



<p>Assessor – NHG Health and Safety Team H&STeam@nhhg.org.uk</p>	<p>Operation activity – Working safely during coronavirus (COVID-19) - Vehicles- for NHG staff driving to visit or sites for work during the Coronavirus pandemic</p>	<p>Date of Assessment May 2020</p>
<p>Directorate all NHG Directorates</p>		

<p>Section 1. Thinking about risk - Objective: NHG to carry out a COVID-19 risk assessment.</p>			
<p>Step 2 - What is the hazard?</p>	<p>Step 3 - What is already being done to mitigate the hazard?</p>	<p>Step 4 - What further actions are necessary?</p>	<p>Step 5- Detail/ agreed course of action (by who & date of further review/completion)</p>
<p>1.1 Thinking about managing the risk</p> <p>Objective - To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority</p> <p>Applicable to NHG staff vehicle users</p>	<p>When using vehicles for work purposes NHG have</p> <ol style="list-style-type: none"> 1. Increased the frequency of handwashing and surface cleaning. 2. Made every reasonable effort to enable working from home as a first option. Where working from home is not possible, NHG will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible). 3. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, NHG have considered whether that 	<p>NHG will continue to monitor the latest guidance and consider how it can be applied to service delivery.</p> <p>This includes relaying the guidance accordingly and the continued message to staff as follows:</p> <ul style="list-style-type: none"> • Washing your hands more often than usual for 20 seconds using soap and hot water where possible. Where not possible hand sanitisers should be used, particularly after coughing, sneezing and blowing your nose. • Reducing the spread of germs when you cough or sneeze by covering your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue and throw the tissue in a 	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • NHG Coronavirus information is available to staff on Milo (updated as necessary) • Cascaded information and key messages discussed with service/team at team meeting – H&S/Coronavirus included as an agenda item • Risk assessment for access by all staff is held within Directorate or team shared H&S file <p>Applicable to all NHG Directorates – May 2020</p>



	<p>activity needs to continue for the business to operate, and if so NHG will have taken all the mitigating actions possible to reduce the risk of transmission between their staff.</p> <p>4. Further mitigating actions that NHG are undertaking include:</p> <ul style="list-style-type: none"> • increasing the frequency of hand washing and surface cleaning • keeping the activity time involved as short as possible • using screens & barriers such as once on site utilising existing windows & doors to separate people from each other • using back-to-back or side-to-side working (rather than face-to-face) whenever possible • reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) <p>5. If people must work face-to-face for a sustained period with more than a small group of fixed partners, then NHG will assess whether the activity can safely go ahead.</p>	<p>bin immediately, then wash your hands or use hand sanitiser.</p> <ul style="list-style-type: none"> • Cleaning regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people. • Communicating with all stakeholders to discuss how the work may be undertaken within offices and similar locations to minimise risk for all parties. • Maintaining social distance as far as possible 	<p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
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	<p>6. In producing this assessment NHG have given regard to whether the people doing the work are especially vulnerable to COVID-19.</p>		
<p>1.2 Sharing your risk assessment</p> <p>Applicable to NHG staff vehicle users</p>	<p>NHG has followed the UK.GOV guidance in producing COVID-19 risk assessment for workers driving for work and has shared this by:</p> <ul style="list-style-type: none"> • Making the assessments accessible to staff through MILO • Making the assessments fully accessible for others by publishing the results on the NHG website www.nhg.org.uk • NHG also displays the staying-covid-19-secure notice within its main offices and workplaces. 	<p>NHG departments such as Direct Labour and Assets may also consider displaying the staying-covid-19-secure notice in smaller cards or stickers in construction sites</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • NHG COVID-19 secure notice is displayed alongside the H&S “what you should know” poster on noticeboards within office. • Smaller cards are available at reception for visitors to the building and display on or in vehicles. • Stickers have been purchased to display within pool vehicles <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>

Continue below to section 2





Section 2. Who should go to work – Objective: - That everyone should work from home, unless they cannot work from home.			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>2. Objective: That everyone should work from home, unless they cannot work from home.</p> <p>NHG recognises that it is often not possible to deliver some in-home services by staff working from home and in these cases may be required to travel for work.</p> <p>Applicable to NHG staff</p>	<ol style="list-style-type: none"> NHG are limiting the amount of people in a vehicle at a time – there should be no more than 1 person at a time where possible NHG are encouraging staff to walk and cycle wherever possible. NHG managers are keeping in touch with workers, who they might usually meet with face-to-face, on their working arrangements including their welfare, mental and physical health and personal security. 	<p>Updated guidance regarding welfare, mental and physical health and personal security is to be regularly communicated to staff by</p> <ul style="list-style-type: none"> Publishing through the coronavirus section within Milo Directors/Business leaders cascading information and key messages NHG managers highlighting and discussing wellbeing, welfare, mental and physical health and personal security information and other key messages at team meetings 	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> Information regarding welfare etc. available for staff on Milo Regular team meetings diarised Monthly 1-2-1 meetings diarised Share on teams Review of vehicle usage Vehicles limited to one person per use <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>2.1 Protecting people who are at higher risk</p> <p>Objective - To protect clinically vulnerable and</p>	<p>Clinically extremely vulnerable individuals. Refers to people who have specific underlying health conditions that make them extremely vulnerable to</p>	<p>NHG managers are to undertake an individual risk assessment for all Clinically extremely vulnerable staff members within</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> Clinically extremely vulnerable staff identified – individual risk



<p>clinically extremely vulnerable individuals.</p> <p>Applicable to NHG staff</p>	<p><i>severe illness if they contract COVID-19. Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Who is 'clinically extremely vulnerable'?</i></p> <p>NHG have strongly advised clinically extremely vulnerable employees not to work outside the home.</p> <p>Clinically vulnerable people Refers to people who may be at increased risk from COVID-19, including those aged 70 or over and those with some underlying health conditions. Who is 'clinically vulnerable'?</p> <p>Clinically vulnerable individuals, who are at high risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and should be helped to work from home and avoid travel, either in their current role or in an alternative role. This is to be qualified through individual risk assessment.</p> <p>NHG staff that may live in a household where one or more individuals are clinically vulnerable or clinically extremely vulnerable, need to adhere to</p>	<p>their team – These individuals are not to undertake NHG work outside of their home</p> <p>NHG managers are to undertake an individual risk assessment for all Clinically vulnerable staff members within their team</p> <ul style="list-style-type: none"> • If the staff member is clinically vulnerable (but not an extremely clinically vulnerable) individual and cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. • If they have to spend time within 2m of others, managers must carefully assess whether this involves an acceptable level of risk. • As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. • Particular attention should also be paid to people who live with clinically extremely vulnerable individuals. 	<p>assessments completed (are not allowed to work away from home until change in government advice).</p> <ul style="list-style-type: none"> • Clinically vulnerable staff identified – individual risk assessments completed (specific considerations and controls recorded) <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
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	<p>strict hygiene and social distancing guidelines inside and outside their home. Guidance for households with grandparents, parents and children living together where someone is at increased risk or has symptoms of coronavirus (COVID-19) infection</p>		
<p>2.2 People who need to self-isolate Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</p> <p>Applicable to NHG staff</p>	<p>NHG enables staff to work from home while self-isolating if appropriate.</p> <p>See current. guidance for people who have symptoms and those who live with others who have symptoms</p>	<p>NHG managers are to maintain regular contact with self-isolating staff members as identified within the NHG sickness procedures.</p> <p>NHG managers are to promote the availability of and means to obtain COVID-19 testing. (Arrangements as detailed on Milo).</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Where staff members are self-isolating these are identified through the daily COVID-19 staff status dashboard. • Availability and means of testing detailed on Milo – Outlined to staff during team meeting • Regular telephone/video conversations with staff <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>



<p>2.3 Equality in the workplace Objective: To treat everyone in your workplace equally</p> <p>In applying this guidance, NHG should be mindful of the particular needs of different groups of workers or individuals. It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.</p> <p>NHG also has particular responsibilities towards disabled workers and those who are new or expectant mothers.</p> <p>Applicable to NHG staff</p>	<ol style="list-style-type: none"> 1. NHG understands and takes into account the particular circumstances of those with different protected characteristics. 2. NHG involves and communicates appropriately with staff whose protected characteristics might either expose them to a different degree of risk or might make any steps within this assessment inappropriate or challenging for them. 3. NHG considers the need to put in place any particular measures or adjustments to take account of its duties under the equality’s legislation. 4. NHG makes reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers. 5. NHG makes sure that the steps it takes do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments. 	<p>NHG managers are to discuss equality in the workplace arrangements and address concerns at 1-2-1 meetings.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Equality in the workplace detailed/discussed within 1-2-1 meetings. • Virtual toolbox talks <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
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Continue below to section 3





Section 3. Social distancing at work – Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>3.1 Coming to and leaving work</p> <p>Objective: To maintain social distancing wherever possible, including on arrival and departure and to ensure handwashing upon arrival.</p> <p>Applicable to NHG staff vehicle users</p>	<p>NHG have identified the following controls where possible to ensure those coming to and leaving work can do so safely</p> <ol style="list-style-type: none"> 1. Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. 2. Provision of facilities such as bike racks to help people walk, run, or cycle to work where possible. 3. Limiting passengers in work vehicles, for example, work vans. This could include leaving seats empty. 4. Assigning fixed groups of workers to the same transportation routes where sole travel is not possible. (pooled vehicles) 5. Staff traveling to sites alone using their own transport, where insurance allows. 6. Where NHG staff have no option but to travel together, the following should be encouraged 	<p>NHG managers/responsible persons are to use the 6 points to ensure those coming to and leaving work can do so safely.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Office opening times extended to allow for staggering of arrival departures • Extra bike racks installed • Parking provided (limited) • Guidance issued regarding use of corporate vehicle. • Individual storage for clothing provided • Fixed pairs/group when vehicle sharing is required • Vehicles cleaned regularly • Hand sanitisers available • Hand sanitiser provided to staff <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or</p>



	<ul style="list-style-type: none"> • Journeys should be with the same individuals and limited in the number of people travelling per vehicle. • Maintaining good ventilation, for example keeping windows open and passengers facing away from one another to reduce risk of transmission. • Vehicles regularly cleaned using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces. 		<p>UK.GOV/Public Health England guidance.</p>
<p>3.2 Moving around buildings, worksites and other destinations Objective: To maintain social distancing while staff travel through the workplace Applicable to NHG staff vehicle users</p>	<p>NHG have identified the following controls where possible to ensure those moving around its buildings, worksites and other destinations can do so safely</p> <ol style="list-style-type: none"> 1. Scheduling times for the collection of goods to avoid over-crowding. i.e. picking up items from builders' merchants 2. Picking goods ahead of collection and loading onto vehicles without interacting with the driver. 3. Reducing job and location rotation. 4. Finding alternative solutions to 2-person delivery. This could include delaying delivery of large items or using an alternative method, for example, mechanical / material handling equipment. Where these 	<p>NHG managers/responsible persons are to use the 4 points to ensure arrangements are developed to ensure those moving around the building/worksites can do so safely</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Larger orders to avoid several trips • Goods pre ordered where possible • Fixed tasks to avoid job rotation • Extra bike racks installed • Guidance issued regarding use of corporate vehicle. • Individual storage for clothing provided • Fixed pairing for large deliveries/collections • One person per vehicle unless unavoidable



	<p>are not possible maintain fixed pairing for 2-person deliveries and minimise physical contact.</p>		<ul style="list-style-type: none"> • Hand sanitiser provided <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>3.3 Social distancing in vehicles Objective: To maintain social distancing wherever possible between individuals when in vehicles</p> <p>Applicable to NHG staff vehicle users</p>	<p>NHG have identified the following controls to maintain social distancing between individuals when they are in vehicles</p> <ol style="list-style-type: none"> 1. Devised mitigating measures where workers have no alternative but to work within 2m to minimise the risk of transmission, including: <ul style="list-style-type: none"> – clear signage to outline social distancing measures in place staying-covid-19-secure notice in sticker or card format – single person or contactless refuelling where possible – sitting side-by-side not face-to-face and increasing ventilation where possible 2. Using a fixed pairing system if people have to work in close proximity, for example in a vehicle. 	<p>NHG managers/responsible persons are to use the 4 points to ensure arrangements are developed to ensure those moving around the building/worksite can do so safely</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Social distancing arrangements agreed before commencement of work • Fixed pairing when vehicles need to be shared • Staff advised to keep vehicle ventilated at all times • Regular cleaning of vehicle to be maintained • Managers to make sure if anyone drives at work, they read a copy of this risk assessment <p>NHG use three different types of vehicles within the company. They are.</p>



	<ol style="list-style-type: none"> 3. Making sure vehicles are well-ventilated to increase the flow of air, for example, by opening a window. 4. Ensuring regular cleaning of vehicles, in particular between different users. 	<p><u>Pool Vehicles</u> - these can be used by anyone in the company between the ages of 21 and 70 years old. Pool vehicles are kept in the car parks at Durham Street, Sussex Place and Bruce Kenrick House and are managed by the Insurance team in Finance team and Accommodation and office services. If you are unsure of whether you have access to these, ask your line manager who will confirm this with you.</p> <p><u>Lease/Fleet Vehicles</u> These are vehicles leased to a specific member of staff for a period time Usually these will be one driver and no passenger(s) but if you do take a passenger you must follow the 4 points in steps 1 -4</p> <ul style="list-style-type: none"> • After use please clean the vehicle as set out in cleaning a vehicle after use <p><u>Commercial /also known as Fleet Vehicles</u> – you will mainly find these in the DLO section within NHG.</p> <ul style="list-style-type: none"> • If you take a passenger(s) on a journey, after use please clean
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			<p>the vehicle as set out in cleaning a vehicle after use</p> <p><u>Personal Use vehicles when used at work</u> – Most private vehicles if used are only used to and from their normal place of work.</p> <ul style="list-style-type: none"> • If you take a passenger(s) on a journey, after use please clean the vehicle as set out in cleaning a vehicle after use • <i>If you need more information, please refer to MILO</i> <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>3.4 Carrying out deliveries or collections Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the vehicle, especially in high volume situations, for example distribution centres, despatch areas.</p>	<p>NHG have identified the following controls to reduce transmission when goods enter and leave the vehicle.</p> <ol style="list-style-type: none"> 1. Scheduling to limit exposure to large crowds and rush hours where appropriate. 2. Revising pick-up and drop-off collection points and procedures with signage and marking. 	<p>NHG managers/responsible persons are to plan using the 6 points to ensure arrangements are developed to ensure social distancing can be maintained when carrying out deliveries or collection.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Staggered delivery and collection times, avoiding peak times • Clear signage and marking at pick up and drop off points • Materials/equipment pick-up procedures agreed and



<p>Applicable to NHG staff vehicle users</p>	<ol style="list-style-type: none"> 3. Where possible and safe single workers load or unload vehicles. 4. Minimising unnecessary contact at yards and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking. 5. Maximising use of electronic paperwork where possible and reviewing procedures to enable safe exchange of paper copies where needed, for example, required transport documents. 6. Enabling drivers to access welfare facilities when required and consistent with other guidance available on MILO 		<p>communicated to limit transmission during deliveries and collection</p> <ul style="list-style-type: none"> • Fixed pairing agreed <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>3.5 Accidents, security and other incidents</p> <p>Applicable to NHG staff</p>	<p>NHG have identified the following controls to update accident, security and incident arrangements</p> <ol style="list-style-type: none"> 1. In an emergency, for example, an accident, fire, or break-in, staff do not have to stay 2m apart if it would be unsafe. 2. NHG staff involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands. 	<p>NHG managers/responsible persons are to update emergency arrangements using the 2 points to ensure safety can be maintained, this is to include the provision of hand sanitation.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Fire arrangements reviewed (full evacuation from building/no meeting at assembly point) • Fire action notices updated (temporary suspension of assembly point) • First aid arrangement reviewed • Security arrangements reviewed



			<ul style="list-style-type: none"> • Accident/Incident/Near miss & Hazard reporting arrangement (within AssessNET) highlighted to staff – detailed within Milo and discussed at team meetings • Vehicle manual reviewed <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
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Continue below to section 4



Section 4. Managing your customers, visitors and contractors – Objective: To minimise the contact risk resulting from people in vehicles			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>4.1 Manage contacts</p> <p>Objective: To minimise the contact risk resulting from people in vehicles</p> <p>Applicable to NHG staff vehicle users</p>	<p>NHG have identified the following controls to minimise contact risk resulting from people in vehicles.</p> <ol style="list-style-type: none"> 1. Determining if schedules can be revised to reduce interaction and overlap between people. For example, when drivers arrive at collection and delivery times. 2. Ensuring delivery and receipt confirmation can be made contactless and avoiding physical contact when handing goods over. 3. Preparing for goods to be dropped off to a previously agreed area to avoid transmission, for example, taking advantage of click and collect type arrangements. 4. Maintaining a record of all visitors, where this is practical. 	<p>NHG managers/responsible persons are to manage contacts considering the 4 points to minimise the risk of transmission.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Scheduled reviewed to increase staggered collection/delivery times • Procedures put in place to ensure minimal contact • Pre ordered goods dropped off in agreed location without need for contact <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>4.2 Providing and explaining available guidance</p> <p>Objective: To make sure NHG staff understand what</p>	<p>NHG have identified the following controls to ensure those staff who use a vehicle as part of their work understand what they need to do to maintain safety.</p> <ol style="list-style-type: none"> 1. NHG have provided guidance and an explanation on social distancing and 	<p>NHG managers/responsible persons are to ensure those staff who use a vehicle as part of their work are considering the 3 points to minimise transmission.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Social distancing and hygiene guidance discussed with all staff required to share vehicles



<p>they need to do to maintain safety</p> <p>Applicable to NHG staff vehicle users</p>	<p>hygiene to other staff if or when they enter the vehicle.</p> <ol style="list-style-type: none"> 2. NHG staff understand the protocol for collecting and distributing goods across different locations and agreeing these in advance. 3. NHG regularly brief drivers and temporary staff, communicating and providing vehicle guides and reminders for staff. 		<ul style="list-style-type: none"> • Agreed delivery and collection locations <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
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Continue below to section 5



Section 5. Cleaning the work area - Objective: To keep areas in the vehicle clean and prevent transmission by touching contaminated surfaces.			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>5.1 Keeping the workplace clean</p> <p>Objective: To keep the areas in the vehicle clean and prevent transmission by touching contaminated surfaces.</p> <p>Applicable to NHG staff vehicle users.</p>	<p>NHG have identified the following controls to ensure vehicles are kept clean</p> <ol style="list-style-type: none"> 1. NHG have frequent cleaning of areas and equipment between uses, using NHG’s usual cleaning products. 2. NHG have frequent cleaning of objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys, and making sure there are adequate disposal arrangements. 3. NHG staff are washing hands before boarding vehicles. 4. NHG have sufficient quantities of hand sanitiser / wipes within vehicles to enable staff to clean hands after each delivery / visit. 5. NHG staff are clearing workspaces and removing waste and belongings from the vehicle at the end of a shift. 	<p>NHG managers/responsible persons are to ensure that arrangements are produced to keep vehicles clean as detailed in the 5 points.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Vehicles cleaned frequently • Cleaning product available to for staff to wipe down surfaces such as pumps and door handles • Regular handwashing and use of hand sanitizers • Staff aware of Covid -19 disposal procedures (information found in Coronavirus (COVID-19): guidance and support) <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>



<p>5.2 Hygiene - handwashing, sanitation facilities and toilets</p> <p>Objective: To help everyone keep good hygiene through the working day.</p> <p>Applicable to NHG staff</p>	<p>NHG have identified the following controls to ensure good hygiene can be maintained:</p> <ol style="list-style-type: none"> 1. NHG have built awareness of good handwashing technique, including the need for increased handwashing, to avoid touching your face and to cough or sneeze into your arm. 2. NHG are ensuring drivers have access to appropriate toilet facilities during their journeys and at their destinations and are helped to meet any requirements to allow them to do this, for example the provision of hand sanitiser. 3. NHG are providing sufficient hand sanitiser where handwashing is not possible. 4. NHG are providing more waste facilities and more frequent rubbish collection. 	<p>NHG managers/responsible persons are to ensure that arrangements are produced & maintained to help everyone keep good hygiene as detailed in the 4 points.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Guidance on social distancing and hygiene communicated • Hand sanitiser provision available • Increased welfare facilities and rubbish collection • Staff aware of Covid -19 disposal procedures (information found in Coronavirus (COVID-19): guidance and support) <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>5.3 Changing rooms and showers</p> <p>Objective: To minimise the risk of transmission in changing rooms and showers</p>	<p>NHG have identified the following controls to ensure changing rooms and showers are maintained and used to reduce the risk of transmission:</p> <ol style="list-style-type: none"> 1. Where shower, changing facilities & lockers are provided NHG have set clear use and cleaning to ensure they are kept clean and clear of 	<p>NHG managers/responsible persons are to ensure that local arrangements are produced & maintained to minimise the risk of transmission as detailed in the 2 points</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Specific guidance on social distancing and hygiene (use of changing facilities and showers) is displayed in the relevant facility locations



<p>Applicable to all changing room and shower users - NHG staff</p>	<p>personal items and social distancing is achieved as much as possible. 2. NHG have introduced enhanced cleaning of all facilities regularly during the day and at the end of the day.</p>		<p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
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Continue below to section 6



Section 6. Personal protective equipment (PPE) and face coverings			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>6.1 Face coverings</p> <p>PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.</p> <p>Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.</p> <p>The steps needed to manage COVID-19 risk in the workplace are detailed in GOV.UK guidance. This includes working from home and staying 2m</p>	<p>NHG staff using public transport for work must wear a face covering. Wearing a face covering is required by law when using public transport but is still optional within the workplace where social distancing is always strongly encouraged.</p> <p>There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</p> <p>A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the</p>	<p>Where NHG staff are wearing face coverings NHG managers are to tell staff to:</p> <ul style="list-style-type: none"> • Face coverings must be worn when using public transport for work. • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it • When wearing a face covering, avoid touching their face or face covering, as this could contaminate them with germs from your hands • Change their face covering if it becomes damp or if has been touched by others. • To continue to wash their hands regularly • To change and wash their face covering daily • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste • Practise social distancing wherever possible 	<p>Agreed action completed as below: -</p> <ul style="list-style-type: none"> • NHG Coronavirus information and use of face coverings is available to staff on Milo (updated as necessary) • Information and key messages regarding the use of PPE as issued to staff available on Milo • Cascaded information and key messages from the above regarding the selection & use of PPE to be discussed with service/teams at team meeting – H&S/Coronavirus to be included as a standard agenda item • All PPE issued is to be compatible with other items of PPE issued and suitable for use according to other team risk assessments for task (specific to trade operatives) <ul style="list-style-type: none"> ○ IE use of dust masks/respirator (FFP2 or



<p>away from each other in the workplace if at all possible.</p> <p>When managing the risk of COVID-19, additional PPE beyond what is usually worn is not beneficial.</p> <p>This is because COVID-19 is a different type of risk to the risks normally faced in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.</p> <p>The exception is public transport, where face coverings are mandatory or clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE, for example, first responders and immigration enforcement officers. Staff within one of these groups should refer to the advice at:</p>	<p>PPE used to manage risks like dust and spray in an industrial context.</p> <p>Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.</p> <p>It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing.</p> <p>These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.</p> <p>It is important to use face coverings properly and wash your hands before putting them on and taking them off.</p>		<p>FFP3) for operatives when undertaking dust generating or similar tasks</p> <ul style="list-style-type: none"> ○ NHG agreed position of provision of face coverings (disposable surgical masks) for other general staff use to be relayed to staff (i.e. housing officer or similar visiting residents' properties) in conjunction with work activities. THESE MUST NOT BE THE CLINICAL GRADE TYPE as below) Clinical grade types that should not be issued are: <ul style="list-style-type: none"> ▪ Fluid Resistant (type IIR) Surgical Masks ▪ FFP2 & FFP3 face masks/respirators ▪ N95 respirator ● Gloves & aprons can be issued on request.
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<ul style="list-style-type: none"> • COVID-19: personal protective equipment (PPE) plan • COVID-19: cleaning in non-healthcare settings <p>Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings, when responding to a suspected or confirmed case of COVID-19 or when using public transport.</p> <p>Unless in a situation where the risk of COVID-19 transmission is very high, risk assessments are to reflect the fact that the role of PPE in providing additional protection is extremely limited.</p> <p>However, if risk assessment shows that PPE is required, then</p>	<p>Managers should support staff in using face coverings safely if they choose to wear one. This means telling workers:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands • change your face covering if it becomes damp or if you've touched it • continue to wash your hands regularly • change and wash your face covering daily • if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste • practise social distancing wherever possible <p>You can make face-coverings at home. Find guidance on how to wear and make a face-covering on GOV.UK.</p>		<p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
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<p>employers must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.</p> <p>Applicable to NHG staff</p>			
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Continue below to section 7



Section 7. Workforce management			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>7.1 Shift patterns and working groups</p> <p>Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.</p> <p>Applicable to NHG staff</p>	<p>NHG have identified the following controls to reduce the number of contacts workers have:</p> <ol style="list-style-type: none"> 1. As far as possible NHG staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. 2. NHG staff who work together in one vehicle to be in a fixed pairing as far as possible. 3. NHG have identified areas where people directly pass things to each other (such as job information, samples, raw materials) and finding ways to remove direct contact, for example, by using drop off points. 	<p>When identified as a control measure NHG managers are to outline & discuss staff/shift groups with team members during team meetings to ensure controls are understood and followed.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Staff/shift groups agreed to reduce possible contacts for individual staff members. • Fixed pairing for shared vehicles to reduce transmission Limited tools shared to reduce transmission • Access and egress areas kept clear <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>7.2 Work-related travel Deliveries to other sites</p> <p>Objective: To help staff delivering to other sites such as factories, logistics</p>	<p>NHG recognise the need to maintain social distancing when undertaking work related travel and have</p> <ol style="list-style-type: none"> 1. In place procedures to minimise person-to-person contact during 	<p>NHG managers are to relay the need to maintain social distancing when undertaking work related travel which may include but is not limited to delivering</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Materials/equipment pick-up procedures agreed and



<p>sites or residents’ premises to maintain social distancing and hygiene practices.</p> <p>Applicable to NHG staff vehicle users</p>	<p>deliveries to other sites or residents’ properties.</p> <ol style="list-style-type: none"> 2. Minimised contact during exchange of documentation, for example, by using electronically signed and exchanged documents. 3. Ensured that all staff are aware that if they must use public transport, they wear a face covering. 	<p>/collecting to and from other sites or residents’ premises</p>	<p>communicated to limit transmission during deliveries and collection Unnecessary work-related travel avoidance details endorsed by NHG & published within Milo</p> <ul style="list-style-type: none"> • Main deliveries are completed using commercial vehicles within NHG • Fixed pairing agreed • Pre-arranged collection and drop off points <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>7.3 Communications and training</p> <p>7.3.1 Returning to work</p> <p>Objective: To make sure all NHG staff understand COVID-19 related safety procedures.</p> <p>Applicable to NHG staff</p>	<p>NHG have ensured that communications and training needs are met through:</p> <p><u>On staff returning to work</u></p> <ol style="list-style-type: none"> 1. Provision of clear, consistent and regular communication to improve understanding and consistency of ways of working. 2. Engaging with workers through existing communication routes and worker representatives (NHG 	<p>NHG managers are to communicate & outline the ongoing need for training & instruction as detailed in all points 1-3 regarding revised arrangements prior to staff returning construction site or other outdoor work</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • NHG Partnership Forum, Health & Safety Leadership Group & Committee have been consulted on the returning to work and ongoing coronavirus management corporate arrangements.



<p>7.3.2 <u>Ongoing communications</u> Objective: To make sure all staff are kept up to date with how safety measures are being implemented or updated.</p> <p>Applicable to NHG staff</p>	<p>Partnership Forum, Health & Safety Leadership Group & Committee) to explain and agree any changes in working arrangements.</p> <p><u>Ongoing communications</u> <u>Steps that will usually be needed:</u></p> <ol style="list-style-type: none"> 1. Ongoing engagement with workers, (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. 2. Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). 3. Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. 4. Using visual communications, for example whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications. 5. Remote training available to all staff specific to their job role and surrounding concerns about 		<ul style="list-style-type: none"> • Training provided to staff before commencement of works • Provision of guidance for staff returning to work and ongoing corporate arrangements are detailed within the Coronavirus section on Milo. • Wellbeing discussed with staff regularly and staff signposted to wellbeing information on Milo. • Ongoing local consultation through team meetings when H&S/Coronavirus is included as an agenda item. To ensure all staff are aware of Covid related procedures <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
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	wellbeing and stress during the pandemic.		
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Continue below to section 8



Section 8. Inbound and outbound goods			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/record agreed course (by who & date of further review/completion)
<p>8. <u>Inbound and outbound goods</u> Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations.</p> <p>Applicable to NHG staff vehicle users</p>	<p>To maintain social distancing and avoid surface transmission when goods enter and leave the site NHG have:</p> <ol style="list-style-type: none"> 1. Revised pick-up and drop-off collection points, procedures, signage and markings. 2. Minimised unnecessary contact at entry to site. 3. Considered methods to reduce frequency of deliveries, for example by ordering larger quantities less often. 4. Where possible and safe, have arranged for single workers to load or unload vehicles. 5. Where possible have arranged for using the same pairs of people for loads where more than one is needed. 6. Enabling drivers to access welfare facilities when required, consistent with other guidance. 7. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing 	<p>NHG managers/responsible persons are to ensure that local arrangements are produced & maintained to maintain social distancing and minimise the risk of transmission as detailed in the 7 points.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Pick up and drop off points for inbound and outbound goods are clearly defined and marked • Single person rota allocations have been arranged for dealing with deliveries • Frequency of deliveries are reduced where possible • Arrangements for delivery revised • Fixed pairs used for loading and unloading <p>Applicable to all NHG Directorates – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>



	safe working practice, such as preventing drive-aways.		
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