



WICKLOW COUNTY COUNCIL

WINTER SERVICE PLAN 2021-2022

VERSION: Final



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

December 2021

Contents

| | | |
|------|--|-----------|
| 1.0 | DOCUMENT CONTROL..... | 3 |
| 2.0 | APPROVAL LIST | 3 |
| 3.0. | DISTRIBUTION LIST | 4 |
| 3.1 | Internal Distribution list..... | 4 |
| 3.2 | External Distribution | 5 |
| 4.0 | PURPOSE OF SCOPE..... | 5 |
| 5.0 | POLICY | 5 |
| | Priority 1 (Red Routes). | 5 |
| | Priority 2 (Blue Routes)..... | 6 |
| | Priority 3 (Unmarked Routes). | 6 |
| | Footpaths..... | 7 |
| 6.0 | OVERALL MAP OF SERVICE PLAN AREA | 7 |
| 7.0 | RESPONSIBILITIES..... | 7 |
| 7.1 | Winter Services Manager | 7 |
| 7.2 | Winter Service Duty Engineers | 8 |
| 7.3 | Municipal District Engineers..... | 9 |
| 7.4 | General Service Supervisors. | 9 |
| 7.5 | Drivers | 10 |
| 8.0 | CONTACT DETAILS..... | 10 |
| 9.0 | SUPPLEMENTARY RESOURCES | 10 |
| 10.0 | TII DECISION MATRIX | 11 |
| 11.0 | TII TREATMENT MATRIX | 12 |
| 12.0 | PLANT, VEHICLES AND EQUIPMENT..... | 13 |
| 13.0 | WINTER SERVICE DEPOTS | 13 |
| 14.0 | MATERIALS AND SPARES..... | 14 |
| 14.1 | Salt..... | 14 |
| 14.2 | Grit | 14 |
| 14.3 | Fuel & Plant | 15 |
| 15.0 | MMaRC AREA - GSJ CONSORTIUM AND BAM PPP..... | 15 |
| | APPENDIX 1 – WINTER SERVICE MAP..... | 16 |
| | APPENDIX 3 – WICKLOW COUNTY COUNCIL DUTY ENGINEERS ROSTER | 18 |
| | APPENDIX 4 - DRIVER'S ROSTER | 19 |
| | APPENDIX 5 - CONTACT DETAILS | 21 |
| | APPENDIX 6 - PLANT; VEHICLES AND EQUIPMENT..... | 25 |
| | APPENDIX 7 - WINTER SERVICE DEPOT DETAILS & LOCATION MAP | 28 |
| | APPENDIX 8 – Wicklow Co. Co. Coronavirus Risk Assessment..... | 30 |
| | Activity 1 Hazard and Risk Assessment. | 330 |
| | Activity 2 Monitoring of known Case Reporting on Covid 19 | 41 |
| | Activity 3 Public Health Measures to mitigate the effects of Covid 19..... | 42 |
| | Activity 4 Knowing the symptoms of Covid- 19 | 45 |

| | |
|--|----|
| Activity 5 Delivering Essential Services in the event of a Covid 19 Outbreak | 46 |
| Activity 6 Need to work with other PRA's during Covid 19 | 48 |
| Activity 7 Working on site | 49 |
| Activity 8 Working within Council offices..... | 51 |
| Activity 9 Travelling in work vehicles, operation of mobile plant - Covid 19 | 54 |

1.0 DOCUMENT CONTROL

This document "Wicklow County Council Winter Service Plan 2021 to 2022 defines the methodology by which Wicklow County Council intends to deliver its Winter Maintenance Programme for Winter Season of October 2021 to April 2022.

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 |
|----------|-------------|-------------------|--------------------------------|
| 1.0 | Draft Issue | Issued for Review | 16 th November 2021 |
| | Draft | Issued for review | 16 th December 2021 |
| | Final | Issued | 31 st December 2021 |
| | | | |

2.0 APPROVAL LIST

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

| Role | Name | Signature | Date |
|---|-----------------------------|-----------|------|
| A/Director of Services for Transportation, Water & Emergency Services | Helena Dennehy | | |
| Senior Engineer | Michael Flynn John Bowes | | |
| Winter Service Manager | Pat Clarke | | |

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 |
|-------------------|--|--------------------------------------|
| Helena Dennehy | A/Director of Services, Transportation, Water & Emergency Services | Station Rd, Wicklow Town |
| Michael Flynn | Senior Engineer, Roads | Station Rd, Wicklow Town |
| John Bowes | Senior Engineer, Roads | Station Rd, Wicklow Town |
| Pat Clarke | Winter Service Manager | Station Road, Wicklow |
| Conor Carty | 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 |
| Pat Byrne | Baltinglass Municipal District Engineer | Baltinglass MD Office |
| Dermot Graham | Executive Engineer, Baltinglass Municipal District | Baltinglass MD (Tinahely sub office) |
| Kevin Scanlon | Wicklow Municipal District Engineer | Wicklow MD Office |
| Avril Hill | Arklow Municipal District Engineer | Arklow MD Office |
| Ruairi O'Hanlon | Greystones Municipal District Engineer | Greystones MD Office |
| Liam Bourke | Bray 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 |
| Tony O'Grady | 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 | Globalvia Jons |
| 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 2021 to 2022 winter maintenance programme commences on the **18th of October 2021** and ends on the **30th of April 2022** in accordance with TII Circular No. 04/2021 issued on the 14th September 2020.1

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 2021/20222 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. Weekly data to be saved at <G:\Groups\Roads\Winter Maintenance\Season 2021-2022>

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 2021/2022 Winter Maintenance season, each individual MD Engineer and respective GSS is responsible for the implementation of a 'driver/helper buddy system', where drivers departing/returning to the depot pair up with a helper to ensure that each driver makes a safe return to that same depot. The 'driver/helper 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 helper 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 2021/2022 Winter Maintenance season, each individual MD Engineer and respective GSS is responsible for the implementation of a 'driver/helper buddy system', where drivers departing/returning to the depot pair up with a helper to ensure that each driver makes a safe return to that same depot. The 'driver/helper 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 helper 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 2021 to 2022 Winter Service Season is contained in Appendix 4.

8.0 CONTACT DETAILS

Contact details for Staff involved in Winter Service Programme delivery for Wicklow County Council are listed in Appendix 5 (Helper staff numbers not included). This information is sensitive and should not be disclosed to third parties.

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) | | |
| Expected Snow | Possible rain Possible hoar frost Possible fog | Salt before frost | Monitor weather conditions | |
| | Salt before snow fall | | | |
| <p>The decision to undertake precautionary treatments should be, if appropriate, adjusted to take account of residual salt or surface moisture.</p> <p>All decisions should be evidence based, recorded and require careful monitoring and review.</p> | | | | |

Notes:

- (a) 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.
- (b) 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.
- (c) 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:

- 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.
- 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 depending on moisture of salt.
- All decisions should be forecast based, recorded and require careful monitoring and review.
- 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, cycle tracks and pedestrian areas | 25 g/m ² |

12.0 PLANT, VEHICLES AND EQUIPMENT

Wicklow County Council operates a fleet of 12 trucks with fully demountable gritting units and 1 permanently mounted Gritter, all equipped with snow ploughs to deliver the Winter Service Programme. Wicklow County Council also owns 3 teleporters and 1 loading shovels to load the Salt spreader/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) | Salt Stock on the 6th October, 2021 (Tonnes) |
|------|--|-------------------------------|-------------------|--|
| WW01 | Killadreenan, Newtownmountkennedy, Wicklow | Priority 2 | 750 | 404 |
| WW02 | Baltinglass Area Depot, Kiltegan Road, Baltinglass | Priority 1 – N81 & Priority 2 | 600 | 351 |
| WW03 | Blessington Area Depot, Naas Road, Blessington | Priority 1 – N81 & Priority 2 | 1000 | 216 |
| WW04 | Ballingate, Carnew | Priority 2 - | 800 | 121 |
| WW05 | Raheen, Roundwood | Priority 2 - | 400 | 215 |
| WW06 | Ballygahan, Avoca, Co. Wicklow | Priority 2 - | 500 | 227 |
| | | TOTALS: | 4,050 | 1534 |

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

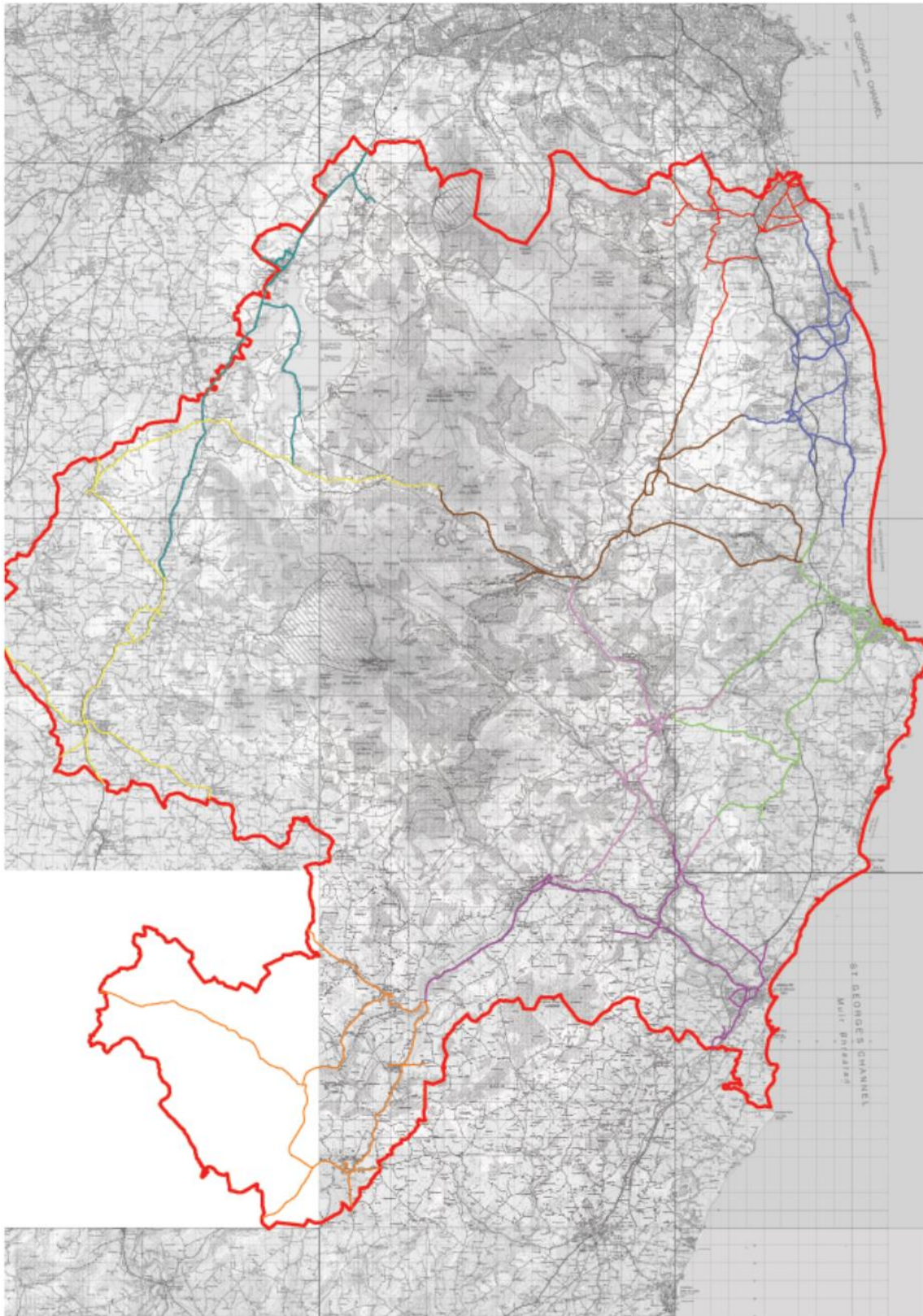
The Machinery Yard in Wicklow County Council holds (or can obtain) spare parts for gritters and snow blades.

15.0 MMaRC AREA - GSJ CONSORTIUM AND BAM PPP

The TII Motorway Maintenance & Renewals Contract (MMaRC) Network A contractor, Globalvia Jons 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 2021-2022.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 Winter maintenance Manager has indicated audit is complete |
| 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 hour's 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 **18th October 2021 to 30th April 2022**

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 |
|----------------------|--------------------------|----------------------|--------------------------|----------------------|--------------------------|----------------------|--------------------------|
| 18/10/2021 | DOB | 13/12/2021 | BOS | 07/02/2022 | CC | 04/04/2022 | DOB |
| 25/10/2021 | CC | 20/12/2021 | DOB | 14/02/2022 | BOS | 11/04/2022 | CC |
| 01/11/2021 | BOS | 27/12/2021 | CC | 21/02/2022 | DOB | 18/04/2022 | BOS |
| 08/11/2021 | DOB | 03/01/2022 | BOS | 28/02/2022 | CC | 25/04/2022 | DOB |
| 15/11/2021 | CC | 10/01/2022 | DOB | 07/03/2022 | BOS | | |
| 22/11/2021 | BOS | 17/01/2022 | CC | 14/03/2022 | DOB | | |
| 29/11/2021 | DOB | 24/01/2022 | BOS | 21/03/2022 | CC | | |
| 06/12/2021 | CC | 31/01/2022 | DOB | 28/03/2022 | BOS | | |

| Duty Engineer's Name & Initials | Office Phone No | Office E-mail Address | Mobile No |
|---|-----------------|--|-----------|
| Conor Carty (CC) | 0404 20100 | ccarty@wicklowcoco.ie | |
| Declan O' Brien (DOB) | 0404 20100 | dpobrien@wicklowcoco.ie | |
| Brian O' Sullivan (BOS) | 0404 20100 | bosullivan@wicklowcoco.ie | |
| Pat Clarke (PC) - Winter Service Manager | 0404-20100 | pclarke@wicklowcoco.ie | |

Send to: CAFO, Met. Éireann, Glasnevin Hill, Dublin 9. Attention: Duty SMO.

E-mail: forecasts@met.ie

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

E-mail: owen.smith@tii.ie

APPENDIX 4 - DRIVER'S ROSTER

| Drivers - Black | | | | | |
|--|--|----------------|---|--|----------------|
| Helpers – Red | | | | | |
| Approximate Drive Time - Blue | | | | | |
| Area | Driver(s) | Period | Area | Driver(s) | Period |
| Baltinglass Municipal District (N81 & Baltinglass Route) <u>2.5 hrs</u> | Michael Coleman (Noel Dowling temp) | October 2021 – | Arklow Municipal District (Arklow/Avoca Route) <u>2hrs 45 mins</u> | Sean Dunne JP Byrne | October 2021 – |
| | William Leigh Dean Mahon Derek Kavanagh John Byrne | April 2022 | | James O'Byrne John O Toole | April 2022 |
| Baltinglass Municipal District (N81 & Blessington Route) <u>2.5hrs</u> | Pat Keogh Ned Balfe | October 2021 – | Arklow Municipal District (Aughrim Route) <u>2hrs 45 mins</u> | Andrew Byrne David Carter | October 2021 – |
| | Paddy Teevans Liam Healy | April 2022 | | Andrew Keogh Pat McCabe | April 2022 |
| Baltinglass Municipal District (Tinahely Route) <u>2.0hrs</u> | Martin Doyle Jimmy Doran Christy Kinsella | October 2021 – | Wicklow Municipal District (Ashford Route) <u>3.5 hrs</u> | Francis Crean Mick Byrne Shane Elliot Ken Doyle | October 2021 – |
| | Paddy Murphy Paddy Lancaster Christopher Henessey | April 2022 | | Anthony Clarke Brian Nolan PJ Byrne | April 2022 |
| Greystones Municipal District (Greystones Route) <u>3.0 - 3.5hrs</u> | Gavin Curley Michael Healy Liam Donoghue | October 2021 – | Wicklow Municipal District (Roundwood Route) <u>4.0hrs</u> | Wesley Armstrong Paudie Byrne | October 2021 – |
| | Vincent Keogh Shane Elliot Leslie Carstairs (Reserve if required) | April 2022 | | Hugh Brady Myles Byrne Vincent Fitzpatrick | April 2022 |
| Relief Drivers | Christy Healy (MY) | October 2021 – | Bray Municipal District (Enniskerry Route) <u>3.0hrs</u> | David Green Paddy Mooney | October 2021 – |
| | Stephen Dowling TBC | April 2022 | | Peter Byrne Andrew Rogers | April 2022 |

OUTLINE OF DUTIES FOR HELPER

1. Assisting drivers in winter maintenance duties
2. Assisting in Loading of gritters onto trucks
3. Assisting in Loading of salt onto gritters
4. Opening/closing depots
5. Assisting in removal of covers from salt stockpiles and return of same
6. Assisting in fuelling of trucks and gritters
7. Washing down of trucks and gritters post salting
8. Assisting in providing Lone workers arrangements for drivers
9. Available to assist drivers in event of breakdown.

Please note duties of helpers are subject to change due to Covid 19 regulations

APPENDIX 5 - CONTACT DETAILS

| <i>Position</i> | <i>Name</i> | <i>Contact Number</i> |
|-------------------------------|--------------------|------------------------------|
| <i>Winter Service Manager</i> | Pat Clarke | 0404 20100 |
| <i>A/Director of Services</i> | Helena Dennehy | |
| <i>Senior Engineer</i> | Michael Flynn | |
| <i>Senior Engineer</i> | John Bowes | |

| | | |
|------------------------------------|-------------------|--|
| <i>Duty Engineers</i> | Conor Carty | |
| | Declan O'Brien | |
| | Brian O' Sullivan | |
| <i>Health & Safety Officer</i> | Aoife Cashman | |

Municipal District Engineers

| | | |
|--------------------------------------|-----------------|--|
| <i>Wicklow</i> | Kevin Scanlon | |
| <i>Arklow</i> | Avril Hill | |
| <i>Baltinglass (Tinahely Area)</i> | Dermot Graham | |
| <i>Baltinglass(Blessington Area)</i> | Pat Byrne | |
| <i>Bray</i> | Liam Bourke | |
| <i>Greystones</i> | Ruairi O'Hanlon | |

General Services Supervisors

Arklow Municipal District

| | | |
|-----------------------|----------------|--|
| <i>Avoca/Rathdrum</i> | Noel Mc Donald | |
| <i>Aughrim</i> | Hugh Doyle | |
| <i>Arklow</i> | James O'Toole | |

Baltinglass Municipal District (Blessington Area)

| | |
|--------------------|--------------|
| <i>Blessington</i> | Martin Keogh |
| <i>Dunlavin</i> | John Kehoe |
| <i>Donard</i> | Billy Cullen |

Baltinglass Municipal District (Tinahely Area)

| | |
|--------------------|-------------------|
| <i>Baltinglass</i> | Seamus O'Halloran |
| <i>Carnew</i> | DJ Pollard |
| <i>Tinahely</i> | Mark Byrne |

Wicklow Municipal District

| | |
|------------------|----------------|
| <i>Roundwood</i> | Seamus Timmons |
| <i>Ashford</i> | George Randle |
| <i>Wicklow</i> | Reuben O'Neill |

Greystones Municipal District

| | |
|-------------------|---------------|
| <i>Greystones</i> | John O'Gorman |
|-------------------|---------------|

Bray Municipal District

| | |
|-------------------|---------------|
| <i>Bray</i> | Tom Bailey |
| <i>Enniskerry</i> | John O'Connor |

Machinery Yard / Stores

| | | |
|--|---------------------|------------|
| <i>Machinery Yard GSS</i> | Dave Collard | |
| <i>Vehicle Maintenance</i> | (office hours only) | 0404-67996 |
| <i>Machinery Yard Fitter/A Foreman</i> | Tommy Byrne | |
| <i>Machinery Yard Fitter</i> | Bill Redmond | |
| <i>Machinery Yard Fitter</i> | Darragh Bray | |

Drivers

Wesley Armstrong

Andrew Byrne

Paudie Byrne

Michael Coleman

Francis Crean

David Green

Sean Dunne

Derek Kavanagh

Pat Keogh

Vincent Keogh

James O'Byrne

Paddy Teevans

Andrew Keogh

Anthony Clarke

Christy Healy

Martin Doyle

Paddy Murphy

Peter Byrne

Gavin Curley

Dan Myers

Stephen Dowling

Ian Mulhall

Brian Nolan

Mick Byrne

Noel Dowling

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> | 086-8183358 |
| | 087-2690615 |

Neighbouring Counties Winter Service Managers

| | |
|-------------------------------|-----------------|
| <i>Carlow</i> | Pat Harrington |
| <i>Kildare</i> | Brendan Sinnott |
| <i>South Dublin</i> | Tony O'Grady |
| <i>Dun Laoghaire Rathdown</i> | Lei Jiang |
| <i>Wexford</i> | Abraham Dunne |
| | |
| <i>Globalvia Jons</i> | Damien Breen |
| <i>BAM PPP</i> | Jason Bolger |

Technical Support

| | |
|--|-------------|
| <i>Met Eireann</i> | |
| <i>Vaisala Helpdesk</i> | |
| <i>Kildare NRDO (Salt Procurement)</i> | Chris Hoban |

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: 9m ³ Romaquip S/Steel – Live Drive (160) PLOUGH: Romaquip S/Steel | Machinery Yard Backup | 9m ³ | Dec 2021 | Oct 2021 | Sep 2021 | Sep 2021 |
| Truck No. 15: 06WW6430 SPREADER: 6m ³ Romaquip S/Steel (119) PLOUGH: Romaquip S/Steel | Carnew (Tinahely MD) | 6m ³ | Dec 2021 | Oct 2021 | Nov 2022 | Apr 2022 |
| Truck No.10: 201WW1507 SPREADER: 6m ³ Romaquip S/Steel – Live Drive (132) PLOUGH: Romaquip S/Steel | Blessington MD (N81) | 6m ³ | Dec 2021 | Oct 2021 | Nov 2022 | Apr 2022 |
| Truck No. 9: 10D122901 SPREADER: 6m ³ Romaquip S/Steel (118) PLOUGH: Romaquip S/Steel | Killadreenan (Greystones MD) | 6m ³ | Dec 2021 | Oct 2021 | Nov 2022 | Apr 2022 |
| Truck No. 1: 06WW6431 SPREADER: 6m ³ Romaquip S/Steel (120) PLOUGH: Romaquip S/Steel | Killadreenan (Bray MD) | 5m ³ | Dec 2021 | Oct 2021 | Nov 2022 | Apr 2022 |
| Truck No. 011. 201WW1508 SPREADER: 6m ³ Romaquip S/Steel (164) PLOUGH: Romaquip S/Steel | Baltinglass (N81 South) | 6m ³ | Dec 2021 | Oct 2021 | Nov 2022 | Apr 2022 |

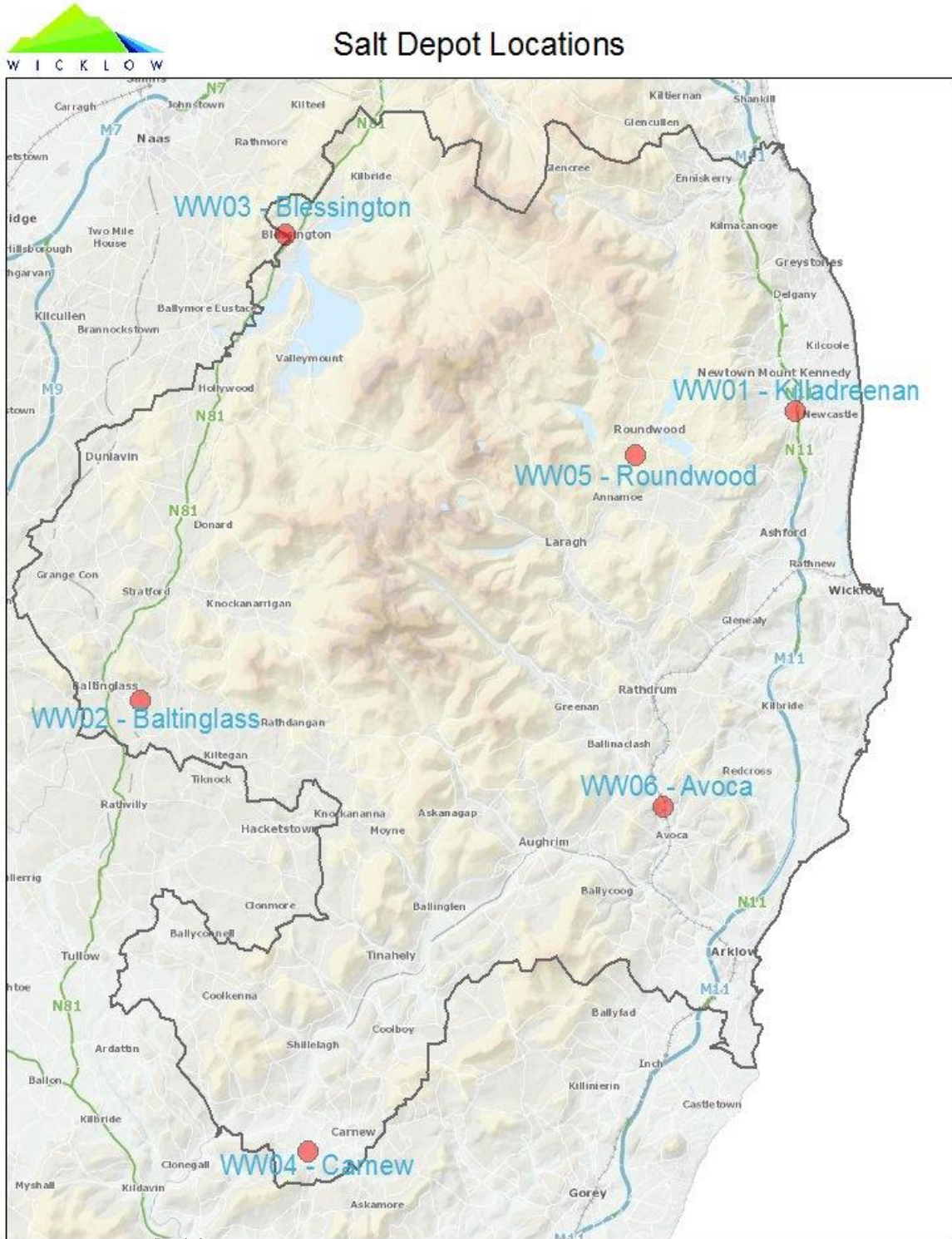
| Description (List each piece of equipment on its own line, & its registration plate, if applicable) | Depot Location | Capacity | Date Calibrated | Date Serviced | Date of next Calibration | Date of next Service |
|---|---|-----------------|-----------------|---------------|--------------------------|----------------------|
| Truck No. 203: 08C19715 SPREADER: 6m3 Romaquip S/Steel (162) PLOUGH: Romaquip S/Steel | Machinery Yard Backup | 6m ³ | Dec 2021 | Oct 2021 | Nov 2022 | Apr 2022 |
| Truck No.200: 08WW5289 SPREADER: 6m3 Romaquip S/Steel (131) PLOUGH: Romaquip S/steel | Avoca (Arklow / Avoca) | 6m ³ | Dec 2021 | Oct 2021 | Nov 2022 | Apr 2022 |
| Truck No. 8: 10D122989 SPREADER: 6m3 Romaquip S/Steel (112) PLOUGH: Romaquip S/Steel | Roundwood | 6m3 | Dec 2021 | Oct 2021 | Nov 2022 | Apr 2022 |
| Truck No.201: 05RN2689 SPREADER: 9m3 Romaquip (161) PLOUGH: Romaquip S/Steel | Avoca (Aughrim) | 9m ³ | Dec 2021 | Oct 2021 | Nov 2022 | Apr 2022 |
| Truck No. 205: 132 OY 265 SPREADER: 9m3 Romaquip S/Steel Permanent mount PLOUGH: Romaquip S/Steel | Blessington MD (N81 North/South) | 9m ³ | Dec 2021 | Aug 2021 | Nov 2022 | Apr 2022 |
| Truck No. 202: 05MO2434 SPREADER: 9m3 Romaquip S/Steel (163) PLOUGH: Romaquip S/Steel | Machinery Yard (Back up) | 5m ³ | Dec 2021 | Oct 2021 | Nov 2022 | Apr 2022 |
| Truck No. 17: 06WW6339 SPREADER: 6m3 Romaquip S/Steel (130) PLOUGH: Romaquip S/Steel Romaquip | Wicklow MD | 6m ³ | Dec 2021 | Oct 2021 | Nov 2022 | Apr 2022 |

*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 21 | Apr 22 |
| MANITOU 1233 M8108501 | BALTINGLASS | N/A | Sep 21 | Apr 22 |
| MANITOU 1233 M8108502 | MACHINERY YARD | N/A | Sep 21 | Apr 22 |
| MANITOU 1233 M8108503 | NEWTOWN | N/A | Sep 21 | Apr 22 |
| Other Loaders: | | | | |
| JCB2CX M8108552 | ROUNDWOOD | N/A | Sep 21 | Apr 22 |
| JCB2CX M8108553 | MACHINERY YARD | N/A | Sep 21 | Apr 22 |

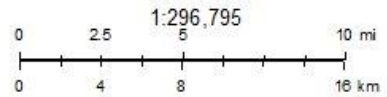
APPENDIX 7 - WINTER SERVICE DEPOT DETAILS & LOCATION MAP

| 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 | George Randle GSS | | 600 | 150 | 750 |
| WW02 | Baltinglass | 52.9323, -6.68094 | Seamus O'Halloran GSS | | 0 | 600 | 600 |
| WW03 | Blessington | 53.1704, -6.5447 | Martin Keogh GSS | | 0 | 1,000 | 1,000 |
| WW04 | Carnew | 52.7143, -6.49985 | DJ Pollard GSS | | 0 | 800 | 800 |
| WW05 | Roundwood | 53.0524, -6.23787 | Seamus Timmons GSS | | 0 | 400 | 400 |
| WW06 | Avoca | 52.8715, -6.21997 | Liam Lott GSS | | 0 | 500 | 500 |
| TOTAL | | | | | | | 4,050 |



December 14, 2017

— Wicklow Border



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Wicklow County Council
Licence Number 2017/35/CCMA/Wicklow County Council

APPENDIX 8 – Wicklow Co. Co. Risk Assessments

Winter Maintenance Hazard and Risk Assessment.

Please see attached the main Hazards identified as part of the Winter Maintenance operation and the control measures to be put in place to reduce the risk in order to proceed with the activity. It must be noted that this list needs to be read in conjunction with the Ancillary Health and Safety statement for each MD, for further control measures.

See below for Covid 19 Hazard and Risk Assessments

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).

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.

| | |
|----------------------------|-----------------|
| Risk Assessment Rev 001 | Risk Assessment |
| | Page 30 of 56 |

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. |

***RISK GROUP CODE FOR ACTIVITIES IN WINTER MAINTENANCE:**

A - Employee,

B – Public/Visitor,

C – Contractor,

D – Property damage, Equipment and Buildings,

E - All

| Activity : Mounting and Demount of salt spreader – Winter Maintenance | | | | | | | | | | | |
|---|--|------------|------------|----------|------------------------|--|--------------------|------------|----------|-----------------------|--|
| Generic Risk Assessment | | | | | | Risk Assessment after application of Control Measures | | | | | |
| Hazard | Risk | Risk Group | Likelihood | Severity | Rating before controls | CONTROL MEASURES <i>(Extra Controls may be required to meet site specific requirements)</i> | Responsible Person | Likelihood | Severity | Rating after controls | |
| Mounting/ Demounting the Salt Spreader on the truck | Risk of injury to employees: o Collapse | A | 3 | 5 | 15 HIGH | <p>The mounting and demounting of the salt spreader may require two persons to be present at the location. The person other than the driver will act as a spotter; only personnel trained and instructed in the correct procedure are to be involved in the operation.</p> <p>The Load Safety Check Chain/Straps and the tie down straps must comply with EN 12195.</p> <p>Only legible marked and labelled chains/lashings are to be used. Lashings are never to be used when knotted.</p> <p>Chains/Lashings are to be examined before use and not to be used if there are deformations, pronounced signs of wear or signs of corrosion.</p> <p>Chains/Lashings and Straps when not in use must be stored in cool and dry ventilated area. They must be protected against adverse weather conditions and chemically active environments.</p> <p>The Safety Check Chain/ Straps must be properly adjusted and correctly fitted when mounting the salt spreader. This is to eliminate movement of salt spreader on the truck while moving and driving.</p> <p>Personnel are prohibited from crossing underneath a demounted or partly demounted salt spreader.</p> <p>Repairs to straps or lashings can only be performed by the Manufacturer.</p> | GSS / Operator | 1 | 5 | 5 LOW | |

| Activity: Falling from Plant/Machinery – Winter Maintenance | | | | | | | | | | |
|---|--|------------|------------|----------|-----------------------------|--|---|------------|----------|----------------------------|
| Generic Risk Assessment | | | | | | Risk Assessment after application of Control Measures | | | | |
| Hazard | Risk | Risk Group | Likelihood | Severity | Risk Rating before controls | CONTROL MEASURES <i>(Extra Controls may be required to meet site specific requirements)</i> | Responsible Person | Likelihood | Severity | Risk Rating after controls |
| Falling from heights | Risk of injury to employees: ○ Serious bodily injury ○ Broken bones ○ Sprains | A | 3 | 4 | 12 HIGH | <ul style="list-style-type: none"> Assessment of machinery, equipment and plant that has the potential to cause harm due to Working at height must be carried out as required by the Control of Working at height: SHWW (General Applications) Regulations 2007: Part 4 With increased cab heights and vehicle heights Drivers/Fitters follow good practice accessing and exiting from cabs or the salt spreader to minimise falls. Wear non slip safety boots and clean steps and soles before climbing, use steps and grab handles provided not the steering wheel. Before exiting the cab check the ground for obstructions, do not jump out of cab but exit backwards using steps and grab handle. Where maintenance of the vehicle or the Spreader requires the fitter to work at height use the access ladder, do not climb on chassis. Do not over-reach. Steps or non-slip grating, extra care to be taken in wet or icy conditions. Drivers only access platform on spreader when the spreader is being loaded to check the distribution of the load, loading stops while the driver mounts and dismounts the platform. | Machinery Engineer/ GSS/ Operator | 1 | 4 | 4 LOW |

| Activity: Manual handling – Winter Maintenance | | | | | | | | | | |
|--|---|------------|------------|----------|-----------------------------|--|--------------------|------------|----------|----------------------------|
| Risk Assessment | | | | | | Risk Assessment after application of Control Measures | | | | |
| Hazard | Risk | Risk Group | Likelihood | Severity | Risk Rating before controls | CONTROL MEASURES <i>(Extra Controls may be required to meet site specific requirements)</i> | Responsible Person | Likelihood | Severity | Risk Rating after controls |
| Manual Handling | Risk of injury to employees: ○ Crushing ○ Muscular Injury | A | 3 | 4 | 12 HIGH | Mounting and Demounting Salt spreaders required elements of lifting and moving standing legs. • Assessment of plant, machinery and equipment that has the potential to cause harm due to lifting must be carried out to the SHWW(General Applications) Regulations 2007: Chapter 4b Part 2 • All work locations must be kept clean and tidy at all times • All employees shall receive manual handling training for the correct technique for safe manual handling of lifting and moving loads • Assistance to be obtained if required • All persons to wear appropriate PPE as required. | | 1 | 4 | 4 LOW |

| Activity: Driving Salt Spreader – Winter Maintenance | | | | | | | | | | | |
|--|--|------------|------------|----------|-----------------------------|---|--------------------|------------|----------|----------------------------|--|
| Generic Risk Assessment | | | | | | Risk Assessment after application of Control Measures | | | | | |
| Hazard | Risk | Risk Group | Likelihood | Severity | Risk Rating before controls | CONTROL MEASURES <i>(Extra Controls may be required to meet site specific requirements)</i> | Responsible Person | Likelihood | Severity | Risk Rating after controls | |
| Driving Salt Spreader | Risk of injury to employees: ○ Collision with other vehicles ○ Collision with pedestrians ○ Fatigue | A B | 3 | 5 | 15 HIGH | <ul style="list-style-type: none"> The Driver of the Salt Spreader Unit must be careful and adhere to the Rules of the Road and the Road Traffic Act. The unit should not exceed a travelling speed of 50km/h at any time while gritting. The speed should be less depending on the weather conditions, the route being traversed and the spread rate required. The Emergency Lights are to be flashing at all times during the operation. The routes of the Salt Spreader Unit are to be assessed and organised in a manner that will ensure the driver of the Salt Spreader Unit can carry out his duties in a safe and orderly manner. Turning areas for each route are to be identified. Before each Spreading operation, the operator will carry out a programme of checks, as detailed in the Vehicle check list, and the spreader checklist. Salt Spreading is not to be carried out unless all such items are in working order. In the event that the salt spreading unit breaks down, contact is to be made with the Fitters to arrange repairs. Warning triangle or signs are to be placed on the road, to warn other road users of the danger, the unit is to be returned to the Machinery Yard or particular depot for repair works. No person may drive while under the influence of alcohol or drugs The driver shall only make & receive mobile phone calls when parked in a safe location. | GSS / Operator | 1 | 5 | 5 LOW | |

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | <ul style="list-style-type: none">When driving past pedestrians and in built up areas the driver will ensure that the rate of spread will be adjusted to prevent members of the public from being sprayed with salt. | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

| Activity :Vehicle Washing – Winter Maintenance | | | | | | | | | | | |
|--|--|------------|------------|----------|-----------------------------|--|--------------------|------------|----------|----------------------------|--|
| Generic Risk Assessment | | | | | | Risk Assessment after application of Control Measures | | | | | |
| Hazard | Risk | Risk Group | Likelihood | Severity | Risk Rating before controls | CONTROL MEASURES <i>(Extra Controls may be required to meet site specific requirements)</i> | Responsible Person | Likelihood | Severity | Risk Rating after controls | |
| Vehicle Washing | Risk of injury to employees: ○ Irritation due to salt | A | 3 | 4 | 12 HIGH | <ul style="list-style-type: none"> • A Safe Operating Procedure should be put in place for the washing of vehicles and equipment. • Appropriate PPE is to be worn at all times during washing. Salt can cause irritation to the employee involved in the washing. • Ensure that there is adequate drainage from the wash area, and that the drainage sump is not clogged. • Employees to adhere to high personal hygiene standards at all times. • Hands are washed frequently in warm water and medicated soap, particularly before eating, drinking or smoking. <ul style="list-style-type: none"> ▪ If skin becomes cut or grazed, immediately wash thoroughly with sterile water and medicated soap, and cover with a waterproof dressing. ▪ When washing/cleaning the Salt Spreader Unit Appropriate Personal Protection Equipment is to be provided, high volume washing is preferred to pressure washing. | GSS / Operator | 1 | 4 | 4 LOW | |

| Risk Assessment Summary Sheet | | | | | | | | | | |
|--|--|------------|------------|----------|-----------------------------|--|--------------------|------------|----------|----------------------------|
| Activity: Loading salt in Depot – Winter Maintenance | | | | | | | | | | |
| Generic Risk Assessment | | | | | | Risk Assessment after application of Control Measures | | | | |
| Hazard | Risk | Risk Group | Likelihood | Severity | Risk Rating before controls | CONTROL MEASURES <i>(Extra Controls may be required to meet site specific requirements)</i> | Responsible Person | Likelihood | Severity | Risk Rating after controls |
| Loading Salt Spreaders | Risk of injury to employees: ○ Impact with pedestrians | A B | 4 | 4 | 16 HIGH | <ul style="list-style-type: none"> All reversing vehicles shall be fitted with reversing beepers. Lifting equipment to be examined and tested in accordance with Section 8(2)(a), 8(2)(c), 8(16) and 16 of the SHWW Act 2005 and Regs 52, 53, and 54 of Gen App Regs 2007 The teleporter for loading salt shall only be operated by a trained and competent person, in possession of a valid CSCS card. Appropriate Manual Handling Training is to be provided. High Visibility Vests are to be worn at all times during the loading. In the loading zone, an authorised competent person is to control the movement of machinery. Adequate lighting is to be provided at each loading location. The illumination of the loading area shall not be dependent on the lights on the loading shovel to maintain suitable levels of light. The level of light should not allow shadows or glare in the loading zone. Other than necessary personnel required to load the salt, all other personnel unit must stand outside the loading zone. The salt stockpile shall be left at an angle of repose after loading to prevent slides | GSS / Operator | 1 | 4 | 4 LOW |
| | Risk of injury to employees: ○ Impact with other plant/vehicles | A B | 4 | 4 | 16 HIGH | | GSS / Operator | 1 | 4 | 4 LOW |
| | Risk of injury to employees: ○ Personnel Injury | A B | 3 | 4 | 12 HIGH | | GSS / Operator | 1 | 4 | 4 LOW |

Coronavirus 19 (Covid 19) Risk Assessment

| Activity No. 1: Wicklow County Council's Awareness of possible 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 |
| 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 | | | |
| | | | | | | Wicklow County Council can impose relevant health measures or requirements on staff in accordance with any national guidance that issues. | 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 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 | 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:- <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 | | | |
| | | | | | | | | | | |

| 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) • Cough • Shortness of breath • Breathing difficulties • A loss or change in your sense of taste or smell Coronavirus can also cause more severe illness including: <ul style="list-style-type: none"> • Pneumonia • Severe acute respiratory syndrome • Kidney 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 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 | 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 | | | | |
| | | | | | <p>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</p> | | | | |
| | | | | | | | IT/ Section Heads | | |

| 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 of COVID-19 | Inability to deliver continuity of essential services | WCC Employees / Contractors /Members of the Public/ PRA's and external agencies | 4 | 4 | 16 | 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 | CMT | 2 | 4 | 8 |
| | | | | | | 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 | CMT | | | |
| | | | | | | 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. | CMT/ Housing | | | |
| | | | | | | 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/ Community | | | |
| | | | | | | 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> <p>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.</p> | | | | |

| 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 | | | | |
| | | | | | | 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. | | | | |

| Activity No. 8 Working within Council Offices | | | | | | | | | |
|---|--|--|--|--|---|--|--|--|--|
| Generic Risk Assessment | | | | | Risk Assessment after application of Control Measures | | | | |
| | | | | | 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. | | | | |
| | | | | | 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. | | | | |

| Activity No. 8 Working within Council Offices | | | | | | | | | | |
|---|--|--|--|--|---|--|--|--|--|--|
| Generic Risk Assessment | | | | | Risk Assessment after application of Control Measures | | | | | |
| | | | | | | <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 contact points on vehicle (door handles, switches, | Vehicle Drivers, mobile plant operators, passengers | 2 | 5 | 10 |

| | | | | | | | | | |
|--|--|--|--|--|---|--|--|--|--|
| | | | | | <p>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) • If you are feeling unwell or displaying symptoms or have been requested to self-isolate please inform HR using normal protocols. | | | | |
|--|--|--|--|--|---|--|--|--|--|

