled with barriers with 2m markers in place to guide social distancing</p> <p>Staggered start times are in place to facilitate the flow of employees during deployment</p> <p>The deployment window will be open 30 minutes before start times to allow the natural staggering of start times, higher risk employees have been allotted specific start times to minimise contact with the wider workforce</p> <p>Keys and paperwork are to be collected from the deployment window; crew are not to enter the office unless invited</p> <p>Deployment bags and keys are sanitised using appropriate COSHH sanitising product that are considered effective against C19</p>		
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		<p>Wherever reasonably practicable operational ‘Bubbles’ are to be maintained – see Note 1</p> <p>Three in a Cab Travelling</p> <p>When travelling with three occupants in a cab from the depot to the work site and from the work site back to the depot employees must wear the provided IIR Face Masks - see Note 2</p> <p>When travelling with three occupants in a cab to and from the waste disposal facility employees must wear the provided IIR Face Masks - see Note 2</p> <p>When travelling with three occupants in a cab to work sites where the time spent in the cab is 15 minutes or more for example, village to village on spare rounds employees must wear the provided IIR Face Masks - see Note 2</p> <p>Guidance relating to wearing an IIR Face Mask can found in the RA3 How to Wear an IIR Face Mask</p> <p>Time spent in the cab must be minimised – see Note 3</p> <p>Employees where practical must remain at the work site when the vehicle is tipping off unless welfare facilities are required – see Note 3</p> <p>When travelling ensure the cab is well ventilated, travel with the driver and passenger windows open</p> <p>Avoid directly facing work colleagues</p> <p>Avoid face to face conversation</p> <p>Cover your nose and mouth with a flexed elbow or paper tissue when coughing or sneezing</p> <p>Taking Breaks</p> <p>Hand hygiene guidance must be followed at all time</p> <p>Only take breaks on site if social distancing measure can be employed for example, sit outside the vehicle cab</p>	<p>Note 1 - ‘Bubble Changes’</p> <p>Where there is a change in employee ‘bubble’ (working team of three); all team members will all have their temperature checked before being deployed together. Should temperatures of any employees raise concerns (37.8°c or above) they will be asked to go home, and arrangements made to send them for C19 testing, and they will be instructed to not return to work until a negative result is confirmed or if a positive test is confirmed the relevant isolation period of 10 days has elapsed</p> <p>Note 2– IIR Face Mask IIR Face Masks has a splash resistant layer which protects against the exhalation of bodily fluids however these are being issued as disposable face coverings given the risks in the waste industry but not being issued as PPE</p> <p>Note 3 - This is to assist with the reduction in time that people are in close proximity to each other in the vehicle cab</p>	<p>HGV Driver – Team Leader</p>
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		<p>If it is not suitable to take breaks on site, teams are to use the closest available facilities ensuring social distancing measures are adhered to</p> <p>When taking breaks ensure when entering and exiting the vehicle, comply with the procedure relating to putting on and taking off gloves is followed</p> <p>If food is to be consumed during break time avoid sharing drinks containers and food items</p> <p>Hands must be washed or sanitised after removing gloves and before and after breaks</p> <p>HGV Driver Team Leaders must ensure breaks are coordinated so as to not allow drivers hour regulations to be broken</p> <p>Smithies Depot has a large canteen area that is clearly segregated to meet social distancing requirements. Welfare arrangements are in place to be used where required</p> <p>Returning to the Depot</p> <p>The nature of the tasks will see crews returning to the depot at different times thus supporting the staggering of finish times however, employees are to ensure social distancing measure are observed and maintained</p> <p>At the end of the working day the vehicle is to be cleansed by the driver in accordance with the appropriate guidance</p>		
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<p>Spread of Covid 19 from a contaminated vehicle</p>	<p>Possible transmission and contracting of COVID 19</p>	<p>Vehicles are to be cleansed in accordance with Government guidance during and at the end of each working day with the provided water / bleach solution</p> <p>During the cleansing process, particular attention is to be made to the vehicle contact / touch points</p> <p>On a weekly basis all refuse collection vehicles undergo an internal and external contact / touch points cleanse provided by our Pest Control Service</p> <p>If a situation arise where C19 symptoms are presented during the working day the process as set out in RA3 Take Ill Prior to or Whilst at Work must be followed</p>		<p>HGV Driver – Team Leader</p>
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Safe System of Work - Three in a Cab Working

Prior to attending work:

- Before attending work consider your personal health

If you consider you have C19 symptoms:

- If you consider you have any of the main C19 symptoms you must:
 - Stay at home and self-isolate
 - Notify your line manager immediately

Development of C19 symptoms during the working day:

- If you consider yourself or a team member is displaying C19 symptoms during the working day you must contact your line manager immediately and follow the guidance given

Test and Trace:

- If you are contacted by the NHS Test and Trace you must comply with the guidance given

Personal Hygiene:

- Maintaining personal hygiene is essential in the campaign against C19, compliance with SSoW is mandatory
- Disposable glove only in the cab, work gloves over disposable glove only outside the cab
- Personal items are exactly that, keep them minimal and personal
- Avoid touching nose and mouth
- Do not search through waste within bins or bag
- Dispose of discarded personal waste accordingly

Individual and Depot Control Measure:

- All SSoW are to be complied with
- Depot control measures are to be observed and adhered to
- Staggered start times are to be complied with
- Deployment bag stocks are to be confirmed before leaving the depot
- Minimise contact time with others and maintain social distancing wherever possible

Operational Bubble Creations and Changes - Creations

- Bubble creations are management responsibility
- Initial bubble creation all members to be C19 screened
- Successfully screened staff will be issued a GREEN card
- HGV Driver Team Leader to collect all GREEN cards, place in the deployment bag where they are to be retained
- HGV Driver Team Leader must not deploy without all GREEN card, this must be reported to a line manager

Operational Bubble Creations and Changes – Changes

- Bubble changes are management responsibility
- Changes to members within a bubble will be C19 screened
- New GREEN cards will be issued
- HGV Driver Team Leader to collect all GREEN cards, place in the deployment bag where they are to be retained
- HGV Driver Team Leader must not deploy without all GREEN card, this must be reported to a line manager

Three in a cab:

- Only 'Standard' or 'Green' vulnerability employees to travel with three in a cab (at the present time)
- IIR Face Masks are to be worn by all occupants when travelling from the depot to work site and back from work site to depot and when travelling to and from the waste disposal site
- Minimise time spent in the cab, where possible remain at the work site if RCV is tipping off and welfare facilities are not required
- When travelling the cab is to be well ventilated, windows open
- Avoid directly facing work colleagues and face to face conversation
- Cover your nose and mouth with a flexed elbow or paper tissue when coughing or sneezing
- Ensure guidance relating to wearing, taking off and putting on gloves and masks is followed

Taking breaks:

- Hand hygiene measures are to be followed at all times
- Only take breaks on site if social distancing measure can be adhered to
- If situation does not allow break to be taken on site the nearest depot is to be used
- When taking breaks ensure when entering and exiting the vehicle, eating procedures relating to hand sanitising and putting on and taking off gloves is followed
- Don't share drinks containers or food amongst colleagues
- Drivers must not infringe driving hours regulations

Returning to the Depot:

- When returning to the depot ensure social distancing measure are complied with
- At the end of the working day the vehicle is to be cleansed in accordance with guidance

Vehicle Cleansing:

- Vehicles to be cleansed daily by the driver
- Attention to be paid to contact and touch points
- RCV's to be deep cleansed weekly by Pest Control
- Contaminated vehicles to dealt with in accordance with SSoW

Manager's Assessment Acceptance Statement

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.

Manager's Signature



Date

20200925

Date of planned review (not to exceed 12 months)

20201225

Date of planned full re-assessment (not to exceed 24 months)

20210925