TCV COVID-19 Secure Guidance

TCV

The Conservation Volunteers
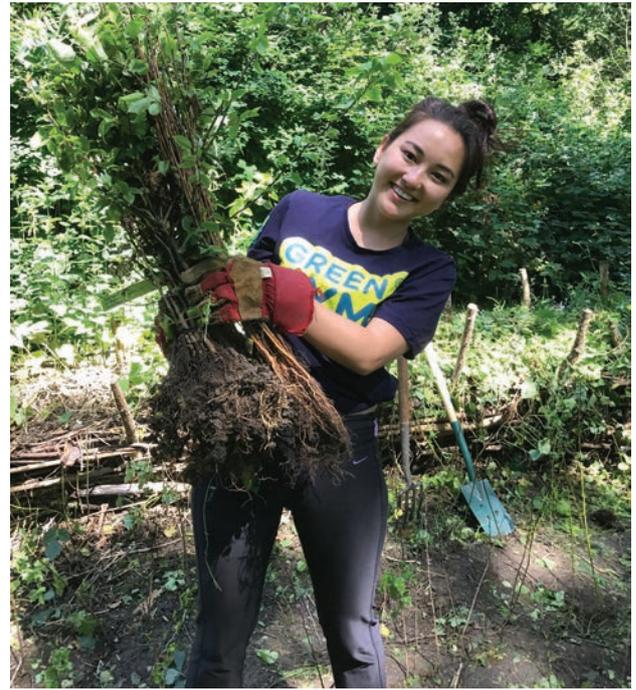
TCV COVID-19 Secure Workplace Guidance

About this guidance

The following guidance is current as of the date in the footer and covers the general health and safety principles to follow to ensure TCV is COVID-19 secure. The content outlines general principles and information for offices, projects and shared vehicles. The information should be read and then used to help complete local COVID-19 risk assessments for the three areas where applicable. Each location and operation will need to assess the risks and hazards locally and then use the guidance to shape local safety actions. There is scope to adapt these actions to suit local circumstances and/or come up with alternatives that reduce the risk. The COVID-19 Secure risk assessments should be stored on MIS under the relevant local office (under 'Operations', and 'Sites').

The national COVID-19 Risk assessment is in the form of a generic risk assessment, at present for office, practical work and shared vehicles. This can then be used, at a local level, but must be adapted for local circumstances in the same way as all other generic risk assessments.

There should only be need for one office and vehicle use COVID-19 risk assessment for each location. It is the responsibility of the operations leader to ensure each of their offices, shared vehicles and programmes have a COVID-19 risk assessment in place. Though the carrying out of the risk assessment may be delegated to operational staff, vehicle managers or local safety contacts.

For operations and activities that are currently running then this guidance should be used to review existing risk assessments. COVID-19 should be included or added to current activities with suitable actions recorded. This guidance will help inform those actions.

This guide does not permit the commencement of operations. Directors will decide when operations can begin. This document is limited to offering guidance and support for delivering operations when such decisions are made.

Contents

1.0 Introduction

Do not leave home if you or anyone in your household has coronavirus symptoms.

Self-isolation is the most effective means of preventing spreading the virus. If you, or a member of your household is symptomatic or has been tested positive, do not come to work and speak to your leader as soon as possible.

1.1 Symptomatic Person in the Workplace

If anyone turns up to work, whether employee or volunteer, and shows signs of [symptoms](#) of coronavirus, they must be sent home immediately, preferably not using public transport. This should be reported to your leader and a discussion had as to whether there has been a risk of passing the virus on to others. If they have just arrived onto site, not touched anything, and remained 2m away from others then no further action is required. If, however they develop the symptoms later in the day then they may have touched surfaces and items shared by others. There is also a greater risk of them having been near others. Therefore, further action must be taken which is covered in section 1.2

1.2 Someone develops symptoms or tests positive following attendance in a TCV workplace

This covers employees and volunteers who have been in a TCV premises, vehicle or on a project and who develop symptoms or test positive for COVID in the subsequent days of attendance. It will also be relevant for anyone who develops symptoms late in the day as described in 1.1.

A person is likely to be contagious during the 48 hours prior to developing symptoms. If someone contacts us because they have tested positive or have developed symptoms, and they haven't been in a TCV workplace in the 48 hours prior to the symptoms starting or the test, then the risk is low. A quick assessment of items and surfaces that they have used can be done followed by a clean down.

If the person notifies us and they have been in a TCV workplace within the 48-hour contagious period, then we will need to respond appropriately. This will involve determining where the person has been, what they have touched (surfaces and equipment) and who has been in close proximity to them. Any shared surfaces and items used by the individual must be cleaned using the established cleaning methods. The premises should be closed until it has been cleaned.

Anyone who has been in close proximity to the person during this period can be notified where we have contact information. However, it is important we do so appropriately by ensuring the following:

- We should not advise or insist they self-isolate.
- Never share the name of the person who has COVID or has symptoms.
- Tell them that someone they have been working near has either developed symptoms or tested positive and that they should take whatever precautions they feel is necessary.

The government define close proximity as a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they're infectious to others). In TCV workplaces this would be a person who:

- has had face-to-face contact (within one metre), including:

- o being coughed on
- o having skin-to-skin physical contact, or
- o contact within one metre for one minute
- has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- has travelled in a small vehicle, or in a large vehicle

1.3 Vulnerability

Employees who are at greater risk due to their own clinical vulnerability or due to living with someone who is clinically vulnerable should disclose any concerns to their leader when discussions begin about returning to work. People leaders may also be aware of this already due to historical conversations. Those classed as clinically extremely vulnerable should work from home wherever possible. If it is necessary for them to return to the workplace, they will need a specific risk assessment for their role and may be offered alternative roles which are safer. Anyone at greater risk due to medical conditions or due to other characteristics should be included in the COVID risk assessment.

1.4 COVID-19 Risk Assessment Requirements

The three main areas of operations that require a COVID-19 risk assessment are office work, practical projects, sharing a vehicle. The following guidance should be used to inform the risk assessments for these at a local level. There is a generic risk assessment for these three areas which should be followed and adapted to suit local circumstances.

There is a risk that COVID-19 distracts from other hazards and risks. TCV has a strong H&S culture and COVID-19 is no different to any other hazard. However, it is easy to become overly focussed on a topical hazard and neglect all the other existing good practice. Once the local planning and risk assessments are carried out ensure that all H&S actions are maintained.

1.5 Emergencies & First Aid

Finally, emergencies take precedence over COVID-19 safety actions. For first aid guidance follow the HSE advice.

If first aid is required, then try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, tell them to do things for you, but treating the casualty properly should be a first aiders priority.

All first aid kits should have surgical gloves already available, but the provision of face masks is now recommended. Eye protection and an apron may be needed if the first aid risk assessment suggests dealing with severe bleeding or other bodily fluids is likely or where the first aider is clinically vulnerable. Clinically vulnerable employees and VOs can continue to be first aiders providing there has been a risk assessment carried out and they agree to continue in the role. Extra precautions will be required, for example, provision of the above kit and sharing duties with other first aiders to reduce likelihood of exposure.

First aiders will need to be familiar with [guidance](#) on safe use and disposal of face masks and other PPE (this [guide](#) could be placed in first aid kits or given to all first aiders). Rescue breaths during [CPR](#) is to be avoided at present - see the [Resuscitation Council](#).

1.6 Volunteering

The following [restrictions](#) on volunteering are in place across TCV. You can volunteer if:

- you're well
- nobody in your household has coronavirus symptoms or has tested positive in the last 2 weeks

If a volunteer is; over 70, [clinically vulnerable](#) or [clinically extremely vulnerable](#) they must work in a separate area away from other people and a risk assessment should take into consideration their vulnerability. This may require additional actions to safeguard them if it is decided that current actions are not adequate for their increased risk.

However, before a leader delivers a volunteer programme under the above volunteer restrictions, they should deliver a small number of trial projects with volunteers that meet the following criteria:

- you're well
- nobody in your household has coronavirus symptoms
- you're under 70
- you're not pregnant
- you do not have any [long-term health conditions](#) that make you vulnerable to coronavirus

The purpose of these 'trial' projects is for project leaders to gain experience and confidence of running COVID-Secure projects before more vulnerable volunteers attend. When they have tested their local systems and are confident in running COVID-Secure programmes, they can engage with a wider range of volunteers.

1.7 Local Lockdowns and Tier Restrictions

If TCV operations are affected by local restrictions then the local Operations Leader will need to review the COVID-Secure risk assessments and local systems, with the staff affected, considering any local restrictions and agree a course of action. Operation Directors must be part of this review decision making.

Employees and volunteers are free to move between regions of differing restrictions. This movement is exempt from restrictions under charitable services and volunteering.

2.0 First principles

2.1 Employee Commuting

As employees and volunteer officers (VOs) return to work and begin to use local offices leaders should be thinking about commuting. Although employers do not have a legal duty to manage commuting, we should be thinking about how we are supporting other methods of commuting other

than public transport. Increase parking to enable private car use and safe storage for bicycles may be a consideration.

2.2 Returning to Work

Working from home is the preferred option where an employee can carry out their tasks from home.

When managing employee and VOs returning to work, time must be allowed for adjusting back into work life. There will be a lot of planning required as to how their operations will incorporate changes in the workplace and practices. Reading this guidance and carrying out risk assessments will be required to make local operations COVID-19 secure.

2.3 General Health & Safety Principles

Managing the risk of COVID-19 is achieved by not giving the virus opportunity for spreading. The virus spreads through two methods; droplets from an infected persons mouth and nose which are inhaled by another person or come to rest on a person who then touches their face. The other method is through these droplets coming to rest on a surface which is then picked up by contact by another person. Eliminating hazards is the most effective means of dealing with risk. Therefore the following two principles should be a central theme of all of our risk assessments:

1. **Maintaining social distancing of 2m between all persons thus eliminating the first method of transmission. Where this is not possible then other measures outlined in this guidance should be taken to reduce the risk of transmission.**

2. **Avoiding shared equipment where possible, eliminating the second method of transmission and cleaning any shared equipment and surfaces that is unavoidable**

Social distancing and regular handwashing/sterilizing and cleaning surfaces will be the most effective way of minimising the risk. These actions should be implemented throughout TCV. Local risk assessments will determine the frequency of cleaning, what requires cleaning and how to encourage social distancing. Other actions will also be required and will be based upon local circumstances.

Regarding social distancing, the risk increases as duration increases whilst two or more people are within 2 meters. So, someone passing you on a footpath within 2 meters is very low risk, whereas two people working closely together for many minutes increases the risk. A photocopier which is generally used by 2-3 people in a day is a lower risk than a door handle which is used by everyone in the building every day. Our actions should be proportionate to the level of risk.

2.4 Other Health & Safety Factors to Consider

It is also important to consider how COVID-19 safety actions impact other risks. For example, on a practical project we must prevent two people lifting a heavy object which is less than 2m long due to social distancing requirements. However, it would not be acceptable for one person to lift it if we have previously determined the weight requires two people. We may have to decide we cannot do something until social distancing is relaxed.

2.5 Facemasks

The wearing of facemasks is not required except when following the First Aid requirements above. If employees or volunteers choose to do so they should adopt the recommendations regarding their use ensuring they do not pose a risk to others when not being used or when disposed of.

2.6 Basic Principles

It is easy to get overwhelmed by all the guidance and information. If needed, come back to the basic principles which should be in place throughout TCV:

- **Do not come into work if you or member of your household has COVID-19 symptoms or has been tested positive**

- **Maintain social distance in accordance with government guidance**

- **Take responsibility to wash your hands when arriving at work, at home and numerous times throughout the day**

- **Avoid sharing items and clean surfaces that are shared**

As an organisation we are very good at managing hazards and reducing risk and COVID-19 is no different. Much of what we will need to do involves changing our behaviour, so it is important we cultivate a supportive culture where we look out for each other and remind each other about social distancing and washing our hands regularly.

2.7 Government Tracing and QR codes

TCV should be able to support government tracing using our usual volunteer registration process. We will not need to collect contact information for attendees whose information we already have. The organisation running the event or programme will usually be responsible for the collection of any contact information. There is more detail on this JIFI page regarding the collection of contact data.

QR codes will not be necessary in most settings. The government guidance for the use of QR codes is aimed at indoor venues. Where we manage a venue and open it up to people we have no contact details for then QR codes may be relevant depending on how those people use our venue. There is more advice on this government web page but if you think you may need to use a QR code please speak to your Operations Director.

TCV employees can download the 'NHS Track and Trace', 'Protect Scotland', 'Stop COVID NI', App onto their work phone if you are in the public domain as part of your work.

3.0 COVID-19 Risk Assessment Guidance - OFFICES

When our offices and other premises are used, the following guidance should help to complete a COVID-19 Office Risk Assessment. In shared premises this will need to be completed collaboratively with the other users of the building.

3.1 Other Hazards

As offices open be aware of other hazards. It is possible that a harmful level of legionella bacteria has been reached in water systems. If an office has been unoccupied for weeks or parts of a water system not used for weeks, then flushing through is essential. When flushing through open windows and toilet doors, close toilet lids and flush toilets at least twice. Run taps for at least two minutes at low pressure. Run showers on a high temperature for two minutes with the shower head in a bucket of water. In large or complex buildings arrange for a water specialist to offer advice.

Also consider lone working and fire and emergency arrangements in the context of any changes under COVID-19 risk assessments. For example, increasing ventilation reduces the risk as any airborne virus is quickly dispersed so leaving windows and doors open is important. However, this will increase the risk of a fire spreading and so this should be carefully managed and fire doors should remain closed.

3.2 High Risk Areas

Identify high risk areas. Any shared areas within the building that are accessed by numerous people are likely to contain high touch surfaces and the risk of 'bottle-necking'. Examples include stair wells and walkways, entrance and exits, toilets, kitchens, breakout areas and smoking shelters. Then consider the safe capacity of the building and adopt measures outlined in 3.3 to reduce risk.

3.3 Capacity and Premises Management

Determine the capacity of the premises considering the work area, toilets, kitchen, lifts, and any other areas used by occupants. Decide what is the safe maximum number of people that can work in the office whilst maintaining social distancing. Attention should be given to static work areas and how occupants move around the premises.

Once the building capacity is decided, review the layout, and its general use. Prevent face to face working through rearranging or removing desks or taking some out of use.

Other actions to consider regarding capacity include increasing the number of entrances and exits as this will reduce risk of congestion, as will staggering breaks and working hours.

One-way systems are likely to be relevant only in our larger premises, where numerous people move about the building regularly, and only where we feel this will help maintain social distancing.

3.4 High Touch Surfaces and Cleaning

Identify all high touch areas in the premises, this could be kettles, office equipment, light switches, photocopiers, door handles and handrails. Items solely used by one person would not be considered high touch areas as it is the risk of cross contamination which requires attention.

Once all high touch areas are identified create a safe cleaning regime. The method of cleaning to be used is described in Annex A. However, the frequency will be determined by the risk (number of people and how often the surface is touched). It may be most effective to clean a surface at the beginning, midday, and end of the day. Every office must have a clear cleaning system agreed and

adhered to by all employees. This may be an external contractor, a person, or persons (on a rota) or, in some circumstances, it may be more effective to get the user to wipe down the surface after use. A kettle for instance may have some disinfectant wipes or a spray and some paper towels next to it with a sign saying, 'please wipe down before and after use'. Regular waste removal will be needed to prevent bins from overflowing (see 3.10 for more on waste removal).

3.5 Hand Washing

Access to hand washing facilities is important. Aim to wash hands at least 6 times a day (make a habit of this when making a cup of tea). Remind colleagues to do so, signage can help with this.

Provide hand sanitiser stations on entrance and exit with a sign reminding all visitors to use them when entering and exiting the building. Ensure these are checked and topped up regularly.

Ensure there are adequate hand washing facilities with soap and paper towels (if possible) which are regularly checked and topped up. Remove any fabric towels. Remember, everyone should be washing their hands more regularly than normal so expect to get through suppliers more quickly.

3.6 Signage and Markings

Signage and markings are an important safety action in offices, particularly larger offices. Displaying reminders of good handwashing techniques, social distancing and actions to prevent the spread of diseases is advisable. Use hazard tape to prevent the use of anything that has been taking out of use. Use adhesive hazard tape on the floor to help people stick to social distancing measures in the office and any communal areas. Every office should display the government COVID-19 Secure poster which should be signed by our CEO. This is available in the TCV COVID-19 Secure Pack.

3.7 Meetings

There should be no face to face meetings unless absolutely necessary. If they are necessary ensure the following:

- Maintain social distancing and position yourselves side to side rather than face to face
- Do not share items such as pens, milk jugs or other refreshment items
- Use hand sanitiser before and after the meeting
- If appropriate mark areas where safe distances are maintained
- Meet outdoors if possible and appropriate, or ventilate the room well

3.8 Hot Desks

Avoid hot desking. If people need to use the office then, if possible, they should be assigned their own workstation. Hot desking should be avoided but I f this is unavoidable then thorough cleaning will be required before and at the end of use for all equipment. Alternatively, a person could be assigned their own keyboard and mouse for hot desk use, speak to the IT department for advice.

3.9 Visitors

Avoid having visitors to premises where possible. If we have visitors to our offices, we must explain all protocols relevant to them such as hand washing/sanitising, prohibited areas and site rules.

3.10 Toilets

Toilets not open to the public should be maintained through an enhanced cleaning regime paying attention to 'high-touch' areas such as flush handles, toilet seats, door handles and locks and taps. Fabric towels must be removed and replaced with paper towels and a bin (if this is not possible then air driers are the next best thing but regular cleaning is essential).

Toilets will need regular checks on supply levels and to remove paper towel waste regularly enough to avoid bins overflowing. Dispose of paper towel waste by double bagging and sealing the waste bag and disposing of responsibly. Gloves and aprons should be worn when cleaning and removing waste and good personal hygiene maintained.

Follow the above guidance for public open toilets with the following additions. Close them for any cleaning to safeguard cleaning staff. Staff assigned to cleaning duties must have suitable PPE determined by the activity risk assessment.

Publicly open toilets are likely to be one of the more difficult areas in which to achieve social distancing. Signage and social distance markers are essential for busier toilets. For single person toilets consider the installation of a queuing system with marked floor spots for social distancing. For multi-person facilities, providing it maintains privacy, leave the entrance doors open to enable visitor assessment of social distancing. In facilities with multiple urinals and basins consider taking every other unit out of use. If the spacing or access arrangements to toilet cubicles could impede social distancing, consider doing the same.

Wherever possible ensure good ventilation by leaving windows and external/internal doors open. Where this could compromise the existing fire risk assessment conduct a formal review to ensure fire safety can be maintained.

4.0 COVID-19 Risk Assessment Guidance - PROJECTS

When projects involving more than one employee and/or volunteers are carried out the following guidance should be used to complete a COVID-19 Project Risk Assessment.

4.1 Before Programmes Begin

Pre-project communications with volunteers must include a clear message that they must not attend if they or any member of their household have symptoms of the virus or has been tested positive. All volunteering activities should follow the restrictions under section 1.5.

When volunteers begin to attend TCV activities they must be told to inform their local office/contact if they come down with symptoms in the days following attendance. If this occurs, we will need to decide on the likelihood that they may have spread the virus whilst out with TCV and follow the guidance at the beginning of this document. We should also encourage them to use the relevant governments COVID-19 trace systems (England, Scotland, Northern Ireland).

On their first day of attendance volunteers should review, and update if needed, their welfare forms.

4.2 Participant Commuting

One of the first considerations is how will people get to the project? The use of public transport should be discouraged by asking participants to use other forms of transport if possible. However, project workers will not be required to check each participant or volunteer as to whether they are using public transport. For some volunteers this is their only option and they should not be prevented from attending because of this.

4.3 Social Distancing

Social distancing remains one of the most effective ways of reducing risk. Every time we cannot maintain the current social distance between volunteers we must question whether the activity is essential, discuss this with Operations Directors. If it is, and we need to continue, then put in place other mitigation such as:

- Increase hand washing and surface cleaning
- Decrease session/activity time to reduce the time spent in close proximity
- Work back to back or side to side rather than face to face

Social distancing will impact safety talks and so the area needs to be quiet enough for the group to stand 2m apart but hear all the safety implications of the project including COVID-19 actions.

4.4 Project Capacity on site

TCV volunteer programmes are considered within government guidelines as "the provision of voluntary or charitable services", this together with the breadth of our delivery (impacting physical activity, greenspace improvements, training and education) means that we don't fit neatly into any of the specific sector work place guidance or the social distancing guidelines. Whilst it is advisable to work with a small group when running a COVID-secure programme for the first time or with a new group, once risk assessments are in place and agreed we can approach our delivery under the normal TCV procedures. The number of participants that will be able to engage will be based on risk assessment and risk management rather than social guidance.

Each project must use risk assessment principles to make careful decisions regarding project capacity and if they wish to increase group sizes. If they do so, then it is strongly advised to do this gradually to 'learn' how effective and safely programmes can run with greater numbers.

Part of the risk assessment process must consider the following 6 factors, as a minimum, when determining project capacity, other factors may be relevant for local circumstances:

1. The site. Physical space of the work areas and where the beginning and end of the day gatherings will take place, where breaks will be taken. Access around the site such as narrow paths and gates and stiles (pinch points). Where these factors make social distancing difficult then we should lower the capacity of the project accordingly.

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2. <u>The group</u>. What is their experience of COVID-secure TCV projects, their vulnerabilities regarding COVID and their behaviour and comprehension characteristics? How will these aspects decrease the likelihood of COVID-Secure actions being adopted?

3. <u>Supervision</u>. The more people on project the more time needs to be devoted to supervision. With COVID-secure actions often requiring changes to behaviour there is an increased need for close supervision to ensure a COVID-Secure programme. The capacity of the programme must remain within the leader's ability to keep an eye on everyone more closely than prior to the pandemic. To maintain social distancing the group should be more widely spread. If numbers increase too much, then individuals could move beyond the sight of the leader.

4. <u>Welfare facilities</u>. Handwashing facilities and toilets need to be assessed regarding project capacity. What is the safe capacity of any welfare facilities? This may limit numbers even when the group and site can cope with a greater number.

5. <u>Landowners and stake holders</u>. Landowners and stakeholders may have more restrictive guidelines regarding volunteer group sizes. This must be considered and factored into any decision regarding project capacity.

6. <u>Local lockdowns and government restrictions</u>. These must be considered and, where they impact places of work, then they must be adhered to. Discuss any concerns or changes to local COVID guidance with your leader. National changes to COVID guidance that impact TCV workplace will continue to be discussed and agreed at leadership level with any changes to TCVs approach being communicated as soon as possible.

4.5 Fixed Teams and Partnering

Fixed teams or partnering is about reducing the number of people mixing within a group. It involves two people (partnering) or a small group (fixed team) being assigned at the start of the day and strictly adhered to throughout the day, including breaks and travel. By reducing the number of people mixing within a group this reduces the opportunities for the virus to spread.

Zoning work areas and marking the ground is an effective way of supporting social distancing and fixed team working. This could be around the entire work area, small task areas within a larger work area or individual work zones. This may only be possible on more static work areas.

4.6 Reduce Unnecessary Movement

Reduce the amount of moving around on site. Review your activities and decide if this can be reduced. One-way systems may also help reduce the amount of movement and crossing paths. Where this reduces risk, and is possible, use tape/markings and temporary signage to direct people.

4.7 Hand Cleansing

Hand cleansing should be made available on all projects and encouraged on arrival and departure and before eating or drinking. This can be by way of using local facilities or soap and water or hand sanitizer. Participants should be reminded to sneeze or cough into their elbow and avoid touching

their face. The use of hand sanitizer alone is not suitable on projects where hands are likely to get heavily soiled. Mud and other soiling will need to be washed off before using hand sanitizer.

4.8 Shared Equipment

Shared equipment poses a significant cross contamination risk. The most effective means of reducing the risk is to reduce the amount of sharing of equipment. It is best to allocate equipment to staff or volunteers and do not swap during the day. Sharing equipment should be avoided unless absolutely necessary. All handled equipment must be cleaned before allocation, when it is moved between persons and at the end of the day. A wipe down with disinfectant will suffice for the first two. Follow the cleaning procedure in Annex A for an end of day clean.

4.9 Personal Protective Equipment (PPE)

The sharing of gloves and other PPE must be avoided unless a thorough cleaning procedure is in place between uses, however this should be a last resort. Where possible gloves should be allocated to individuals for use and retained by the user. A stock of new gloves will be needed for replacing worn out or mislaid gloves and for new volunteers. Other actions can be considered where this is not possible such as leaving gloves unused until any potential virus has died. At present there is no definitive answer to the question of how long the virus lives on surfaces. There is some evidence to suggest that it survives better on smooth surfaces. Fabrics tend to absorb water away from the virus reducing its lifetime and there are suggestions of the virus living on fabrics for between a few hours to a few days. Therefore, if a pair of gloves is used and then stored for a week or two before re-use it is likely that they will be safe to use. However, it is expected that some people will not want to use pre-used gloves, and this should be taking into consideration. Gloves should be washed[1] if they are to be re-used by someone other than the original user to help overcome this.

4.10 Brew Kits

No brew kits will be used on TCV projects at present. Rest breaks must still take place and volunteers and participants should be encouraged to bring their own refreshments but discouraged from sharing anything on the day.

4.11 Signage

Ensure there is signage on public open sites. Displaying the government 'Staying COVID-19 Secure in 2020' poster is advisable as well as any other relevant information. This will also reduce the risk of any violence and aggression risk from the public. An exclusion zone around a work area is advisable though may not be always possible, as this will reduce public interaction and contact.

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[1] Although employees and VOs may offer to take gloves home or to a launderette to wash there should be no expectation for them to do so. There is a risk of clogging up machines if the gloves are heavily soiled and some can fall apart during washing cycle. There is also the aspect of expenses and work time used for laundering to consider. There may be scope to engage a commercial drop off/pick up laundry service locally.

4.12 Adapting Expectations

Project workers will need to adjust their previous way of working and expectations of what is achievable whilst following these guidelines. Time will be needed for planning and carrying out cleaning at the beginning and end of the day. Likewise, there may be projects or types of activities which have previously been easy to carry out which are too difficult to run whilst under COVID-19 secure guidelines. Limitation on numbers of participants, social distancing, not sharing tools or rotating tasks may mean certain activities cannot be carried out, or at a much slower pace.

5.0 COVID-19 Risk Assessment Guidance – VEHICLES

This section covers the following scenarios: hired vehicles, TCV vehicles used by multiple drivers not carrying passengers and TCV vehicles used for carrying passengers.

5.1 Hired vehicles

If a vehicle is hired, then it is advisable for the TCV employee to carry some disinfectant wipes and clean all surfaces that they are likely to touch before use. Washing of hands must be carried out before and after use of any hired vehicle. It is advisable to carry and use hand sanitiser after parking the vehicle once the hire has finished.

5.2 Shared vehicles without passengers

If a vehicle is shared between drivers then it will need to undergo cleaning of any surfaces that have been touched between users. Following use, the vehicle touch areas must be cleaned as per Annex A. This will include but not limited to:

- Keys
- Driver controls including the radio
- Door handles and manual locking mechanisms
- Seat belts and clasps
- Window controls
- Glove box handle
- Bonnet release and external areas used to open the bonnet
- Ladder, if used
- Areas/surfaces surrounding the driver that may be touched by other drivers

Local operations where this type of vehicle use is expected should implement a cleaning regime and then add 'COVID-19' to the vehicle use risk assessment with appropriate actions such as avoiding all non-essential travel, avoiding sharing of vehicles and cleaning between users.

5.3 Carrying passengers

Carrying passengers in vehicles in a COVID-secure way will always be a challenge due to the enclosed nature of vehicles and the lack of ventilation when the weather prevents open windows. Therefore, alternatives to carrying passengers should be considered before permitting the carriage of passengers. Where alternatives cannot be implemented then a careful risk assessment and strict

implementation will be required. There is a generic risk assessment available on the MIS Risk Assessment database and on the JIFI H&S COVID page.
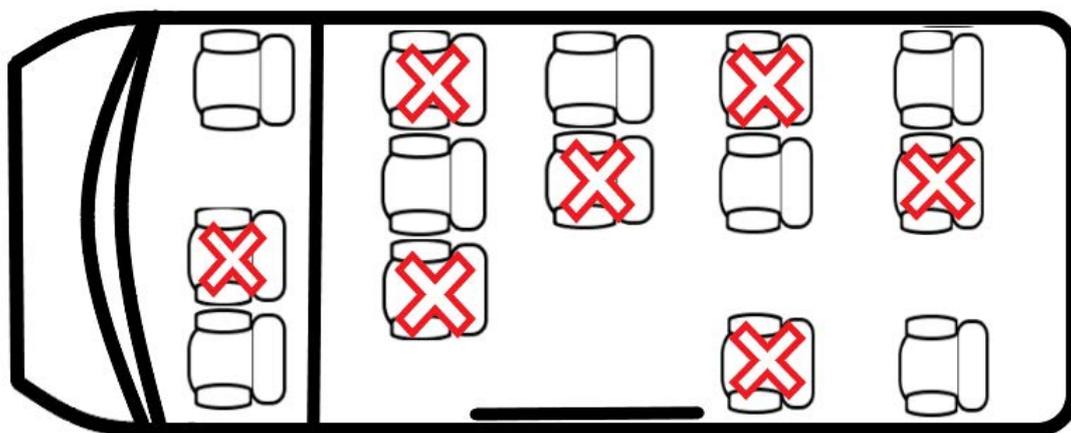
5.4 Passenger capacity

The safe capacity of shared vehicles will vary from vehicle to vehicle but will be significantly less than its actual capacity. This could be as much as 50% of the total seats in the vehicle.

Before going ahead and deciding what the safe capacity is a careful risk assessment must be conducted. No passenger should be sat in adjacent seats. Neither should anyone be sat in the seat behind or in front of another passenger, the diagram below illustrates this. If your safe capacity is significantly above 50% of the seating then it is likely that passengers are too close together.

In all TCV vehicles that are carrying passengers, the 1m+ guidance issued by the UK government must be maintained. That is to keep everyone 1m apart and include further actions to prevent the spread of the virus. The following guidance explains what those further actions should include.

5.5 Further actions when carrying passengers

No one should sit directly behind, or next to, another passenger. Seats may be taped off if necessary. For a 14-seater minibus the following configuration is suggested but other configurations may be more appropriate and should be decided through risk assessing the individual vehicle:

Carry as few people as possible. By reducing the capacity of the vehicle distance is increased between passengers which reduces the risk of transmission.

All passengers should wash their hands, or sanitise them, before entering the vehicle.

Reduce the time to a minimum when there is more than one person in a vehicle.

Each passenger should sit in the same seat for outward and return journeys. In the event of passengers remaining unchanged from day to day the same seats should be allocated to them as previous days.

If there are fixed teams or partnering being used during projects, then passenger seat location should reflect the fixed team bubbles used on site. If two people need to work closely on site, then it is good practice for them to be adjacent to each other whilst in the vehicle.

All passengers, including the driver, must wear face coverings unless they cannot for any reasons as stated on the government page. These include health reasons; they are under 11 or where it will cause severe distress. Drivers must ensure face coverings do not obscure their vision in any way e.g. steaming up glasses.

TCV can ask people to provide their own face covering as it is not classed as PPE. However, to avoid difficult situations if someone forgets to bring one or drops theirs in the mud, it is advisable that a small supply of disposable masks are available for passengers.

No vehicle will use the recirculating air function when carrying passengers. All drivers must be familiar with this function for their vehicles and ensure it is not used.

Unless the weather makes it uncomfortable or dangerous, all windows should be opened to enable good ventilation whilst travelling with passengers.

5.6 Cleaning passenger carrying vehicles

If every passenger uses a face covering and sanitizes their hands before entry then vehicles should not require thorough cleaning after every use. A quick wipe down with an antibacterial cleaner is all that would be needed for high touch areas. This would include but not limited to:

- Door handles and manual locking mechanisms (if used)
- Seat belts and clasps
- Window controls
- Head rests or hand olds used when moving inside the vehicle

A more thorough clean will be required if any passenger could not wear face coverings or there is reason to believe that other mitigation was not adhered to e.g. someone removed their face covering to shout or sneeze, passengers didn't use sanitizer because it was lost etc. A more thorough cleaning would involve cleaning of all surfaces around passenger breathing zones where droplets may have settled, as well as high-touch surfaces. This would include but not limited to the above bullet points and include:

- Areas/surfaces surrounding where passenger sat such as the window, rear of the seat in front, head and arm rests

A thorough clean should be conducted regularly for all passenger carrying vehicles at an agreed interval based upon the risk assessment and level of use. Weekly should suffice if all mitigation is in place and it is used to carry passengers on 1 or 2 occasions. However, more often will be required where usage increases or the risks are higher. All cleaning will adhere to TCV protocols and risk assessment. Less than weekly may be appropriate where use is low. A thorough clean will include all of the above bullet points and should include but not limited to:

- Driver controls including the radio
- Glove box handle, if used
- Bonnet release and external areas used to open the bonnet
- Ladder, if used
- Keys
- Any other areas that are likely to have been touched and likely to be so by future passengers

No vehicle is to be modified, such as fixing of temporary sheeting or screens, as this may compromise road safety, cause a serious accident, and/or invalidate our insurance.

Passengers records will be recorded and kept for a period of two weeks and should include names and contact information (unless this is easily accessible and up to date on MIS) and where they sat. This is to support any government trace enquiry but also to enable effective cleaning should a passenger contact us with symptoms in the days following their attendance.

Annex A – TCV Cleaning Protocol

The following has been adapted from the government guidelines for cleaning in non-healthcare settings:

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

Anyone cleaning must follow the advice of the product they are using and carry out a COSHH assessment for any hazardous substance. Ensure gloves and aprons are used and if there is a risk of splashing then some form of face shield will be required.

This protocol assumes that the items or areas to be cleaned contain no extra risk factors such as bodily fluids or chemicals other than the cleaning product being used.

1. **Remove excess mud and debris** - For tools and equipment that are heavily soiled remove excess mud and debris before cleaning.

2. **Clean surfaces with warm soapy[2] water** - Ensuring that this is a suitable method for what is being cleaned (electric light switches and other electrical items such as keyboards must not be cleaned with dripping wet cloths, use either disinfectant wipes or spray onto a clean cloth and wipe).

3. **Disinfect** - Using a household disinfectant[3] clean all surfaces identified as requiring cleaning in the risk assessment. Follow the guidance on the cleaner and any COSHH assessment.

Wash hands thoroughly for 20 seconds after any cleaning has been completed.

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[2] Household washing up liquid will suffice and but will require a COSHH assessment as most pose an eye irritation risk as well as the potential for skin reactions in certain people.
[3] Household disinfectants are ones that are sold in shops to the public and offer antiviral properties. Coronavirus's are not that hardy when it comes to disinfectant and so a reputable brand of disinfectant will do the job.

ANNEX B – Resource List and Recommended Products

Recommended products. The following are not mandatory but have been reviewed by the H&S Manager and most have safety datasheets and COSHH assessments available where relevant.

Suggested Resource List (when locally appropriate):

Hand sanitizer

Hazard tape

Hazard adhesive tape

Surface wipes (Lyreco product code 8.257.671 for example)

Gloves

Aprons

Face masks (EN 14683 for surgical masks suitable for first aid kits)

Disinfectant

Soap/washing up liquid

Recommended Posters

A selection of posters is available in the COVID-19 Secure Pack, but others are available online.

Throughout the workplace it is advisable to display the following:

- Poster reminder of the symptoms of Coronavirus
- Poster reminder of good sneezing and coughing technique in the workplace
- Poster reminder to wash hands/sanitise on entrance and exits and in the work area
- Poster reminder on good handwashing technique at hand washing stations

Some of these are available in the COVID-19 Risk Assessment Pack, alternatively here are some reputable external resources:

England resources

Scotland resources

Northern Ireland resources

Lyreco Recommended Products

Many of the following have been recommended due to low toxicity to humans and environment whilst providing adequate sterilising and cleaning performance.

No COSHH assessment is required plant-based products:

- Biovation biowash 3 manual washing up liquid – Lyreco product code 9982183

- Ecover washing up liquid – Lyreco product code 5935856

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