

IOM COVID-19 On-Site Risk Assessment and Driver Risk Assessment			
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Reason for Change of Issue: Monthly review			

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 2m physical distancing, where possible, or 1 metre with a face covering or other precautions. A face covering will be required, and is required in any enclosed spaces
- 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 for emergency situations. 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.
- All site workers should carry own first aid kit, in order to self-administrate minor cuts/injuries (for more serious accidents then our normal accident reporting process should be followed)
- Face coverings are mandatory in Scotland & (unless exempt from wearing one) in all public spaces. Face coverings in England (unless exempt from wearing one) are mandatory in all indoor settings such as shops, shopping centres, public transport and it is recommended that one is worn in crowded and enclosed spaces where you may come into contact with other people you do not normally meet. IOM continue to adapt cautions approach, and recommend they are worn at all times when in contact with clients and other employees, and in IOM office spaces.

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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 information before commencing work.

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 H&S Advisor (or Deputy in absence), 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 areas, 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 the 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 engaging IOM to provide services to their sites 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 another 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.

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1.3 Group Specifics: Face fit Testing (OH)

IOM Response:

Where possible, external clients engaging IOM to provide Face-Fit testing 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;

In line with the HSE guidance the following will be adhered to;

- The testing tubes need to be swapped out for every wearer, quarantined and cleaned
- A new pair of nitrile gloves should be donned whenever probing a new mask for testing (every wearer) and then disposed of.
- Hand sanitiser must be in the kit and used, one bottle for tester, another bottle for wearer, use it regularly throughout testing.
- Wipes (70% alc) must be on kit and used throughout testing for the kit and the surfaces in the testing room
- Tester to wear face covering at all times
- The test masks, if not disposable, cannot be cleaned sufficiently on site between users, so a supply for each person is required

Qualitative sampling

- Decontaminate the face fit testing hood prior to the wearer using it
- Ask the wearer to put on the hood
- The face fit tester should wear a face covering at all times, and maintain social distancing rules where possible
- When the hood is removed, ask the wearer to decontaminate before placing it on a table for the Face Fit Tester to collect

Quantitative sampling

- The wearer should decontaminate the face mask prior to and after the test
- The face fit tester should decontaminate all probes used before use, and after use
- The face fit tester should wear a face covering at all times, and maintain social distancing rules where possible

1.4 Group Specifics: Training - On Site Provision

IOM Response:

External clients engaging 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 request that;

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- The allocated training room should be prior assessed, to ensure its suitability to contain all the delegates plus trainer, whilst maintaining physical distancing where possible. This includes when candidates/trainer have to leave the room for toilet/phone call/comfort break. Good ventilation should be provided where practicable
- On entry to the client's premises, the trainer should follow the client's sign in procedure whilst maintaining physical distancing where possible. They should be given anti-bacterial gel to apply to their hands. They will then transit to the training room, adhering to local government restrictions and guidelines.
- Access & egress procedures to the training room are managed to ensure social distancing
- Hand washing facilities and anti-bacterial gels and wipes to be provided by the site, and should be available prior to entering the training room, as well as located within the training room
- All delegates should follow current government guidelines and use good hygiene practice
- Welfare facilities arrangements should be suitable to enable adequate social distancing
- IT equipment, door and window handles in the training room should be sanitised regularly
- Practical work can maintain physical distancing rules, and where practical, completed outdoors or in well ventilated areas
- No sharing of pens or other training equipment where practicable, and wipes available to sanitise any equipment after use
- Client to advise on refreshment arrangements. IOM to be informed if our trainer should bring in own refreshments
- 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 above have not been implemented, they can refuse to continue with the training, and the client who booked the course will be informed.

As an additional safety measure it is recommended that the staff member undertakes a lateral flow test the day prior to the training being delivered to ensure they are COVID free. It is also recommended that they complete a further lateral flow test 48 hours after the training has taken place. Should the result be positive in either case then then internal reporting and self-isolation rules should be followed, and the client informed as per current protocols, see the IOM HQ & Laboratory Risk Assessment for full details.

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1.5 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 should be considered;

- Face coverings are recommended
- 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 etc,
- 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, **and wear face coverings**, if they are required to stop at service stations working away from home,
- Take food requirements to the accommodation or use delivery services / local shops in the vicinity. **Face coverings should be worn** when entering local shops / takeaways
- If working away for a period of time, then renting an apartment with self-catering facilities could be considered.

As an additional safety measure it is recommended that staff members undertake a lateral flow test the day prior to travelling to ensure they are COVID free. It is also recommended that they complete a further lateral flow test 48 hours after the site work has taken place. If the site work continues for longer than 2 days, it is recommended that lateral flow tests are taken every 48 hours. Should the result be positive in any case then internal reporting and self-isolation rules should be followed, and the client informed as per current protocols, see the IOM HQ & Laboratory Risk Assessment for full details.

1.6 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 face mask should 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

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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.

As an additional safety measure it is recommended that the staff member undertakes a lateral flow test the day prior to travelling to ensure they are COVID free. It is also recommended that they complete a further lateral flow test 48 hours later. Should the result be positive in either case then then internal reporting and self-isolation rules should be followed, and the client informed as per current protocols, see the IOM HQ & Laboratory Risk Assessment for full details.

1.7 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 flights are 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.

As an additional safety measure it is recommended that the staff member undertakes a lateral flow test the day prior to the travelling to ensure they are COVID free. It is also recommended that they complete a further lateral flow test 48 hours later. Should the result be positive in either case then then internal reporting and self-isolation rules should be followed, and the client informed as per current protocols, see the IOM HQ & Laboratory Risk Assessment for full details.

1.8 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.

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

As an additional safety measure it is recommended that staff members undertake a lateral flow test the day prior to the meeting to ensure they are COVID free. It is also recommended that they complete a further lateral flow test 48 hours later. Should the result be positive in either case then then internal reporting and self-isolation rules should be followed, and the client informed as per current protocols, see the IOM HQ & Laboratory Risk Assessment for full details.

Revision Period	Every Month from 1 st July 2020
	Reviewed 13 th December 2021
	Next Review 13 th January 2022