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TXMPlant



COVID-19 PROCEDURE

Richard Romaszko
Assurance Director

COVID-19 Procedure

Document Approval

This document is approved by: William Phenix

Position: Head of SHEQ

Signature: 

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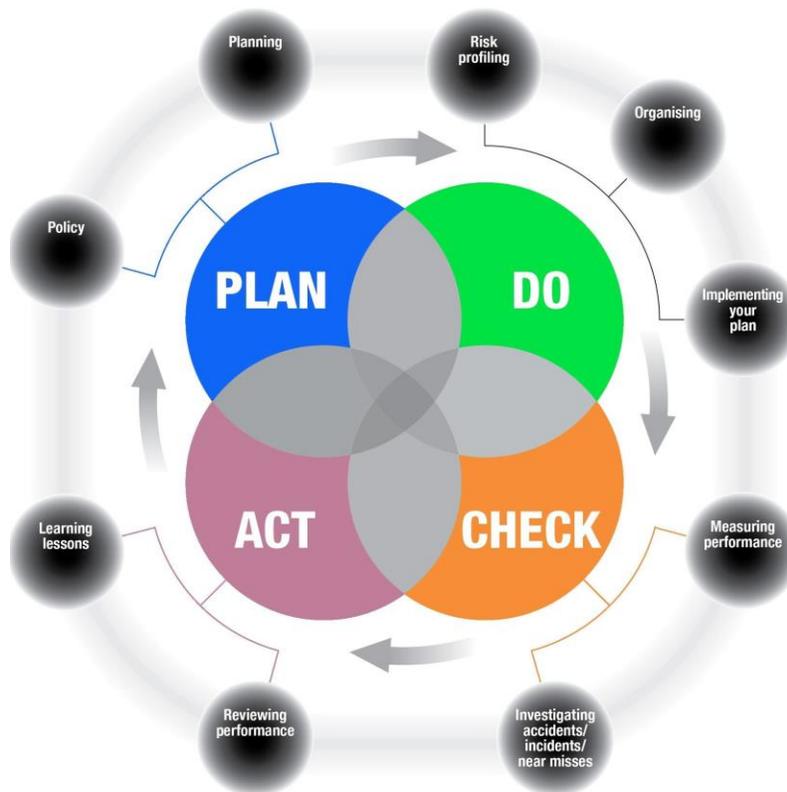
This document is authorised by: Richard Romaszko

Position: Assurance Director

Signature: 

Date: 21/05/20

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COVID-19 Procedure
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1.0 Introduction

Following the World Health Organisation Director General's announcement on 11th March 2020 that Covid-19 is now classified as a Pandemic and from Public Health England, we are now working under additional control measures to protect our workforce and minimise the risk of spread of infection. Coronavirus is affecting all our daily lives including our workplaces. We recognise the very challenging position that our staff are now facing.

All TXM Plant Depots, workshops, offices and training areas operating during the Covid-19 pandemic need to ensure they are protecting our workforce and implementing consistent measures on all sites in line with the Government's recommendations on protection controls and social distancing measures.

Protecting the health and safety of all workers, but particularly frontline or key workers who face particular risks is our number one priority. These are exceptional circumstances and all employees must comply with the latest Government advice and TXM Plant Covid-19 controls at all times.

The Risk Assessment requirements of any works must also not be compromised at this time. If a physical activity cannot be undertaken safely due to a lack of suitably qualified personnel being available, safety measures implemented or social distancing being applied, it should not take place.

5 key points

This sets out practical steps for businesses focused on 5 key points, which should be implemented as soon as it is practical:

1. Work from home, if you can
2. Carry out a COVID-19 risk assessment, in consultation with workers or trade unions
3. Maintain 2 metres social distancing, wherever possible
4. Where people cannot be 2 metres apart, manage transmission risk
5. Reinforcing cleaning processes

2.0 Scope

This procedure covers all activities by TXM Plant during the Covid-19 Pandemic.

As an Employer TXM Plant has the responsibility to risk assess all tasks and to deploy general measures to prevent risks linked to the COVID-19 Coronavirus epidemic, in line with the guidelines set out by the UK Government, Public Health England, NHS Scotland and associated bodies in Wales, Scotland and Northern Ireland.

3.0 Definitions/Abbreviations

AD	Assurance Director
CPCS	Construction Plant Competence Scheme
HGV	Heavy Goods Vehicle
LGV	Large Goods Vehicle

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Persons defined on medical grounds as extremely vulnerable	Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.
OTP	On-Track Plant
PPE	Personnel Protective Equipment
PTS	Personal Track Safety (Sentinel Card)
Self-isolation	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to work, but must follow the guidance on self-isolation.
SHEQ	Safety, Health, Environment & Quality
Soap	Liquid dispenser soap to be used.
Social Distancing	Staff should follow the guidance on Staying at home and away from others (social distancing). Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.

4.0 References

Public Health England Guidance
 Environment Agency, the Scottish Environment Protection Agency & Natural Resources Wales).

5.0 Forms

SMS-P-15-F-01	TXM Depot COVID-19 Assurance Check
SMS-P-15-F-02	TXM Site COVID-19 Assurance Check

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Section 1.0 COVID-19 Guidance and Rules

1.1 Guidance

This section is intended to provide practical guidance on safety measures to minimise exposure to COVID-19 for TXM Personnel for work activities. The guidance covers social distancing and safety/hygiene requirements which aim to reduce the risk of infection to all personnel involved. The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or speaks. These heavy droplets quickly fall on floors or surfaces. You can be infected by breathing in the virus if you are within one metre of a person who has COVID-19, or by touching a contaminated surface and then touching your eyes, nose, or mouth before washing your hands. It is not certain how long the virus survives on surfaces, but preliminary information on the COVID-19 virus indicate it may persist on differing surfaces from a few hours up to several days.

TXM Plant have prepared a risk assessment of COVID-19 to ensure depots, offices. Training areas, workshops and plant can be used, and work undertaken while maintaining social distancing as advised within Government guidance. The risk is based on the hierarchy of control method to eliminate or reduce risk.

Government advice should always be followed. Additional measures may be identified and will be added to this document and risk assessment. These could include but not be limited to social distancing measures, PPE, sanitisation of OTP.

By following Government advice, planning and preparing in advance, and implementing the findings of risk assessments, it is possible for TXM Plant to undertake most work activities safely and ensure a safe environment by:

- Take control of how personnel arrive, enter and leave the office/depot to meet social distancing guidelines. Communicating this information to staff in advance of them arriving
- Follow the recommended two metre social distancing guidelines where possible.
- Where it is not possible to follow the guidelines in relation to an activity, e.g. sharing a work area, determine whether that activity is critical for the organisations continuing operation.
- If the task is deemed critical, take mitigating precautions to reduce the likelihood of transmission.
- Coordinate and cooperate with other contractors and workers to prevent congregating.
- Remind personnel (e.g. at briefings) of the specific control measures necessary to protect them, their friends, colleagues, families and the rest of the country.

1.2 Hierarchy of Controls for COVID-19

Eliminate	Physically remove the hazard
Reduce	Replace the Hazard with something less harmful or reduce exposure time
Isolate	Isolate people from the hazard
Control	Control the way people work
PPE	Protect workers with Personal Protective Equipment

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1.2.1 Practically applying the Hierarchy of Controls

Eliminate

Removing the hazard

- Personnel that are unwell or who live with someone that has symptoms of COVID-19 should not travel to or attend the workplace
- Avoid skin to skin and face to face contact
- Consider approved material handling attachments to reduce worker interface
- Briefings are important, hold briefings outside where possible to discuss updates
- All areas should be well ventilated, and windows open
- Decrease participants of meetings to only those that are necessary
- All participants should always be at least two metres apart
- Rearrange tasks to enable them to be done by one person e.g. by using an additional equipment.

Reduce

Reducing the hazard by implementing measures to reduce risk

- Where the social distancing measures cannot be applied
- Minimise the frequency and time workers are within two metres of each other
- Minimise the number of participants involved in activities
- Personnel should work side by side, or facing away from each other, rather than face to face
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces
- Personnel should wash their hands before and after using any equipment and consider the use of single use gloves

Isolate

Ensure proactive separation within the workspace

- Keep groups of people that MUST work within two metres together in teams and do not change the workers within those teams
- Teams should be small and separated from other personnel where possible

Control

Manage the area of work to avoid unnecessary contact

- Where face to face working is essential to carry out tasks within two metres, aim to limit this to 15 minutes or less where possible
- Provide additional supervision to monitor and manage compliance

PPE**Protect personnel by using Personal Protective Equipment (PPE)**

- Respiratory Protective Equipment (RPE) should not be shared. RPE designed for re-use should be sanitised before and after use
- Dispose of all single use PPE appropriately immediately after use to prevent reuse.
- Where personnel are required to work in high COVID-19 risk environments, additional PPE should be considered specific to the COVID-19 risk

1.3 Behaviours

Minimising the risk from the COVID-19 relies upon everyone within the workplace choosing to act and behave responsibly.

- Personnel that are involved in decision making and fully understand why decisions have been made, are far more likely to behave responsibly. It is critical an open and collaborative approach is taken between all
- Encourage open discussion and sharing of concerns in daily briefings reiterating key requirements to keep risks and controls highlighted

1.4 Rules**1.4.1 General Rules for all Staff.**

- Only travel to work if it is not possible to undertake your duties at home.
- Do not travel to work if you, anyone you live with or anyone you have recently been in contact with shows symptoms of COVID-19.
- Respect of a minimum distance of 2m between people at all times.
- Wash your hands frequently with soap and water, at least at the start of the day, at each change of task, and every 2 hours thereafter.
- Wash hands before drinking, eating and smoking for at least 20 seconds.
- Do not touch your eyes, nose or mouth if your hands are not clean.
- Use hand sanitiser gel if soap and water are not available.
- Immediately report any symptoms or close contact with suspected Covid-19 carrier.
- Stop work and challenge the method of work so it can be adjusted if you are not able to comply with any of the above
- When the COVID-19 app becomes available staff are recommended to download the APP

1.4.2 TXM Rules and Guidance for Visiting Depot/Offices.

- **Only** visit Depot/Offices if it is not possible to undertake your duties from your normal location i.e. if doing training, inspections, maintenance, face to face requirements.
- **You must** plan with the Depot/Offices you are visiting giving date, times of the visit and the location in the Depot/Offices to confirm you can be accommodated there.
- Do not visit Depot/Offices if you, anyone you live with or anyone you have recently been in contact with shows symptoms of COVID-19.
- Non-arranged visits may be conducted by the Directors or SHEQ to carry out no notice Depot COVID-19 Assurance Check.

1.4.3 TXM Rules and Guidance for Depot Offices.

- Managers to assess if their staff can affectively Work from home.
- Depots to display all COVID-19 posters at all entrances, common areas and ablutions to remind staff
- Stop all non-essential visitors coming on to any of our locations.
- Ensure through adequate planning arrangements, staggered start and finish times to reduce congestion.
- If applicable or if social distancing cannot be achieved plan for staff to work alternative days
- Hand Sanitisation Gel dispensing units are provided at all site entrances and exits for use by all staff and contractors signing in and signing out of all sites.
- Ensure you monitor site access points to ensure social distancing is maintained. 2 -Metre demarcated area to be set up at entrance to ensure people visiting observe the 2-metre social distancing rule at site sign in.
- Staff to sign in / out using their own pen
- TXM will have adequate welfare provision set up to provide hot water and liquid soap to allow suitable, sufficient and frequent washing of hands and this will be kept topped up at all times.
- TXM locations will have suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Each TXM site will employ Cleaners or similar approved contractor on their sites to regularly clean common contact surfaces.
- Ensure break times are staggered to reduce congestion and staff contact at all times with staff sitting 2 metres apart from each other whilst eating and avoid all physical contact.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Depots to ensure more waste facilities and more frequent rubbish collection.
- Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles.
- Restrict the number of people using toilet facilities at any one time and ensure that Cleaners or similar approved contractors to enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
- Meetings held in rooms should be well ventilated with windows opened to allow fresh air circulation whilst observing the 2-metre rule. Staff to access room before meeting starts to ensure enough room is available for social distancing.
- Providing hand sanitiser in meeting rooms.
- Holding meetings outdoors or in well-ventilated rooms whenever possible
- For areas where regular meetings take place, using floor signage to help people maintain social distancing.
- If requirement to work in close proximity with another work colleague then task to be assessed and kept to a minimum time with the protection of a face mask protective eyewear and surgical gloves during this activity, and a full hand cleaning process is applied using liquid soap and water or hand sanitisation gels before and after task to prevent cross contamination.

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- Depot Managers are to assess office layout to ensure that social distancing whilst staff are working can be achieved. If necessary, use of empty offices, one-way system, floor marking, chair on table to prevent use, keep to left in corridors, use of plastic sheets for a barrier.
- Adhere to signage on doors to state what maximum capacity of office is
- Workstations should be assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people.
- Use of printers to be kept to a minimum, if required to use then cleaning before and after use is mandated and available wipes and paper towels to be located nearby.
- Staff at offices shall frequently clean their own personnel area especially before and after use.
- Use of video conference calling shall be used to prevent unnecessary meeting with other staff.
- Depot managers, to conduct a TXM Plant COVID-19 Assurance check once a week with Directors and SHEQ team carrying out regular checks when they visit TXM Plant sites
- Ensure all TXM Plant staff and visitors are briefed on measures to take when working visiting depots

1.4.4 TXM Rules and Guidance for canteens/rest and Smoking areas

- Staggering break times to reduce pressure on break rooms or canteens.
- Adhere to signage on doors to state what maximum capacity of canteens/rest is
- Staff to use their own cutlery, cups and plates for eating and drinking to prevent contamination.
- Staff to ensure thorough cleaning is applied if beverage making condiments are provided and wear appropriate PPE
- Personal food placed in fridges is to be clearly marked with name and not places on other personals food.
- Ensure smoking breaks are staggered to prevent congestion and avoid congregating allowed in smoking area

1.4.5 TXM Rules and Guidance for Workshops

The rules for Depot offices will also be used for workshops with the additional measures:

- Engineers where possible to use their own tools.
- If using shared tool, then before and after use tool to be cleaned.
- Engineers to assess every task they carry out that social distancing can be adhered.
- Engineers are not to share vans and travel alone in their vans
- If task requirement requires close proximity to other engineer then task to be assessed and kept to a minimum time with the protection of a face mask / face shield / protective eyewear and surgical gloves during this activity, and a full hand cleaning process is applied using soap and water or hand sanitisation gels before and after task to prevent cross contamination.
- Ensure Washing of hands is done frequently with soap and water, at least at the start of the day, at each change of task, and every 2 hours thereafter.

1.4.6 TXM Rules and Guidance for Training

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The rules for Depot offices will also be used for training with the additional measures:

- Signage for COVID-19 is displayed at entrances and in classrooms.
- Classrooms are well ventilated with windows open.
- Classrooms are set up to ensure social distances can be adhered to.
- Trainer to carry out TXM Plant COVID-19 Assurance check before start of training
- Approved company issue (ie) gloves to always be worn by the trainer when handling materials that may be handled by others. This will include question sheets, assessment documents, ID and registration documents.
- Candidates must always wear gloves when handling materials that may be handled by others. This will include question sheets or assessment documents
- Students use their own stationary
- Carry out PTS checks at a distance or place card on table to take details
- Regular cleaning of areas is undertaken.
- Use of duplex communication which is cleaned before and after every use
- If training requirement requires close proximity then task to be assessed and kept to a minimum time with the protection of a face mask / face shield / protective eyewear and surgical gloves during this activity, and a full hand cleaning process is applied using soap and water or hand sanitisation gels before and after task to prevent cross contamination.
- Ensure Washing of hands is done frequently with liquid soap and water, at least at the start of the day, at each change of task, and every 2 hours thereafter.
- Candidates required to remove all paper notes, handouts and pens etc at the end of each training day. Clean desk policies will apply to allow deep cleaning to be undertaken.

1.4.7 TXM Rules and Guidance for Work on Clients site

Staff to adhere to client's rules and procedures whilst on client's site, but make sure that they abide the following general rules of:

- Do not travel to work if you, anyone you live with or anyone you have recently been in contact with shows symptoms of COVID-19.
- Respect of a minimum distance of 2m between people at all times.
- Wash your hands frequently with soap and water, at least at the start of the day, at each change of task, and every 2 hours thereafter.
- Wash hands before drinking, eating and smoking for at least 20 seconds.
- Do not touch your eyes, nose or mouth if your hands are not clean.
- Use hand sanitiser gel if soap and water are not available.
- Immediately report any symptoms or close contact with suspected Covid-19 carrier.
- Stop work and challenge the method of work so it can be adjusted if you are not able to comply with any of the above
- On Track Plant must be sanitised daily, or before a new shift changeover. Pay particular attention to:
 - Steering wheels
 - joy sticks
 - switch gear
 - seats,
 - door handles
 - handrails

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- Any touched surface's
- These items must be wiped down if available with soapy water, detergent, diluted bleach or anti-bacterial wipes before and after use.
- Due to working in a MEWP it is known that you cannot achieve the 2 metre social distancing, therefore operatives are to wear of dust masks / face shield, protective eyewear and surgical gloves during this activity, and a full hand cleaning process is applied using soap and water or hand sanitisation gels before and after works.

1.5 Travel to and from locations to carry out Work.

- Employees should travel to TXM location alone in their vehicle.
- Staff to avoid using public transport if possible, walk or bike to work, if using public transport use Public Health Guidance
- Vehicles to have Sanitisation wipes to be used to wipe down vehicles and then safely disposed of after each travel move
- You must always consider whether you SHOULD come to work at all. You should NOT come to work if you are showing any COVID-19 symptoms (high temperature 37.8°C or more, or a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours).
- In any case you must always consider whether you NEED to come to the depot at all.

1.6 Self Isolation

1.6.1 Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature

For most people, coronavirus (COVID-19) will be a mild illness.

1.6.2 Main messages

- If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 7 days from when your symptoms started.
- after 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 7 days, as a cough can last for several weeks after the infection has gone.
- if you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- for anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.
- staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

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- if you can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.
- if you cannot move vulnerable people out of your home, stay away from them as much as possible.
- reduce the spread of infection in your home: wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser; cover coughs and sneezes.
- if you have coronavirus (COVID-19) symptoms: do not go to a GP surgery, pharmacy or hospital.
- you do not need to contact 111 to tell them you're staying at home.
- testing for coronavirus (COVID-19) is not needed if you're staying at home.
- if you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999
- if you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you need to follow the same guidance on self-isolation again

1.7 First Aid Arrangements

- Ensure a face mask, gloves are available in all Depot First Aid Kits
- If you need to provide assistance to an individual who is symptomatic and may have COVID-19, wherever possible, place the person in a place away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.
- Use and dispose of all PPE according to the instructions and training previously provided by your employer. Disposable gloves, eye protection and face mask must be worn and, if available, disposable plastic apron should be worn. Wash your hands thoroughly with soap and water before putting on and after taking off PPE.
- If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a point of work risk assessment and adopt appropriate precautions for infection control.
- Where possible, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state that studies have shown that compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxia arrest (cardiac arrest due to lack of oxygen).
- If a decision is made to perform mouth-to-mouth ventilation in asphyxia arrest, use a resuscitation face shield where available.
- Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days.

1.8 Staff who fall ill with COVID-19 whilst at work

If a worker develops a high temperature or a persistent cough while at work, they should:

- Contact their line manager to log illness

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- If symptoms are developed, complete a contact trace exercise to identify potential areas and staff who may have been contaminated by the ill worker.
- The Line Manager should arrange for the person to return home immediately and advise employee to seek immediate medical advice; If the ill worker cannot drive themselves home firstly ask if a close relative can take them home and if must be driven home by others, then the driver too will also be placed in 7 day self-isolation and the vehicle used will be subject to a deep cleaning exercise
- The Depot Manager should arrange for on-site cleaning teams to complete a full contact and deep clean on areas identified through the contact trace exercise, and
- The Depot Manager should log all staff who have been in contact with the person who has become ill and advise them to self-isolate for 7 days.

1.9 Cleaning

1.9.1

Please see below advice which has been extracted from latest Government advice for cleaning in non-healthcare settings:

- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as levers, steering wheel, grab-rails and door handles.
- Avoid creating splashes and spray when cleaning.
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

1.9.2 Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

1.9.3 OTP Cleaning

- On Track Plant must be sanitised daily, or before a new shift changeover. Pay particular attention to:
 - Steering wheels

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- joy sticks
 - switch gear
 - seats,
 - door handles
 - handrails
 - Any touched surface's
- These items must be wiped down if available with soapy water, detergent, diluted bleach or anti-bacterial wipes before and after use.
 - Staff should wear disposal gloves when cleaning OTP
 - Any waste or material used for cleaning shall be bagged and put in waste bins provided at site

If it has been found that an operator who has been working with our OTP and has been confirmed has contracted COVID 19, TXM plant will then follow the guidance of cleaning the OTP by Public Health England COVID-19: cleaning in non-healthcare settings.

1.9.4 Communication Equipment (DECT Comms)

- All TXM Plant issued DECT Comms will be sanitised in an Ozone sanitisation devices (with powerful Ozone and UV cleansing) prior to issue to sites.
- A fresh set of DECT Comms shall be issued at the start of each shift.
- DECT Comms shall not be passed from person to person during the shift
- DECT Comms sponge windsock shall be removed.
- DECT Comms shall be cleaned both before and after the shift by the individual who uses it.
- When planning jobs consisting of more than one shift, the number of DECT Comms shall be increased to one per machine per shift.

1.10 Waste

Equipment worn for additional protection against Coronavirus (COVID-19) such as face masks and gloves can be disposed of in the normal general/ black bin waste. This approach is aligned to guidance from Public Health (England, Scotland & Wales) and has been confirmed with regulators (the Environment Agency, the Scottish Environment Protection Agency & Natural Resources Wales).

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste.

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- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

1.10.1 Where there is a confirmed or suspected case of COVID-19:

- Any single-use equipment that is associated with a known or suspected case of COVID-19 should be double-bagged, labelled*, and stored for 72 hours before disposal as general/ black bin waste.
- Where storage for 72 hours is not possible or appropriate, this waste should be removed as Category B Infectious Waste.
Note: due to existing pressures on Clinical Waste handling facilities, please only dispose as infectious waste as a last resort.

1.11 Delivery and Collection of Goods

- Revising pick-up and drop-off collection points, procedures, signage and markings and create a single point for delivery collection if possible.
- Minimising unnecessary contact at depots workshops. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
- Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
- Where possible and safe, having single workers load or unload vehicles.
- Where possible, using the same pairs of people for loads where more than one is needed.
- Enabling drivers to access welfare facilities when required, consistent with other guidance.
- Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-away's.

1.12 Accidents, security and other incidents

In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

If a person reports that they have contracted COVID-19 whilst at work and is deemed RIDDOR reportable it will be carried out with TXM Plant accident procedure.

1.13 Documentation OTP Plans procedure

Due to the ever-changing restrictions regarding Covid 19 – TXM have put in place the following processes regarding the issuing of paperwork for onsite activities, eg EACs, Lift plans (LP) and OTP Plans, etc

Until further notice, POS will print and issue blank F027s for all staff without access to a printer along with blank POS Diaries, send and receive, change management and trailer loading forms.

All other documents will be sent weekly via PDF attachment with both the OTP and LP being accepted beforehand in the same way the SSOWP is accepted for a COSS. POS Reps must

COVID-19 Procedure

have the facility to read, brief, refer to the OTP Plan and Lift Plan either electronically or hard copy whilst on site.

The sign in sheet should clearly identify the OTP Plan and Lift Plan to which it applies and has been briefed against.

Avoid the sharing of pens and wear gloves.

1.14 Briefing arrangements where face to face briefing is required (POS Rep, CC/MC, Operator)

- Staff should maintain a separation of 2 metres distance from each other whilst being briefed (without exception).
- Briefings should be undertaken outside without exception unless wet weather conditions would degrade the paperwork. If briefings cannot be done outside, then the “1 in 1 out” principal should be followed.
- No more than 6 people should be briefed by 1 person at a time.
- Avoid sharing pens and wear gloves when handling paperwork.