



WICKLOW COUNTY COUNCIL

WINTER SERVICE PLAN 2020 to 2021

VERSION: FINAL



**TRANSPORTATION, WATER & EMERGENCY SERVICES DIRECTORATE,
WICKLOW COUNTY COUNCIL,
COUNTY BUILDINGS,
WICKLOW TOWN,
CO. WICKLOW.**

October 2020

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1.0 DOCUMENT CONTROL

This document "Wicklow County Council Winter Service Plan 2020 to 2021 defines the methodology by which Wicklow County Council intends to deliver its Winter Maintenance Programme for Winter Season of October 2020 to April 2021.

Any issues relating to the content of this plan should be referred to the Winter Services Manager for their attention.

A condensed non-sensitive version of this document may be made available on the Wicklow County Council website for public information.

Revision	Status	Revision Details	Issue Date
1.00	Draft Issue	Issued for Review	07-10-2020
2.0	Final DRAFT 1	Issued for Signatures	09-10-2020
3.0			
4.0			

2.0 APPROVAL LIST

This document has been circulated internally to relevant Staff for review prior to final approval.

Role	Name	Signature	Date
Director of Services for Transportation, Water & Emergency Services	Colm Lavery		
Senior Engineer	Michael Flynn		
Winter Service Manager	Brendan Doyle A/SEE		

3.0. DISTRIBUTION LIST

3.1 Internal Distribution list

This document shall be circulated to the following internal Staff in Wicklow County Council:-

Issued To	Position	Location
Colm Lavery	Director of Services, Transportation, Water & Emergency Services	Station Rd, Wicklow Town
Michael Flynn	Senior Engineer, Roads	Station Rd, Wicklow Town
Helena Dennehy	Senior Executive Officer, Roads	Station Rd, Wicklow Town
Brendan Doyle	Winter Service Manager	Station Road, Wicklow
Allyson Minion	Administrative Officer, Roads	Station Rd, Wicklow Town
Brendan Doyle	Duty Engineer	Station Rd, Wicklow Town
Declan O'Brien	Duty Engineer	Station Rd, Wicklow Town
Brian O' Sullivan	Duty Engineer	Station Rd, Wicklow Town
Aoife Cashman	Health & Safety Officer	Station Rd, Wicklow Town
Dermot Graham	Baltinglass Municipal Municipal District Engineer	Baltinglass MD (Tinahely sub office)
Pat Byrne	Executive Engineer, Baltinglass Municipal District	Baltinglass MD Office
Kevin Scanlon	Wicklow Municipal Municipal District Engineer	Wicklow MD Office
Rob Mulhall	Arklow Municipal Municipal District Engineer	Arklow MD Office
Ruairi O'Hanlon	Greystones Municipal Municipal District Engineer	Greystones MD Office
Liam Bourke	Bray Municipal Municipal District Engineer	Bray MD Office
Aidan Dempsey	Chief Fire Officer	Bray Fire Station

3.2 External Distribution

Issued To	Position	Organisation
Abraham Dunne	Winter Services Manager	Wexford County Council
Pat Harrington	Winter Services Manager	Carlow County Council
Brendan Sinnott	Winter Services Manager	Kildare County Council
Michael Glynn	Winter Services Manager	South Dublin Co.Co.
Lei Jiang	Winter Services Manager	Dun Laoghaire/Rathdown Co. Co.
Fraser Boyd	Operations Manager	M50 Concession Ltd.
Jason Bolger	Winter Services Manager	BAM PPP
Damien Breen	Winter Services Manager	GSI
S. Smith	Winter Maintenance Manager	TII
P. Maher	Head of Network Operations	TII

4.0 PURPOSE OF SCOPE

The purpose of this document is to identify the processes, procedures and key personnel employed by Wicklow County Council to deliver the winter maintenance programme for County Wicklow for the operative period.

The operative period for the 2020 to 2021 winter maintenance programme commences on the **12th of October 2020** and ends on the **30th of April 2021** in accordance with Tii Circular No. 09/2020 issued on the 24th September 2020.

5.0 POLICY

Due to the length of the road network in County Wicklow, it is not feasible to treat all roads in the County during the Winter Season. Accordingly, the treatment of roads by Wicklow County Council during the Winter Service Period is based on a hierarchy of priority, which is defined as follows.

Priority 1 (Red Routes).

These are listed in the table below and consist primarily of routes which are of national importance (For Wicklow that is the N81). These routes will be kept serviceable by Wicklow County Council as far as is reasonably practicable in all weather conditions.

Priority 2 (Blue Routes).

These routes listed below are of regional and local importance and Wicklow County Council will ensure as far as is reasonably practicable that these routes are kept serviceable. However, in extreme and/or prolonged weather events the maintenance of serviceability of Priority 1 Routes will take precedence over Priority 2 Routes at all times.

Priority 3 (Unmarked Routes).

These routes consist of the balance of the regional road network and the local road network. These routes are not normally treated by Wicklow County Council as part of the Winter Service Programme but may (dependent on availability of resources) be treated once Priority 1 and 2 Routes are serviceable. Within Priority 3 emphasis will be placed on roads of higher importance than the balance of the network or roads requiring special treatment due to humanitarian or other relevant issues. These will be assessed at a local level on a case by case basis.

Route Designation	Description	Level of Service
Priority 1	N81	To be treated during all weather events and includes areas where mutually beneficial agreements are in place with neighbouring Local Authorities or other neighbouring Service Providers.
Priority 2	R117, R410, R412, R746, R747, R748, R749, R750 (Part), R751, R752, R753, R754, R755, R756, R757, R758, R759 (Part), R760, R761 (Part), R762, R763, R764, R765, R766, R767, R768, R774, R772 (Part)	To be treated where weather conditions have deteriorated to an extent where 'normal' winter driving precautions are no longer sufficient to maintain public safety. There is no guarantee that these routes will be treated.
Priority 3	All other Regional Routes and locally important roads. This could include certain roads in urban areas.	Not treated as part of the normal winter service but may receive intermittent treatment during certain severe weather events.

It is the policy of Wicklow County Council to carry out Winter Maintenance based on the priority of routes and the Level of Service to be designated under each priority heading.

The mobilisation and treatment times for the route types specified above will be as follows dependent on available resources.

Treatment Route	Priority 1	Priority 2	Priority 3
Mobilisation Time	2 hr	2 hr	When possible
Treatment Time	2 hr	4 hr	When possible

Footpaths

The determination of which footpaths (if any) should be treated will be decided locally by the MD Engineers/GSS's in each District and will depend on factors such as weather conditions, proximity to public transport services and the amount of footfall on the footpath concerned. (e.g. commercial town centres and proximity to educational / religious centres).

6.0 OVERALL MAP OF SERVICE PLAN AREA

Appendix 1 includes overall map of the area covered by the Winter Service Programme. Details included are:-

- The overall extent of the network covered by the Winter Service Plan
- The hierarchy of treatment of routes including Red for Priority 1 and Blue for Priority 2.
- Local Authority boundaries.
- Other Priority 1 Routes treated by third parties as part of their respective Winter Service Programmes.

7.0 RESPONSIBILITIES

7.1 Winter Services Manager

The Winter Services Manager (WSM) is responsible for co-ordinating the overall delivery of Wicklow County Councils response to cold weather events, in particular the winter salting/gritting response. The role dovetails with that of the Machinery Yard Engineer's duties in terms of responsibilities relating the plant, equipment and personnel engaged in winter Maintenance activities.

The WSM is responsible for ensuring the Winter Service Plan is updated as required. The WSM shall ensure all personnel listed in the document are briefed on their roles and responsibilities and that contact details are validated. The Winter Service Plan shall be made available to the public through the Wicklow County Council website.

The WSM shall ensure that all plant and equipment used in winter Maintenance activities is properly maintained and fit for purpose. The WSM shall also arrange calibration of plant and equipment and maintain up to date records of same.

The WSM shall prepare a rota of Duty Engineers for the winter maintenance season. The WSM shall co-ordinate the activities of the Duty Engineers and provide support and training as required.

The WSM, using information supplied by the MD Engineers, shall monitor stocks of salt and ensure that adequate supplies of salt are maintained throughout the winter service season. The WSM shall also ensure that salt depots are properly maintained and liaise with Municipal District Engineers with regard to the upkeep and maintenance of salt depots.

The WSM, with direct inputs from the MD Engineers, GSS's in each MD and Drivers in each MD, shall be responsible for the overall management of Health, Safety and Welfare for all Winter Maintenance operations. MD Engineers, GSS's and Drivers in each District shall immediately report any problems or issues related to Health, Safety and Welfare issues to the WSM and to the Health & Safety Officer, where appropriate.

Over the course of the 2020/21 season, a review of the following items shall be prioritised (refer to Appendix 2 - Staff Responsibilities for Priority Items, attached for more specific details):

- Documented Risk assessment of gritting routes
- Conduct H&S Audit of gritting operations
- Communication equipment and mobile phone coverage
- Depot improvements including loading equipment
- Lone working policy
- Working time act compliance

The WSM, based on information supplied by the MD Engineers, shall provide a weekly update to the Senior Engineer roads on Winter Service activities. This update shall provide data for inclusion in the CE's monthly report to Members on council activities.

7.2 Winter Service Duty Engineers

Wicklow County Council maintains a roster of three Duty Engineers who operate the Transport Infrastructure Ireland (TII) Vaisala DSS Manager Weather Prediction System for Wicklow County Council for the winter service season.

It is the Duty Engineer's responsibility to provide advice to the Municipal District Engineers in relation to the treatment of Priority 1 and 2 Roads. This advice is given in accordance with the policies and procedures set out in the Winter Service Plan and is based on the forecasts and information available to the Duty Engineer on the Transport Infrastructure Ireland (TII) Vaisala DSS Manager Weather Prediction Software.

The Duty Engineers normally operate a rota of one week on and two weeks off but this may vary to ensure continuity of Duty Engineer through holiday periods. The rotation time between Duty Engineer duty periods is 9am Monday mornings or as otherwise agreed between Duty Engineers. The roster is agreed between the three Duty Engineers prior to season commencement and senior management and Municipal District Engineers are notified of the roster arrangements. The TII, Met Eireann and neighbouring Local Authorities are also notified of the Duty Engineer Roster. The Roster is contained in Appendix 3.

In addition the Duty Engineers will commit to the following duties & procedures in accordance with TII agreements:

- To be available outside normal working hours.
- This means ANY TIME, for the rostered period.
- Keep a log of activities, operations, decision making etc and use the RoadDSS Manager module so that a complete picture of decision making and operations can be inspected by TII if required.
- Supplement the information contained on RoadDSS Manager if requested.
- Update the National Salt Management System (NSMS) on a weekly (or daily) basis and coordinate salt deliveries/collections for your county as required.

Outside of working hours, from their home the duty engineer will:

- Access the RoadDSS Manager system as required.
- Track the actual conditions over their area.

- Obtain updated or more detailed road weather forecasts by talking to a forecaster using The Telephone Consultancy Service¹ ; phone number 01 8064219 or 8064255 as a backup number.
- Use the thermal maps to direct field operatives to the more vulnerable areas with emphasis on precautionary salting.

7.3 Municipal District Engineers

Municipal District Engineers have overall responsibility for the delivery of the Winter Service Programme within their Municipal District in accordance with the policies and procedures set out in the Winter Service Plan. They are also responsible for the operation, maintenance and upkeep of the Road Maintenance Depots within their Municipal District and shall ensure that they have sufficient manpower, machinery and resources to enable them to provide a satisfactory and safe service.

For the 2020/2021 Winter Maintenance season, each individual MD Engineer and respective GSS is responsible for the implementation of a 'driver buddy system', where drivers departing/returning to the same depot pair up to ensure that each driver makes a safe return to that same depot. The 'driver buddy system' operates such that if a driver does not return to the depot at the time anticipated and subsequent telephone contact cannot be made with the driver, the buddy driver will raise the alarm with the area GSS and Winter Service Manager.

The Municipal District Engineers shall immediately report any machinery defects or any Health, Safety and Welfare related issues to the Winter Service Manager/ Machinery Yard Engineer.

The Municipal District Engineer shall instruct the General Service Supervisors as to what treatments are required within their Areas.

7.4 General Service Supervisors.

The General Services Supervisors are responsible for the co-ordination of the Wicklow County Council Winter Service Programme on the ground in their respective areas. They shall act on the instruction of the Municipal District Engineer for their Area in relation to issues relating to the delivery of the Winter Service Programme.

General Service Supervisors who have responsibility for salt storage depots will liaise directly with the Duty Engineer responsible for monitoring salt stocks regarding stock levels and replenishing supplies; the Duty Engineer will then inform the WSM of any need for additional salt supplies that be required. This will generally be on a weekly basis, but may become more frequent during extreme weather events.

For the 2020/2021 Winter Maintenance season, each individual MD Engineer and respective GSS is responsible for the implementation of a 'driver buddy system', where drivers departing/returning to the same depot pair up to ensure that each driver makes a safe return to that same depot. The 'driver buddy system' operates such that if a driver does not return to the depot at the time anticipated and subsequent telephone contact cannot be made with the driver, the buddy driver will raise the alarm with the area GSS and Winter Service Manager.

General Service Supervisors will also immediately report any Health, Safety and Welfare issues or problems to their MD Engineer.

7.5 Drivers

The Municipal District Engineers shall endeavour to ensure that sufficient drivers are available for the satisfactory delivery of the Winter Service Programme within their Municipal District. Drivers shall report any machinery or plant defects to the General Service Supervisor upon discovery to ensure no interruption to delivery of the Winter Service Programme.

The General Service Supervisor shall contact the Machinery Yard Engineer and arrange for repair or replacement of defective machinery. The Municipal District Engineers shall agree a Drivers Roster for the Drivers within their Municipal District and submit it to the Duty Engineers before the beginning of each Winter Service Season. They should also notify Duty Engineers of any changes to the Drivers Roster during the Winter Service Season.

Drivers will also immediately report any Health, Safety and Welfare issues to their General Service Supervisor.

The Drivers Roster for the 2020 to 2021 Winter Service Season is contained in Appendix 4.

8.0 CONTACT DETAILS

9.0 SUPPLEMENTARY RESOURCES

Wicklow County Council has identified a number of private hire contractors that have various agricultural type spreaders, excavators, snow plough attachments and loading shovels for use as required. The calling in of such supplementary resources will be undertaken by the MD Engineers following consultation with the WSM and the Senior Engineer Roads.

Hire will be approved on a case by case basis as circumstances dictate. The use of private hire contractors will generally be directed towards priority 2 and 3 Routes while Wicklow County Council resources are focused on Priority 1 Routes.

Wicklow County Council may also utilise a number of private hauliers in order to transport de-icing material from various ports/commercial facilities to salt storage depots in County Wicklow.

10.0 TII DECISION MATRIX

The guidelines on the decision matrix for the Duty Engineers is as follows:-

Road Surface Temperature	Precipitation	Predicted Road Conditions		
		Wet	Wet Patches	Dry
May fall below 1°C	No rain No hoar frost No fog	Salt before frost	Salt before frost (see note a)	No action likely, monitor weather (see note a)
Expected to fall below 1°C	No rain No hoar frost No fog		Salt before frost (see note b)	
	Expected hoar frost Expected fog			
	Expected rain before freezing	Salt after rain stops (see note c)		
	Expected rain during freezing	Salt before frost, as required during rain and after rain stops (see note d)		
	Possible rain Possible hoar frost Possible fog	Salt before frost	Monitor weather conditions	
Expected Snow		Salt before snow fall		
The decision to undertake precautionary treatments should be, if appropriate, adjusted to take account of residual salt or surface moisture.				
All decisions should be evidence based, recorded and require careful monitoring and review.				

Notes:

- In the event of a severe weather warning, additional procedures may need to be followed, which are contained in the document "GUIDANCE DOCUMENT 14 A GUIDE TO SEVERE WEATHER EMERGENCIES" (DECEMBER 2010), published by the National Directorate for Fire and Emergency Management. The Wicklow County Council Major Emergency Management Committee may be put in operation during a severe weather warning and they may issue more detailed directives to affected MD's in these situations.
- Particular attention should be given to the possibility of water running across carriageways and other running surfaces e.g. surface water off adjacent fields after heavy rains washing off salt previously deposited. Such locations should be closely monitored and may require treating in the evening and morning and possibly other occasions. Ideally, the source of the run-off should be diverted from the roadway.
- When a weather warning contains reference to expected hoar frost, considerable deposits of frost can occur. Hoar frost usually occurs in the early morning and is difficult to cater for because of the probability that any salt deposited on a dry road too soon before its onset, may be dispersed before it can become effective. Careful monitoring is required under this forecast condition that should ideally be treated just as the hoar frost is forming. Such action is usually not practicable and salt may have to be deposited on a dry road prior to but as

close as possible to the expected time of the condition. Hoar frost may also be forecast at other times of the day, in which case the timing of salting operations should be adjusted accordingly.

- (d) If under these conditions, rain has not ceased by early morning, crews should be called out and action initiated as rain ceases.
- (e) Under these circumstances rain will freeze on contact with running surfaces and full precautionary treatment should be provided even on dry roads. This is a most serious condition and should be monitored closely and carefully throughout the danger period.

11.0 TII TREATMENT MATRIX

The Treatment Guide for using Dry Unmodified Salt to treat road surfaces is as follows:-

Weather Conditions Road Surface Conditions Road Surface Temperature (RST)	Treatment Road Surface Temperature	Salt Spread Rate (g/m ²)	Ploughing
Frost or forecast frost RST at or above -2°C		10 to 20 Also refer to Note (b)	No
Frost or forecast frost RST below -2°C and above -5°C		20	No
Frost or forecast frost RST below -5°C and above -10°C and dry or damp road conditions		20	No
Frost or forecast frost RST below -5°C and above -10°C and wet road conditions (existing or anticipated)		2 runs X 20	No
Light snow forecast (<10mm)		20	No
Forecast for Medium/heavy snow or a freezing rain forecast		2 runs X 20	No
Ice formed	Above -5°C	20	Not possible
Ice formed	At or below -5°C	2 runs X 20	Not possible
Snow covering exceeding 30mm		20 to supplement ploughing, up to 40 if temperatures are falling	Required
Snow accumulations due to prolonged falls		20 to 40 to supplement ploughing	Required
Hard packed snow/ice	Above -8°C	Successive treatments at 20 to 40 (repeat as needed)	Not possible
Hard packed snow/ice	At or below -8°C	Successive treatments at 20 to 40, supplemented by abrasives (repeat as needed)	Not possible

Weather Conditions Road Surface Conditions Road Surface Temperature (RST)	Treatment Road Surface Temperature	Salt Spread Rate (g/m ²)	Ploughing
Sustained low temperatures	Below -10°C		

Notes:

- (a) Rate of spread for precautionary treatments may be adjusted to take account of variations occurring along the route such as residual salt, surface moisture (in the air or on the road surface) and traffic density.
- (b) For salt stored outside, it may be necessary to increase the spread rate for precautionary treatment salting from 10g/m² to 15 to 20g/m².
- (c) All decisions should be forecast based, recorded and require careful monitoring and review.
- (d) Ice refers to all ice on the road surface, including black ice.

Target Spread Rates by Location

Location	Salt Spread Rate
Carriageways	As described in the Treatment Matrix Guide
Hard shoulder or carriageway marginal strips	50% of selected treatment
Porous Surfacing	<u>Plus</u> 25% of selected treatment
Footways, cycletracks and pedestrian areas	25 g/m ²

12.0 PLANT, VEHICLES AND EQUIPMENT

Wicklow County Council operates a fleet of 10 trucks with fully demountable gritting units and snow ploughs to deliver the Winter Service Programme. Wicklow County Council also owns 6 loading shovels to service the gritters in the various Depots. Details of all plant are contained in the Tables in Appendix 6.

13.0 WINTER SERVICE DEPOTS

The delivery of the Wicklow County Council Winter Service Programme is undertaken from a number of Depots and distributed around the County. The details of the Depot locations and capacities are listed in the following Table. A Map showing the location of the Salt Depots along with the co-ordinates and contact information for each Depot are contained in Appendix 7.

Summary Details of Winter Service Depots

REF	Salt Depot Address	Route Serviced	Capacity (Tonnes)	Stock on the 25th September, 2020 (Tonnes)
WW01	Killadreenan, Newtownmountkennedy, Wicklow	Priority 2	750	200
WW02	Baltinglass Area Depot, Kiltegan Road, Baltinglass	Priority 1 – N81 & Priority 2	600	0
WW03	Blessington Area Depot, Naas Road, Blessington	Priority 1 – N81 & Priority 2	1000	400
WW04	Ballingate, Carnew	Priority 2 -	800	40
WW05	Raheen, Roundwood	Priority 2 -	400	200
WW06	Ballygahan, Avoca, Co. Wicklow	Priority 2 -	500	200
		TOTALS:	4,050	1040

14.0 MATERIALS AND SPARES

14.1 Salt

Wicklow County Council will be assigned an allocation, by the TII, of salt for use on National Roads (N81) for the current operative period. A further allocation of salt will be made available, by the Department of Transport, for use on Regional and Local Roads for the same period. Both these allocations will be made based on tonnage of salt used in previous seasons. The salt provided under both these allocations has been procured by the TII and the DTTaS, under National Framework Agreements. The Duty Engineers are responsible for reporting salt consumption on a weekly basis to the TII, via the web based National Salt Management System. The Duty Engineers also co-ordinate the ordering and collection of salt allocated under the two allocations to the Winter Service Depots.

14.2 Grit

In the event of snowfall being predicted, Wicklow County Council will arrange the delivery of 2 – 6 mm crushed stone grit to various Winter Service and other Depots throughout the County. If prolonged snow is expected, the routes to quarries will be kept serviceable to ensure continuity of supply. The supply of grit will be to facilitate the mixing with salt, if necessary, or the treatment of footpaths and lower priority routes. Certain locations have been identified in each area where stock piles of grit will be held and made available for local communities to treat roads which we do not have the resources to treat. Decisions on the provision and supply of grit will be made in each Municipal District on a case by case basis.

14.3 Fuel & Plant

Fuel for trucks is supplied directly at local fuel distribution depots. Donkey Engines are also filled at the Machinery Yard. The Machinery Yard supervisor is responsible for ordering and maintaining supply.

The Machinery Yard in Wicklow County Council holds (or can obtain) spare parts for vehicles.

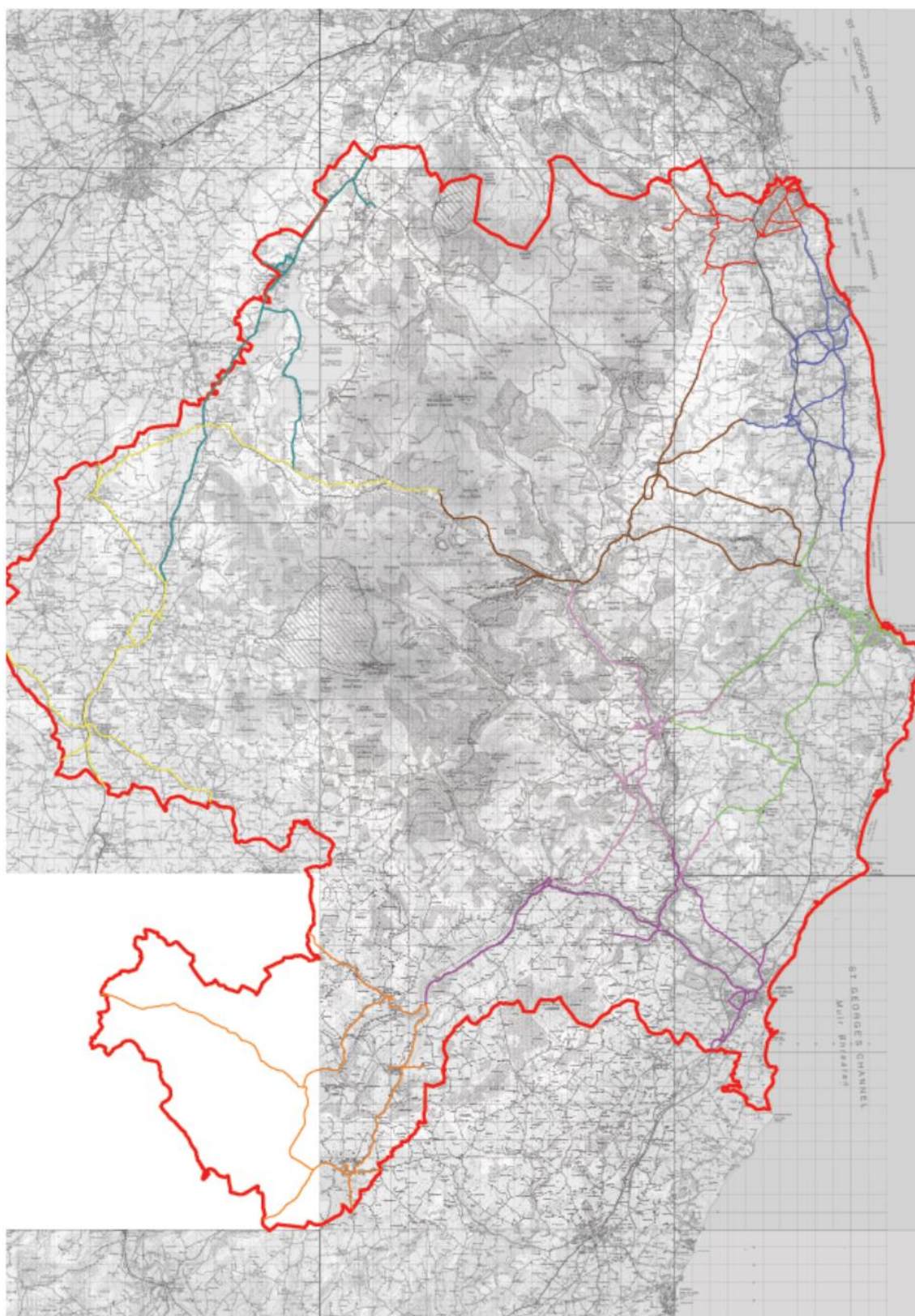
The Machinery Yard in Wicklow County Council holds (or can obtain) spare parts for gritters and snow blades.

15.0 MMaRC AREA - GSJ CONSORTIUM AND BAM PPP

The TII Motorway Maintenance & Renewals Contract (MMaRC) Network A contractor, Globalvia Sacyr Jons (GSJ) share a Priority 1 (refer to Map) route, the M11/N11 with BAM PPP. GSJ and BAM PPP have agreed between themselves the boundary points of their Winter Service Areas along the M11/N11. This is generally located between Junctions 17 and 18. Both organisations Duty Engineers communicate their decisions to Wicklow County Councils Duty Engineers on a daily basis.

APPENDIX 1 – WINTER SERVICE MAP

REFER TO SEPARATE FILE ENTITLED: "Wicklow Co Co - Road Gritting Programme 2020-2021.pdf"



APPENDIX 2 – STAFF RESPONSIBILITIES FOR PRIORITY ITEMS

Item Description	Person(s) Responsible for Overall Management & Co-ordination	Person(s) Responsible for Implementation
Documented Risk Assessment of all Co. Wicklow gritting routes.	Winter Services Manager/Senior Engineer/Director of Services	MD Engineers
Conduct H&S Audit of gritting operations.	Winter Services Manager/Senior Engineer/Director of Services	EE or Technician, Roads Section (to be determined)
Communication equipment & mobile phone coverage; identification & recording of coverage black spots in each Municipal District.	Winter Services Manager/Senior Engineer/Director of Services	MD Engineers
Salt Depot improvements including provision of suitable loading equipment.	Winter Services Manager/Senior Engineer/Director of Services	MD Engineers
Ensuring ongoing compliance with procedures in the Wicklow County Council Lone Working Policy document during the Winter Maintenance season.	Winter Services Manager/Senior Engineer/Director of Services	MD Engineers, GSS's and/or MD Administrators
Ensuring ongoing staff working hours compliance with the regulations contained in the Working Time Act (1997) during the Winter Maintenance season.	Winter Services Manager/Senior Engineer/Director of Services	MD Engineers, GSS's and/or MD Administrators

APPENDIX 3 – WICKLOW COUNTY COUNCIL DUTY ENGINEERS ROSTER

Winter Service Duty Engineers' Roster for the Period 12th October 2020 to 30th April 2021

Local Authority Name: WICKLOW COUNTY COUNCIL

Week starting Monday	Duty Engineer's Initials	Week starting Monday	Duty Engineer's Initials	Week starting Monday	Duty Engineer's Initials	Week starting Monday	Duty Engineer's Initials
12/10/2020	DOB	07/12/2020	BOS	01/02/2021	DOB	29/03/2021	BD
19/10/2020	BOS	14/12/2020	DOB	08/02/2021	BOS	05/04/2021	DOB
26/10/2020	BD	21/12/2020	BD	15/02/2021	BD	12/04/2021	BOS
02/11/2020	DOB	28/12/2020	BOS	22/02/2021	DOB	19/04/2021	BD
09/11/2020	BD	04/01/2021	DOB	01/03/2021	BOS	26/04/2021	DOB
16/11/2020	BOS	11/01/2021	BD	08/03/2021	BD		
23/11/2020	DOB	18/01/2021	BOS	15/03/2021	DOB		
30/11/2020	BD	25/01/2021	BD	22/03/2021	BOS		

Copy to: Owen Smith, Transport Infrastructure Ireland, Parkgate Business Centre, Parkgate Street, Dublin 8.

APPENDIX 4 - DRIVER'S ROSTER

Drivers Roster – Black					
Area	Driver(s)	Period	Area	Driver(s)	Period
Baltinglass Municipal District <i>(N81 & Baltinglass Route)</i>		October 2020 – April 2021	Arklow Municipal District <i>(Arklow/Avoca Route)</i>		October 2020 – April 2021
Baltinglass Municipal District <i>(N81 & Blessington Route)</i>		October 2020 – April 2021	Arklow Municipal District <i>(Aughrim Route)</i>		October 2020 – April 2021
Baltinglass Municipal District <i>(Tinahely Route)</i>		October 2020 – April 2021	Wicklow Municipal District <i>(Ashford Route)</i>		October 2020 – April 2021
Greystones Municipal District <i>(Greystones Route)</i>		October 2020 – April 2021	Wicklow Municipal District <i>(Roundwood Route)</i>		October 2020 – April 2021
Relief Drivers		October 2020 – April 2021	Bray Municipal District <i>(Enniskerry Route)</i>		October 2020 – April 2021

Emergency Services

<i>Ambulance Service</i>		999 or 112
<i>Fire Service</i>		999 or 112
<i>Bray Fire Service</i>		01-2861534
<i>Gardai</i>		999 or 112
<i>Bray Garda Station</i>		01-6665300
<i>Civil Defence</i>		0404-67402

<i>Carlow</i>	Pat Harrington	087-2194299
<i>Kildare</i>	Brendan Sinnott	087-220 3692
<i>South Dublin</i>	Michael Glynn	TBC
<i>Dun Laoghaire Rathdown</i>	Lei Jiang	087-4177332
<i>Wexford</i>	Abraham Dunne	087-9114310
<i>GSJ</i>	Damien Breen	086-0772785
<i>BAM PPP</i>	Jason Bolger	087-2774418

Technical Support

<i>Met Eireann</i>		01-8065550
<i>Vaisala Helpdesk</i>		0044-(0)121-6831269
<i>Kildare NRDO (Salt Procurement)</i>	Chris Hoban	045-898199

APPENDIX 6 - PLANT; VEHICLES AND EQUIPMENT

Description (List each piece of equipment on its own line, & its registration plate, if applicable)	Depot Location	Capacity	Date Calibrated	Date Serviced	Date of next Calibration	Date of next Service
Truck No. 12: 201WW1509 SPREADER: 6m3 Romaquip S/Steel – Live Drive PLOUGH: Romaquip S/Steel	Yard Backup	6m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021
Truck No. 15: 06WW6430 SPREADER: 6m3 Romaquip S/Steel PLOUGH: Romaquip S/Steel	Tinahely (N81)	6m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021
Truck No.10: 201WW1507 SPREADER: 6m3 Romaquip S/Steel – Live Drive PLOUGH: Romaquip S/Steel	Blessington (N81)	6m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021
Truck No. 9: 10D122989 SPREADER: 6m3 Romaquip S/Steel PLOUGH: Romaquip S/Steel	Killadreena n (Greystones)	6m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021
Truck No. 1: 06WW6431 SPREADER: 5m3 Econ PLOUGH: Romaquip	Killadreena n (Bray)	5m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021
Truck No. 011. 201WW1508 SPREADER: 6m3 Romaquip S/Steel PLOUGH: Romaquip	Baltinglass (N81 South)	6m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021

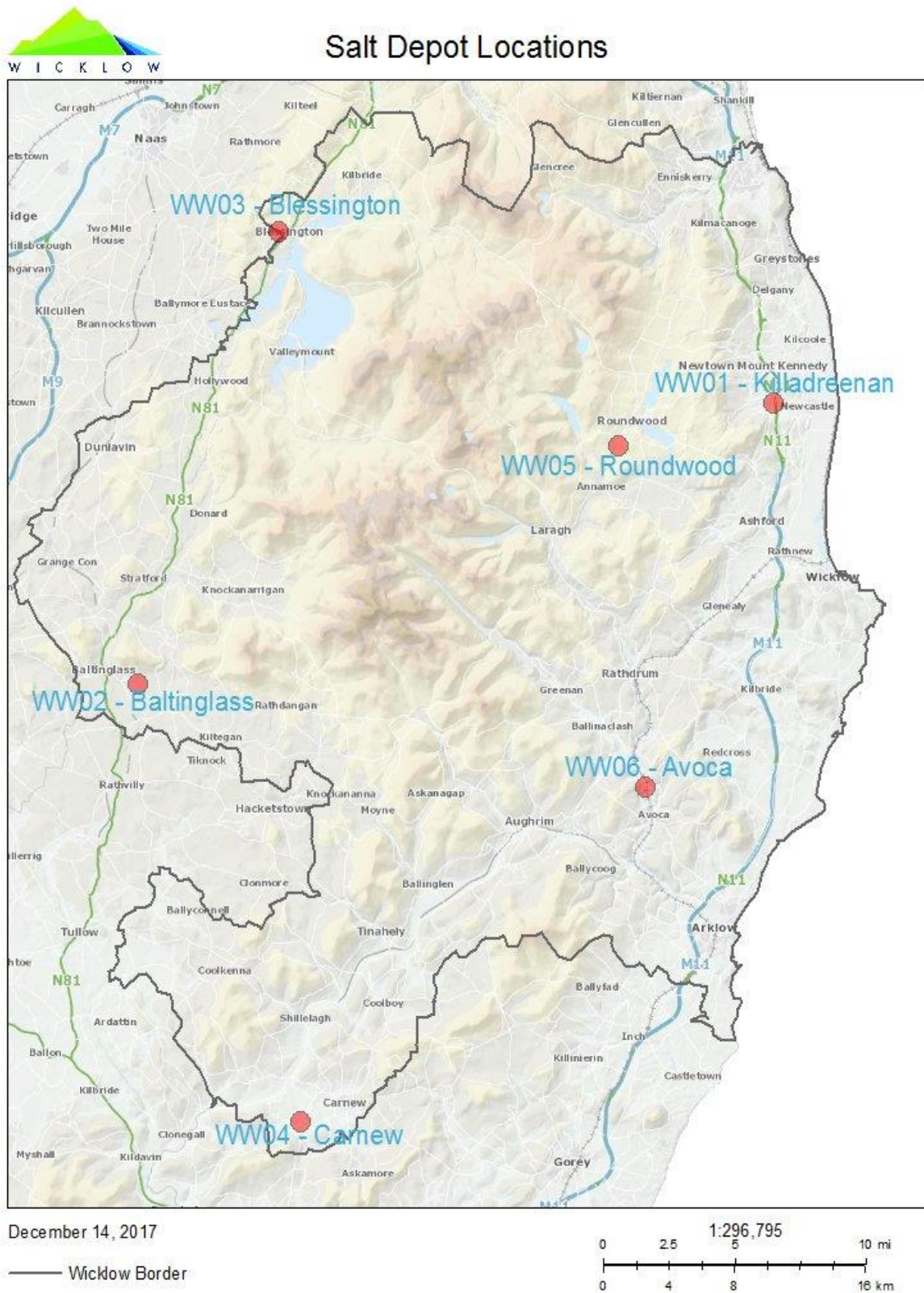
Description (List each piece of equipment on its own line, & its registration plate, if applicable)	Depot Location	Capacity	Date Calibrated	Date Serviced	Date of next Calibration	Date of next Service
Truck No. 203: 08C19715 SPREADER: 6m3 Romaquip S/Steel PLOUGH: Romaquip	Roundwood	6m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021
Truck No.200: 08WW5289 SPREADER: 6m3 Romaquip S/Steel PLOUGH: Howie	Avoca (Arklow / Avoca)	6m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021
Truck No.201: 05RN2689 SPREADER: 9m3 Romaquip PLOUGH: Howie	Avoca (Aughrim)	9m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021
Truck No. 8: 10D122981 SPREADER: 6m3 Romaquip S/Steel PLOUGH: Romaquip	Blessington (Donard)	6m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021
Truck No. 202: 05MO2434 SPREADER: 9m3 Romaquip S/Steel PLOUGH: Romaquip S/Steel	Machinery Yard (Reserve)	9m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021
Truck No. 17: 06WW6339 SPREADER: 5m3 Econ PLOUGH: Romaquip	Killadreenan (Wicklow)	5m ³	Sep 2020	Sep 2020	Sep 2021	Sep 2021

*All additional equipment required is locally sourced based on local needs from plant hire specialists on a case by case basis.

Snowploughs & Loading Shovels	Depot Location	Fitted to	Date Serviced	Date of next Service
Teleporters:				
MANITOU 1233 M8108500	BLESSINGTON	N/A	Sep 2019	Sep 2020
MANITOU 1233 M8108501	BALTINGLASS	N/A	Sep 2019	Sep 2020
MANITOU 1233 M8108502	MACHINERY YARD	N/A	Sep 2019	Sep 2020
MANITOU 1233 M8108503	NEWTOWN	N/A	Sep 2019	Sep 2020
Other Loaders:				
JCB2CX M8108552	ROUNDWOOD	N/A	Sep 2019	Sep 2020
JCB2CX M8108553	MACHINERY YARD	N/A	Sep 2019	Sep 2020

APPENDIX 7 - WINTER SERVICE DEPOT DETAILS & LOCATION MAP

Ref	Salt Depot	GPS Coords	Depot Supervisor Name	Mobile	Indoor Capacity (Tonnes)	Outdoor Capacity (Tonnes)	Depot Storage Capacity (Tonnes)
WW01	Killadrennan	53.0728, -6.09429			600	150	750
WW02	Baltinglass	52.9323, -6.68094			0	600	600
WW03	Blessington	53.1704, -6.5447			0	1,000	1,000
WW04	Carnew	52.7143, -6.49985			0	800	800
WW05	Roundwood	53.0524, -6.23787			0	400	400
WW06	Avoca	52.8715, -6.21997			0	500	500
TOTAL							4,050



APPENDIX 8 – Wicklow Co. Co. Coronavirus Risk Assessment

Hazard and Risk Assessment.

Coronaviruses are a large group of viruses that can cause illnesses. Some of these illnesses are very mild, like the common cold, while others are more severe, like SARS (Severe Acute Respiratory Syndrome). A “novel coronavirus” means a new strain of coronavirus that has never been seen in humans before. The coronavirus identified in China in late 2019 is one of these. This new coronavirus is being named “2019-nCoV”¹.

COVID-19 can spread from person to person, usually after close contact with a person infected with the virus. The virus can be spread either:

- directly, through contact with an infected person’s body fluids (e.g. droplets from coughing or sneezing) or
- indirectly, through contact with surfaces that an infected person has coughed or sneezed on and which are, therefore, contaminated with the virus. It is still not known how long COVID-19 virus survives on surfaces, although current information suggests the virus may survive up to 72 hours. Simple household disinfectants can kill the virus.

One of the best ways to prevent person to person spread of respiratory viruses, including COVID-19 is to use proper hand hygiene and respiratory etiquette (outlined below).

Wicklow County Council have undertaken a risk assessment taking into account the likelihood of exposure to the virus, identified control measures around possible high risk services as well as evaluating Wicklow County Council’s readiness for a possible outbreak amongst our employees and social tenants.

The risk assessment will be subject to continual review by the Wicklow County Council Crisis Management Team (CMT) on COVID-19.

This risk assessment is to be read in conjunction with the general risk assessments required for work operations.

The Wicklow County Council Risk Rating Matrix has been adopted in this exercise.

The below risk assessments will be kept under review and updated in accordance with national advice.

¹ The Coronavirus will be referred to throughout this document as COVID-19

Coronavirus Risk Assessment	Rev 001	Risk Assessment
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Risk Rating Matrix

Numeric Rating	Likelihood	Severity
1	Very Unlikely	Very minor injuries
2	Unlikely	First aid minor injury/illness
3	Likely	"3 Day" injury/illness
4	Very Likely	Major injury/illness
5	Almost Certain	Permanently disabling injury /illness or fatality

S e v e r i t y	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Numerical Value (Severity x Likelihood)	Descriptive Risk Rating	Interpretation and/or action
13 - 25	High	Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk to medium or low rating
6 - 12	Medium	Activity can proceed, but with caution, and ensuring control measures are maintained. Risk Assessment must be regularly rechecked and all reasonable efforts should be made to reduce risk rating to low.
1 - 5	Low	Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.

Activity No. 1: Wicklow County Council's Readiness for a possible outbreak of COVID-19										
Generic Risk Assessment					Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Action By	Likelihood	Severity	Risk Rating after controls
Insufficient Readiness for a possible outbreak of COVID-19	Failure to implement the required control measures	WCC Employees / Contractors / General Members of the Public	5	4	20	Communicate about preparedness measures and communicate the public health advice as received on a regular basis from the HSE.	HR/Communications	2	4	8
						Identify who will be the principal point of contact within each Directorate in the management of reported cases, confirmed or otherwise.	HR/H&S			
						Establish a COVID-19 crisis management team (CMT) under the Management Team to meet regularly and determine preparations for an outbreak and actions to be taken if an outbreak occurs or staff are required to self-isolate	Management Team			
						Plan for the activation and implementation of Risk Communication and Community Engagement.	CMT			
						Wicklow County Council's Major Emergency Plan may need to be reviewed in light of the control measures identified in this risk assessment.	MEMC			
						Empowering those identified in the Employee Risk Group through compliance training/ tool box talks with the knowledge on control measures will ensure that individuals and groups take the required protective measures.	CMT			

Activity No. 2: Wicklow Council's Monitoring of known Case Reporting on COVID-19										
Generic Risk Assessment					Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Action By	Likelihood	Severity	Risk Rating after controls
Failure to monitor known cases and insufficient reporting on COVID-19	Misinformation, ineffective containment measures.	WCC Employees / Contractors /Members of the public	4	4	16	Wicklow County Council will actively monitor in the event of an outbreak within Wicklow County Council. Following this, all new cases and locations of COVID-19 shall be made known to the CMT for their information while respecting patient confidentiality and GDPR.	HR/CMT	2	4	8
						Updates shall be communicated to the identified Risk Group when required. HSE and department advice will be followed in all cases.	HR/ CMT			
						Advice from the Department of Public Expenditure and Reform on sick leave and self-isolation will be followed and communicated to all staff	HR/ CMT			
						Identify relevant sections for immediate liaison in the event of an outbreak. All internal communications will be managed through HR and external communications through the Communications Officer	HR/Comm unications Officer			
						Notification of Close contacts will be managed by HSE Public Health and Wicklow County Council will assist if requested.				

Activity No. 3: Wicklow County Council's Public Health Measures to mitigate the effects of COVID-19										
Generic Risk Assessment					Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Action By	Likelihood	Severity	Risk Rating after controls
Further spread of the virus	Health risks to those with weakened immune systems and to the elderly.	WCC Employees / Contractors /Members of the public/Elected Members	5	4	20	Wicklow County Council has placed hand sanitisers at strategic locations around the public counters and high risk areas. Hand sanitiser is also available to outdoor staff. Refills for the hand sanitiser are available in the old Stores building	H&S	3	4	12
						Wicklow County Council will comply with the alert levels as laid out in the National Framework for living with COVID-19	CMT			
						Wicklow County Council has developed the Business Response Plan to advise staff on the implementation of measures to protect against the spread of the virus	CMT			
						Worker representatives have been identified and communicated to all staff	CMT			
						Wicklow County Council will insist that employees will self-isolate if they display symptoms and on the advice of their GP/the HSE.	HR			

Activity No. 3: Wicklow County Council's Public Health Measures to mitigate the effects of COVID-19									
Generic Risk Assessment					Risk Assessment after application of Control Measures				
					Wicklow County Council can impose relevant health measures or requirements on staff in accordance with any national guidance that issues.	HR			
					Wicklow County Council has identified Business Continuity Measures				
					Enhanced cleaning to all communal areas such as door handles and hand rails as well as public areas	Housing			
					Workspaces have been assessed and Perspex has been installed at desks to aid with physical distancing.				
					Reusable face masks have been provided to office staff and these should be worn when physical distancing of 2m cannot be achieved. Outdoor staff have disposable face masks available to them for the same purpose				
					Offices that have air-conditioning should have it turned on to increase ventilation. Air-conditioning should be run 24-7, reduced to lowest ventilation when the room is not occupied.				
					Windows in offices should be opened regularly throughout the day to increase ventilation. Windows close to the ceiling can be opened to reduce the risk of cross draughts				

Activity No. 3 contd: Wicklow County Council's Public Health Measures to mitigate the effects of COVID-19										
Generic Risk Assessment					Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Action By	Likelihood	Severity	Risk Rating after controls
Further spread of the virus	Health risks to those with weakened immune systems and to the elderly.	WCC Employees / Contractors / Members of the public	5	4	20	<p>HSE advice and posters on the COVID-19 virus have been circulated for display in all toilet and public areas. Advice to staff has been circulated. This advice is as follows:-</p> <ul style="list-style-type: none"> • Wash your hands often with soap and water or an alcohol based hand wash. • Cover your mouth and nose with a tissue when you sneeze. Throw the used tissue into a closed bin, and wash your hands. If you don't have a tissue, cough or sneeze into your flexed elbow. Avoid touching your eyes & mouth. • Avoid close contact with others • Avoid greeting by shaking hands or hugging 	CMT	3	4	12
						There is no indication of an increased risk to waste water treatment caretakers by transmission of the virus through faeces. These plants have essential hygiene arrangements in place already.	H&S			
						Planning licences for events will be issued based on National Guidance	H&S			

Activity No. 3 contd: Wicklow County Council’s Public Health Measures to mitigate the effects of COVID-19										
Generic Risk Assessment						Risk Assessment after application of Control Measures				
						HR will review individual working arrangements for staff in the very high-risk groups in line with personal medical advice.	HR			
Activity No. 3 contd: Wicklow County Council’s Public Health Measures to mitigate the effects of COVID-19										
Generic Risk Assessment						Risk Assessment after application of Control Measures				
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Action By	Likelihood	Severity	Risk Rating after controls

Activity No. 3 contd: Wicklow County Council's Public Health Measures to mitigate the effects of COVID-19

Generic Risk Assessment					Risk Assessment after application of Control Measures					
Further spread of the virus	Health risks to those with weakened immune systems and to the elderly.	WCC Employees / Contractors /Members of the public	5	4	20	Libraries close to the public from Level 3 in the National Framework for Living with COVID-19 and above. When Wicklow is on Level 1 or 2 libraries will take particular measures to limit potential transmission of the virus in their spaces open to the public:- <ul style="list-style-type: none">All toys have been removed from our storytime for the foreseeable future. A hand sanitising station is provided at storytime.Events are being set up in such a way that they give as much social space between participants as possible.Bookings are managed and will follow national advice regarding indoor gatheringsSome chairs will be removed from study areas if necessary to prevent overcrowdingStaff have been asked to open the windows to ventilate their areas as much as possible throughout the day.Hand sanitisation station available for use by public on entry and exit to the libraryDisinfectant wipes are provided at the PCs for members of the public to useStudy areas are managed to ensure social distancing	Libraries	3	4	12

Activity No. 4 Knowing the symptoms of COVID-19										
Generic Risk Assessment					Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Action By	Likelihood	Severity	Risk Rating after controls
Lack of knowledge on recognising the symptoms of COVID-19	Unknownly spreading the virus	WCC Employees / Contractors /Members of the Public	5	4	20	Regular awareness raising of the symptoms, in line with HSE advice as follows: It can take up to 14 days for the symptoms of this COVID-19 to appear. These symptoms include: <ul style="list-style-type: none">Fever (temperature of 38°C or higher)CoughShortness of breathBreathing difficultiesA loss or change in your sense of taste or smell Coronavirus can also cause more severe illness including: <ul style="list-style-type: none">PneumoniaSevere acute respiratory syndromeKidney failure	CMT	3	4	12

Activity No. 5 Delivering Essential Services in the event of a COVID-19 outbreak										
Generic Risk Assessment					Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Action By	Likelihood	Severity	Risk Rating after controls
Significant numbers of staff in self-isolation or sick because of COVID-19	Inability to deliver continuity of essential services	WCC Employees / Contractors /Members of the Public	4	4	16	All Section Heads are required to produce Business Continuity plans for consideration and collation by CMT	CMT	2	4	8
						Essential Services are to be given particular consideration and prioritised within Business Continuity Plans. These include:- <ul style="list-style-type: none"> • Fire Services • Water Services • Housing • Payroll • HR (communications and sickness reporting) • I.T. • Finance Cross-training of staff is to be considered and undertaken as required	CMT/ Section Heads			
						I.T to undertake a review of Cisco Anyconnect/Citrix who may be able to work from home if required. Departments are to consider this in Business Continuity Plans and all users are required to test the system from home	IT/ Section Heads			

Activity No. 5 Delivering Essential Services in the event of a COVID-19 outbreak										
Generic Risk Assessment					Risk Assessment after application of Control Measures					
						The CMT will meet as required and will consider delivery of essential services. This meeting will be by remote working if required.	CMT			
Activity No. 6 Need to Work with other PRA's during a COVID-19										
Generic Risk Assessment					Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Action By	Likelihood	Severity	Risk Rating after controls
Failure to co-ordinate and communicate when members of the public are in self-isolation or sick because	Inability to deliver continuity of essential services	WCC Employees / Contractors /Members of the Public/ PRA's and external agencies	4	4	16	<p>The HSE is the PRA for containment and treatment of COVID-19. A national Task Group has been set up with representation from the LGMA. National advice from these bodies will be taken and communicated promptly by the Wicklow County Council CMT</p> <p>All Section Heads are required to produce Business Continuity plans for consideration and collation by the CMT. These will include contact information for PRA's</p> <p>Consideration will be given to contingency for homeless persons or those in community facilities who may need to self-isolate and may need additional facilities to be made available.</p>	<p>CMT</p> <p>CMT</p> <p>CMT/ Housing</p>	2	4	8

Activity No. 5 Delivering Essential Services in the event of a COVID-19 outbreak									
Generic Risk Assessment					Risk Assessment after application of Control Measures				
of COVID-19						Consideration will be given to the need for community support for high risk groups in the community in line with HSE advice e.g. vulnerable or elderly service users	CMT/ Communit y		
						The CMT will meet as required and will consider requirements for liaison with PRA's and external bodies. This meeting will continue by remote working if required.	CMT		

Activity No. 7 Working on site										
Generic Risk Assessment					Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Action By	Likelihood	Severity	Risk Rating after controls
Further Spread of the Virus	Health risks to those with weakened immune systems and to the elderly	All staff	4	4	16	Any works will be carefully planned and will take account of the main principles for the prevention of transmission of COVID-19 <ul style="list-style-type: none"> • Reduce – the number of persons in any work area to comply with the 2 metre social distancing guideline recommended by the HSE • Review – work practices mindful of close working arrangements. Coach site personnel to self-assess their task for social distancing and transmission points • Supervise – staff to ensure that they adhere to social distancing and hygiene etiquette. 		2	4	8
						All site personnel should follow good hygiene and hand washing. If running water is not available at site for hand washing wipes/sanitising products will be provided				
						Consideration should be given to cross contamination sites – areas or facilities used by a number of workers and additional cleaning on touch points should be carried out				

Activity No. 7 Working on site									
Generic Risk Assessment					Risk Assessment after application of Control Measures				
					<p>Enhanced cleaning procedures should be in place across all sites to prevent cross contamination, particularly in communal areas and touch points including:</p> <ul style="list-style-type: none"> • Taps & washing facilities • Toilet flush & seats • Door handles and push plates • Handrails on staircases and corridors • Lift & Hoist controls • Machinery and equipment controls • Food preparation and eating surfaces • Communications equipment • Keyboards, photocopiers and other office equipment <p>Regular cleaning of these areas should take place. Where a cleaner is not available at a depot/works location a staff rota can be created and each worker at the location has the responsibility for cleaning the common areas each day.</p> <p>Where possible tools should not be shared amongst staff. A tool should be used by the same person as much as possible and cleaned/wiped down before and after use.</p>				

Activity No. 7 Working on site									
Generic Risk Assessment					Risk Assessment after application of Control Measures				
					Workers are advised to bring their own packed lunch and flask with them to minimise use of communal facilities. Canteens/welfare facilities must be used by a minimum of workers at any one time to ensure 2m social distance can be maintained at all times.				

Activity No. 8 Working within Council Offices										
Generic Risk Assessment					Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Action By	Likelihood	Severity	Risk Rating after controls
Further Spread of the Virus	Health risks to those with weakened immune systems and to the elderly	All staff	4	4	16	In line with the Alert levels in the National Framework for Living with COVID-19, and where their role allows, staff should work from home. If remote working in a staff members current role is not feasible and there is no other work outside their normal role/duties available then as essential staff they may be required to attend the office to work. The control measures are in place to protect those staff at work.		2	4	8
						All Council offices are open in line with the Alert Levels in the National Framework for Living with COVID-19				
						Any staff meetings that may take place should occur in the largest room available where physical distancing of 2m between staff can be achieved. Ideally meetings should be conducted via conference call/Zoom/Microsoft Teams				
						Staff who are advised to self-isolate by their GP/the HSE or who are awaiting tests must notify their line manager and complete the Checklist for Staff Notification form with the single point of contact for their dept/district				

Activity No. 8 Working within Council Offices									
Generic Risk Assessment					Risk Assessment after application of Control Measures				
					All Council Offices have hand sanitiser in the entrance area on entry to the buildings and also in other locations throughout. Anti-bacterial wipes are available to enable staff to clean their own workstations.				
					Additional cleaning in County Buildings and some other offices is now focused on all communal areas such as door handles and hand rails as well as public areas. Wipes are available for staff to wipe down surfaces they recently touched e.g. printer/photocopier, clocking machine etc.				
					<p>HSE advice and posters on the COVID-19 virus have been circulated for display in all public areas. Advice to staff has been circulated. This advice is as follows:-</p> <ul style="list-style-type: none"> Wash your hands often with soap and water or an alcohol based hand wash. Cover your mouth and nose with a tissue when you sneeze. Throw the used tissue into a closed bin, and wash your hands. If you don't have a tissue, cough or sneeze into your flexed elbow. Avoid touching your eyes & mouth. Avoid close contact with anyone who you know has cold or flu symptoms. <p>Avoid greeting by shaking hands or hugging</p>				
					County Buildings and other offices are open for longer hours and at the weekends/on Saturdays to allow for flexible working options for essential staff. This helps facilitate segregation of staff and social distancing.				

Activity No. 8 Working within Council Offices									
Generic Risk Assessment					Risk Assessment after application of Control Measures				
					Staff should wash their hands and use hand sanitiser when leaving the offices and wash their hands immediately on arrival home to minimise the risk to others at home.				
					<p>Staff are to ensure that they maintain a social distance of 2m from each other as much as is possible</p> <ul style="list-style-type: none"> • Staff should not enter each other's offices unless absolutely necessary, hazard tape has been placed at the entrances as a reminder • Staff should use the kitchen/coffee docks one at a time and wipe down the surfaces after use with the wipes provided. All dishes are placed by the user into the dishwasher for thorough cleaning. • Staff must stagger their canteen breaks, if the canteen looks busy come back later or bring your refreshments back to your desk. 				

Activity/Workplace: 9 Travelling in work vehicles, operation of mobile plant - Covid- 19										
Generic Risk Assessment						Risk Assessment after application of Control Measures				
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Responsible Person	Likelihood	Severity	Risk Rating after controls
Covid-19 virus	Spread /transmission of Covid-19 virus between persons travelling in work vehicles with potential for wider community /family infection	Employees, Community and family member	5	5	25	<ul style="list-style-type: none">Social distancing to be maintained by persons travelling in work vehicle/operating mobile plant.The shared use of work vehicle is currently not permitted as Social Distancing requirement of 2m cannot be achieved.Where the 2m distancing cannot be achieved, Employees may use their own vehicle for work purposes. IPB are extending motor fleet policy to cover employees for business use for the extent of the Emergency. Employee to provide current policy number to Municipal District Engineer or Administrator.Drivers/Passengers should not share a vehicle if they are experiencing symptoms consistent with Covid-19.When entering all vehicles/mobile plant, driver, operator & passenger must wipe/clean down	Vehicle Drivers, mobile plant operators, passengers	2	5	10

						<p>contact points on vehicle (door handles, switches, controls, steering wheel, gear stick, buttons etc) using wipes or equivalent. Dispose of used wipes/cleaning materials in designated bin/bag.</p> <ul style="list-style-type: none"> • Keep number of drivers & operators of vehicles / plant to a minimum. • On completion of vehicle/mobile plant use driver must wipe/clean down all contact points on the vehicle (door handles, switches and controls, steering wheel, gear stick, buttons etc) using wipes or equivalent. Dispose of used wipes/cleaning materials in designated bin/bag. • Wiping/Cleaning down of contact points should be done using disinfectant wipes or with a wet cloth with soap application. Bottles of water/cloths/soap can be provided in kit/plastic bag per person through their Line Manager. • Avoid sharing work equipment (e.g. Radios for Stop/Go etc) • Use disposable gloves when appropriate. • Where tea breaks/lunch are taken in vehicles, this should be done alone to maintain social distancing. • Remember to adopt Covid-19 protocols in relation to cleaning/washing of hands, coughing/sneezing into elbow or tissue (disposed of safely) 				
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						<ul style="list-style-type: none"> If you are feeling unwell or displaying symptoms or have been requested to self-isolate please inform HR using normal protocols. 				
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