The Management of Health and Safety at Work Regulations (1999)

IOM COVID-19 On-Site Risk Assessment HQ and Driver Risk Assessment

Aim and Purpose of this Risk Assessment:

The aim and purpose of this risk assessment is to reduce the risk of exposure to COVID-19 to employees working on external client premises.

Note: Must be read in conjunction with IOM COVID-19 HQ and Regional Offices Inc Lab Facilities Risk Assessment

1.0 Working on external sites (General)

Objective: To reduce risk to the lowest reasonably practicable level

All Groups

IOM Response:

Each job required to be undertaken on a client’s site should be subject to an individual site risk assessment using the IOM standard risk assessment document and should be completed by the employee prior to starting work;

As a minimum, the following procedures should be adhered to;

- Establish, understand and adhere to clients site rules and procedures to minimise Covid-19,
- Check for any local government restrictions and guidance,
- All sampling equipment taken to site must be cleaned using appropriate wipes & cleaning materials,
- All sampling equipment must be decontaminated after use, and external kit boxes wiped/sprayed down before being replaced back into a vehicle, and replaced into storage areas,
- Maintain physical distancing, where possible. Where this cannot be achieved, then a face covering may be required,
- Regular hand sanitising / cleaning,
- All site workers will carry appropriate wipes / sprays / hand sanitisers,
- All site workers have been issued with RPE either a powered respirator or half face respirator. Employees with a half face respirator are face fit tested,
- RPE for Covid-19 protection is only required if the area is considered to be high risk or if there is any element of uncertainty.
- Face coverings are mandatory (unless exempt from wearing one) in all indoor public shopping areas / petrol stations

1.1 Group Specifics: Healthcare Ventilation: On-site working

IOM Response:

Where individual hospitals provide specific Covid-19 information and risk mitigation measures this is circulated to all staff members and the staff members are responsible for fully digesting the
In addition to the site-specific risk assessment undertaken for each site, a site work policy for employees undertaking routine verification work in Healthcare premises is documented in ‘HV Site Work Policy’. This document is reviewed every month by the line manager, amended as necessary and issued to all employees, highlighting any changes. Staff members are responsible for ensuring that they read and adhere to the policy at all times.

Where there is a specific requirement to enter known Covid-19 high risk area, for example, isolation rooms or Cat 3 laboratories, these jobs will be subject to an individual risk assessment, which will be undertaken by a team leader / manager, working in conjunction with the client and site staff undertaking the work, and will be approved by all parties prior to work commencing.

Surgical face masks are mandatory in all hospitals, for most areas of the hospital. Ensure you follow the requirements of each site as required.

1.2 Group Specifics: Monitoring involving the use of sample pumps (OH/Research)

IOM Response:
Where possible, external clients wanting IOM to provide services to site should provide their risk assessment indicating measures being taken on site to mitigate risk to contractors.

In addition to the site-specific risk assessment undertaken for each site, the following considerations should be made;
- Prior to starting any site work which would normally involve contact with an operator, establish a safe means of undertaking this whilst maintaining the recommended physical distance; this may include;
  - Establishing a means of putting the sampling equipment onto/off a worker without having to be in close contact, e.g. demonstrate the wearing of the equipment yourself and ask the wearer to replicate,
  - When the equipment is removed, ask the operator to place it on table or other surface for you to collect,
  - If you need to test an item of equipment, ask the operator to move away for the duration required or work around their breaks times to complete this,
  - Clean all sampling equipment after use,
  - At the end of the contact with the operator, and cleaning of equipment, ensure that hands are washed rigorously
  - Establish the site welfare arrangements before starting work and take own food to site if necessary.

1.3 Group Specifics: Training - On Site Provision

IOM Response:
External clients wanting IOM to provide training on site should provide a risk assessment to IOM indicating measures being taken on site to mitigate risk to IOMs trainers.
This will be cross-referenced to IOMs minimum requirements, and an independent risk assessment of our own, to ensure that sufficient precautions are being taken to satisfy the trainer. The clients risk assessment will be reviewed prior to any course.

As a minimum, IOM will be requesting:
- A reduction in class size numbers dependent on room size to ensure physical distancing can be achieved at all times,
- Practical work can maintain physical distancing rules, and where practical, completed outdoors or in well ventilated areas,
- Hand washing facilities,
- Welfare facilities arrangements,
- No sharing of pens
- In addition, any attendees, and the external trainer, will be required to inform IOM if within 10 days of the last day of their training:
  - become COVID-19 symptomatic, or;
  - test positive for COVID-19, or
  - are asked to self-isolate through a government track and trace programme
  - IOM will reciprocate is any of the above occur with any member of staff who were in contact with the trainees / trainers during the training period

IOM will specify that if a trainer attends site and the control measures specified have not been implemented, they can refuse to continue with the training, and the Training Manager informed.

### 1.4 Travelling to and from client sites (by own vehicle)

**Objective:** To maintain recommended physical distancing wherever possible, when travelling to and from site and to reduce risk to as low a level as practicable

**Offices:** All

Also see Section A7.1 IOM COVID-19 HQ and Regional Offices Inc Lab Facilities Risk Assessment

**IOM Response:** Where practicable, site staff will travel to site in individual vehicles.

Where this not practicable; then the following steps will be required;
- One person in the front, and another person on the rear seat, to avoid sitting side-by-side,
- Ensure the vehicle is well ventilated by opening windows,
- Regular cleaning of the car using alcohol wipes / sprays to ensure the regular high touch areas cleaned, e.g. steering wheel, gear stick, indicators and door handles,
- Clean hands after re-fuelling – or use gloves at petrol station – ensuring disposal of gloves immediately after fuelling,
- Use contactless payments where possible,
- Apply physical distancing measures if they are required to stop at service stations working away from home,
- Ensure accommodation is open for key workers,
- Take food requirements to the accommodation or use delivery services / local shops in the vicinity, face coverings are mandatory if entering local shops / takeaways
- If working away for a period of time, then renting an apartment with the self-catering facilities could be considered.

### 1.5 Travelling by Taxi or Hire Car

**Objective:** To maintain recommended physical distancing wherever possible, when travelling to and from site and to reduce risk to as low a level as practicable

**Offices:** All

Travel by taxi should be avoided unless absolutely necessary. If Taxis are required then a face mask is required to be worn, as well as following the driver’s advice. This may include sitting in the back left-hand seat if travelling alone. Ensure you have hand sanitiser/wipes available with you at all times, please contact Business Support for this.

Avoid using cash where possible, preferably use prepayment or contactless cards.

If there is more than one person requiring a taxi, then ensure you are not sitting face to face and ask the taxi company / business support for a large enough vehicle to support physical distancing / COVID Secure protocols.

Hire cars should also be avoided unless absolutely necessary. If required, check with the provider what additional measures are in place. It may involve wearing a mask, however, at a minimum, ensure that you have hand sanitiser/wipes available with you at all times, please contact Business Support for this.

### 1.6 Travelling to and from client sites (by air)

**Objective:** To maintain recommended physical distancing wherever possible, when travelling to and from site and to reduce risk to as low a level as practicable

**Offices:** All

Flights should be avoided unless absolutely necessary. If it is required, check with the airline what additional measures are in place to ensure safe travel, this may include the wearing of facemasks and specific seating arrangements. It is the employee’s responsibility to ensure that all airline and airport protocols are followed and observed.

### 1.5 Meetings (All Groups)

**Objectives:** To reduce transmission due to face-to-face meetings and maintain Physical distancing in meetings where required

**Offices:** All

**IOM Response:** We will adopt a virtual first, travel last principle in relation to meetings wherever practical.

IOM will primarily use the Zoom platform for meetings. IOM request that all employees should use this (or similar platforms) in all circumstance unless it is unavoidable. If there are any circumstances where a face-to-face meeting is required, a COVID-19 risk assessment must be carried out or supplied by the company / project partner.

It is the responsibility of the IOM employee to ensure that IOM & Client protocols are followed where a face to face meeting is required.

### Revision Period

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