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Using the definition of 'Spaces for People' to include the temporary measures funded by Sustrans on the roads and pavements in response to the SARS-Cov-2 virus in 2020 and 2021 as detailed at <https://www.edinburgh.gov.uk/spaces-people-1> ('The measures'):

I request any and all information that Edinburgh City Council holds on the risks the SARS-Cov-2 virus/Covid-19 posed to any worker or contractor involved in physically installing, maintaining, or removing the measures, including but not limited to risk assessments.

The City of Edinburgh Council introduced Spaces for People (SfP) measures from April 2020. The Council's Road Operations team and external contractors were responsible for installation of the SfP measures in Edinburgh.

A Risk Assessment was prepared for the Road Operations activities from the outbreak of COVID-19 and was kept updated (the current version is saved as version 12). This Risk Assessment is attached as this is relevant to the work carried out on installation and maintenance of SfP measures.

Unfortunately, we are unable to provide you with information requested on external contractors Risk Assessments or other guidance issued to their staff around the transmission of the virus. because it is not held by the Council.

The Council is therefore relying on the exception under regulation 10(4)(a) of the Environmental Information (Scotland) Regulations 2004. Please note that this letter constitutes a formal notice under regulation 13 of the Environmental Information (Scotland) Regulations 2004.

The City of Edinburgh Council implemented the Scottish Government guidance in respect of the transmission of the SARA-Cov-2 virus/COVID-19 from its publication in March 2020. This guidance was issued to enable workplaces to operate safely and slow down the spread of the virus. Details of the guidance can be found on the Scottish Government's website: <https://www.gov.scot/coronavirus-covid-19/>

As can the Coronavirus (Scotland) Act 2020, Coronavirus (Scotland) (No.2) Act - Guidance to Scottish Government Stakeholders:

[Coronavirus+28Scotland%29+Acts+-+Guidance+to+Scottish+Government+stakeholders+-+for+both+Scottish+Acts+-+as+at+1+October+2020+%282%29+%28002%29.pdf](https://www.gov.scot/Coronavirus+28Scotland%29+Acts+-+Guidance+to+Scottish+Government+stakeholders+-+for+both+Scottish+Acts+-+as+at+1+October+2020+%282%29+%28002%29.pdf)
(www.gov.scot)

And guidance from transport Scotland:
[coronavirus-covid-19-guidance-on-temporary-traffic-regulation-orders-and-notices.pdf](https://transport.gov.scot/coronavirus-covid-19-guidance-on-temporary-traffic-regulation-orders-and-notices.pdf)
(transport.gov.scot)

I request any and all information on how Edinburgh City Council managed the risk that SARS-Cov-2/Covid-19 posed to any worker or contractor involved in physically installing, maintaining, or removing the measures, including what data around suspected or confirmed cases was collected.

For information on how Edinburgh City Council managed the risk that SARS-Cov-2/Covid-19 posed to any worker or contractor involved in physically installing, maintaining, or removing the measures see response to Q1 above.

Unfortunately, we are unable to provide you with information data around suspected or confirmed cases was collected because it is not held by the Council. Information on Council employee's absence due to COVID-19 was recorded on the Council's HR systems but information is not held on absence of anyone who was working on SfP measures at the time of their illness. Further, there is no information held on where the virus was contracted.

The Council is therefore relying on the exception under regulation 10(4)(a) of the Environmental

Information (Scotland) Regulations 2004. Please note that this letter constitutes a formal notice under regulation 13 of the Environmental Information (Scotland) Regulations 2004.

I request any and all data that Edinburgh City Council holds on the numbers of workers or contractors involved in physically installing, maintaining, or removing the measures who had a suspected or confirmed case of Covid during their work on the measures.

See response to Part 2, this information is not held.

The Council is therefore relying on the exception under regulation 10(4)(a) of the Environmental Information (Scotland) Regulations 2004. Please note that this letter constitutes a formal notice under regulation 13 of the Environmental Information (Scotland) Regulations 2004.

I request any and all data that Edinburgh City Council holds on the reduction of risk of transmission of SARS-Cov-2 that the measures would cause for all road users, including but not limited to research, statistical analysis, modelling, or meetings carried out either before, during, or after the program.

The measures were installed for reasons set out in the reports submitted to committee which can be found on the Council website:

<https://www.edinburgh.gov.uk/spaces-people-1/spaces-people-deciding-temporary-measures/2?documentId=12980&categoryId=20299>

Information provided by the Scottish Government was also used as we moved through the phases of the pandemic:

<https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/pages/overview/>

As was the Coronavirus (Scotland) Act 2020, Coronavirus (Scotland) (No.2) Act - Guidance to Scottish Government Stakeholders:

[Coronavirus+Scotland+Acts+-+Guidance+to+Scottish+Government+stakeholders+-+for+both+Scottish+Acts+-+as+at+1+October+2020+%28%29+%28002%29.pdf
\(www.gov.scot\)](https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/pages/overview/)

And guidance from transport Scotland:

[coronavirus-covid-19-guidance-on-temporary-traffic-regulation-orders-and-notices.pdf
\(transport.gov.scot\)](https://www.transport.gov.scot/publications/coronavirus-covid-19-guidance-on-temporary-traffic-regulation-orders-and-notices.pdf)

Under the Regulations, a request for information can be refused where one or more exceptions apply. In this instance, the Council is claiming an exception under regulation 6 because the information is already publicly available and easily accessible.

RISK ASSESSMENT

Department	Place	Unit/Section	Edinburgh Road Services
Date of assessment	19/05/2020 – Rev 5	Assessor(s)	Terry Webster, Jamie Watson
What is the activity?	Coronavirus Covid-19	Where is the activity carried out?	City Wide

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Covid-19 Displaying Symptoms	Employee, Contractor, Visitor & Public	<p>If you have any of the primary symptoms:</p> <ul style="list-style-type: none"> • Continuous cough • Fever/high temperature (37.8C or greater) • Loss of, or change in, sense of smell or taste (anosmia) <p>Do not come to work → Contact your line manager via phone and self-isolate for 7days and you are fever free (Note: if you are still displaying symptoms after 7days consult your GP or 111 immediately)</p> <p>If someone in your household has symptoms → Do not come to work → Contact your line manager via phone and self-isolate for 14 days. Only return to work if you are symptom free.</p>	<p>Follow the advice of GP or medical professionals as instructed at all times.</p> <p>Testing for Key Workers is now in place your line manager will seek advice on getting you or your family member tested.</p> <p>Call your line manager to agree starting back to work if you have been in self-isolation.</p> <p>Infrared thermometer available at each depot if there are any staff concerns.</p>	All	Daily	

<p>Covid-19 (Underlying Health Conditions)</p>	<p>Employees, Public</p>	<p>The NHS has identified categories of people at:</p> <p>“Extremely High Risk” and are to be shielded → If you receive a letter from the NHS stating you are in this category then you must let your line manager know immediately and should then be shielded.</p> <p>Or</p> <p>“Higher Risk” and are to strictly follow social distancing (which includes working from home where possible).</p> <p>Those at <u>Extremely High risk</u> will not be permitted to work operationally – face to face – Though will still be asked to work from home where possible.</p> <p>Those at <u>higher risk</u> are advised to take advice from their GP and advise if they are at an increased level of risk that would result in them being advised not to work operationally in which case they will self-isolate at home.</p>	<p>Further advice is available at:</p> <p>https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice</p> <p>If you are provided with a letter advising you or a family member to shield then this should be provided to your line manager.</p> <p>If your GP advises you that your underlying health conditions mean that you should be shielding then this should be provided to your line manager.</p>			
<p>Covid-19 (General – Risk Reduction)</p>	<p>Employees</p>	<p>For all employees as far as reasonably practicable undertake works from home.</p>	<p>Where not possible comply with protection measures below</p>	<p>Employees</p>	<p>Daily</p>	

<p>Covid-19</p> <p>(Control Measures - General)</p>	<p>Employee, Contractor, Visitor & Public</p>	<p>Maintain good hygiene levels at all times. Wash hands regularly for 20seconds with soap and hot water.</p> <p>Maintain social distance from colleagues 2 meters apart.</p> <p>During breaks keep your distance.</p> <p>Cough or sneezing into a hanky or elbow and dispose of the hanky in a bin.</p> <p>Keep your vehicle clean before and after use (Steering wheel, Gear Stick & Auxiliary and all common points of contact)</p> <p>Do not congregate at depot.</p> <p>Clean your vehicle before returning keys</p> <p>Wash your hands and inform your team leader before you go home</p>	<p>If you have any of these symptoms inform your team leader and go home, Isolate yourself for 7 days</p> <p>If a member of your household has any of these symptoms inform your team leader, stay at home & Isolate for 14 days.</p> <p>Hand sanitising gel & wipes are available in all depots.</p> <p>Dispose of all PPE (Gloves and Mask etc) into double black bags.</p> <p>Guidance advice notices are available in depots</p> <p>Follow government advice</p>	<p>Employee Contractor Visitor & Public</p>	<p>Daily</p>	
<p>Use of Alcohol based hand gel</p> <p>(Flammable Risk)</p>	<p>Employee</p>	<p>Make sure you dry your hands fully so that vapours disperse before:</p> <ul style="list-style-type: none"> • Touching anything including conducting surfaces such as metal, electrical switches or any electrical equipment. • Using oxygen or operating a medical device which uses oxygen, if relevant to your role. • Smoking or being near an ignition source, for example a match or lighter. 		<p>Employee</p>	<p>Daily</p>	

Working from vehicles	Employee, Contractor, Visitor & Public	<p>Wear your Personal protective equipment (PPE)</p> <p>Disinfect your vehicle, driver's seat, dashboard, all seats, Steering wheel & gear leaver wipes are available in all depot.</p> <p>Only 2 persons in a vehicle at once.</p> <p>Where possible keep work teams the same to reduces risk of any spread.</p>	<p>Hand sanitising gel & wipes are available in all depot.</p> <p>Dispose of all PPE (Gloves and Mask etc) into double black bags.</p> <p>Guidance advice notices on cleaning your vehicle are available in depots</p> <p>Consult your team leader</p>	Employee Contractor Visitor & Public	Daily	
Working in 2man team	Employee	<p>Start work from home where possible to prevent unnecessary trips/contacts at depot where possible.</p> <p>Wear your Personal protective equipment.</p> <p>Wash your hands regular & apply Hand sanitising gel</p> <p>Keep your distance from colleagues 2 meters apart</p>	<p>Hand sanitising gel & wipes are available in all depot.</p> <p>Dispose of all PPE (Gloves and Mask etc) in double black bags.</p> <p>Guidance advice notices are available in depots</p>	Employee Contractor Visitor & Public	Daily	
Working from home	Employee	<p>Do not leave home unless it is essential.</p> <p>If you leave your home keep your distance from others 2 meters apart.</p> <p>Set up workstation/laptop in line with VDU guidance.</p>	Follow government advice	Employee	Daily	

Working from home	Employee	Maintain regular contact with employees (weekly) to ensure duty of care. Update on information and check on health	Consider mental health and well-being.	Manager	Weekly	
Lone working	Employee	In order to achieve social distancing may result in an increase in lone working → Ensure call before and after work is programmed in with line manager.		Employee / Manager	As required	
Essential Travel	All	If you are travelling to or for work for essential purposes, ensure you have your Council Staff Pass and (if issued) an Essential Worker Pass.		Employee / Manager	As required	

Manager's name	Jamie Watson	Signature	<i>Jamie Watson</i>
Date	19/05/2020	Assessment review date	Monthly or as Government advice changes

Are other specific risk assessments required?

Asbestos	<input type="checkbox"/>	Control of Substances Hazardous to Health	<input checked="" type="checkbox"/>	Display Screen Equipment	<input checked="" type="checkbox"/>
Electricity	<input type="checkbox"/>	Fire Safety	<input checked="" type="checkbox"/>	Lone Working	<input checked="" type="checkbox"/>
Manual Handling	<input checked="" type="checkbox"/>	New and Expectant Mothers	<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>
Personal Protective Equipment	<input checked="" type="checkbox"/>	Stress Management	<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>
Work Equipment	<input checked="" type="checkbox"/>	Workplace Health, Safety and Welfare	<input checked="" type="checkbox"/>	Working at Height	<input type="checkbox"/>