

RISK ASSESSMENT

Infectious diseases		Completed by:	Signature:	
Type:	Covid-19 In the workplace: - Works Depot - Vehicles whilst in service	Georgina Strafford		
		Created on:	Review by:	Dec. 2020
		Jun. 2020		

		Likelihood rating	Consequence rating	Risk factor	Risk rating
L i k e i h o o d	5	10	25	1 - 2 3 - 6	Acceptable (No action required) Low priority (Consider action)
	4	8	20		
	3	6	15	8 - 12 15 - 18 20 - 25	Medium priority (Plan of action required) High priority (Urgent action required) Top priority (Immediate action required)
	2	4	10		
	1	2	5		
(x)	1	2	3	4	5
Consequence		Initial risk factor = (Likelihood rating) x (Consequences rating)		Residual risk factor = (Initial risk factor) + (Control measures \ competency requirements)	

Planned task / Work activity	Mitigating the transmission of Covid-19 in all workplace settings: Reception, Offices, Canteen, Toilets, Mechanics Pit and Service Vehicles
Persons affected	(GE) = Company Employees – Drivers / Transport Manager / Mechanics / Office Staff (OP) = Other Persons – Third parties (Visitors, Members of the public) (AP) = Able-bodied Passengers (SP) = Special needs Passengers

Personal Protective Equipment (PPE) required (appropriate to work activity / task)	
PVC partitions	Installed in Reception, Offices between desks and Canteen.
Hand sanitisation	Hand-gel stations provided at entry/egress points in buildings and vehicles. Soap, water and towels provided in Toilets and Canteen
Face coverings	Re-usable face masks and visors for drivers of vehicles in service

RISK ASSESSMENT

Item	The hazard Consequences	Initial risk rating	Persons affected					Control measures and/or competency requirements	Residual risk rating
			CE	OP	AP	SP			
01	<p>Transmission via face to face contact during working hours (Works Depot)</p> <p>Employees and other parties contracting Covid-19</p>	<p>(Medium) (3 x 4 = 12)</p>	<input type="checkbox"/>	<input type="checkbox"/>				<p>Social distancing: Maintain the required social distance as per latest government guidance between all parties where possible. High visibility floor tape installed to provide visual cue. Staggered start/finish/break times in place to minimise contact.</p> <p>Personal Protective Equipment (PPE): Drivers provided with face coverings (Masks and Visors). Screens installed at workstations in Office area</p> <p>Further actions: Regular employee consultations with Transport Manager and their representatives to monitor and adjust practices where required. Signage (Posters etc) displayed in prominent positions in each workplace setting. Daily temperature monitoring of employees attending work where possible. The above to be implemented for all employees on return to work and for as long as necessary in line with Welsh Government guidance.</p> <p>Procedure: Refer to Hygiene Guidance and Procedures / Housekeeping Procedure.</p>	<p>(Low) (1 x 4 = 4)</p>
02	<p>Transmission via surface contact during working hours (Works Depot)</p> <p>Employees and other parties contracting Covid-19</p>	<p>(Medium) (3 x 4 = 12)</p>	<input type="checkbox"/>	<input type="checkbox"/>				<p>Hygiene: Signage (Posters etc) displayed in prominent positions in each workplace setting. providing guidance on hand sanitisation and other measures to mitigate transmission via surface contact. Hand-sanitisation (Hand-gel not requiring water and towels) stations provided at touch points (Door handles, in buildings Employees personal belongings to be left in own vehicles and/or works lockers.</p> <p>Further actions: Regular employee consultations with the Transport Manager and their representative(s) to monitor and adjust practices where required. Signage (Posters etc) displayed in prominent positions in each workplace setting. Daily temperature monitoring of employees attending work where possible. The above to be implemented for all employees on return to work and for as long as necessary in line with Welsh Government guidance</p> <p>Procedure: Refer to Hygiene Guidance and Procedures / Housekeeping Procedure.</p>	<p>(Low) (1 x 4 = 4)</p>

RISK ASSESSMENT

03	<p>Employee showing symptoms of Covid-19 during working hours (Works Depot) (Vehicles in service)</p> <p>Other Employees, Passengers, Members of the public and other parties contracting Covid-19</p>	(Medium) (3 x 4 = 12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Procedure: Refer to Emergency Guidance and Procedures (Covid-19 Specific)</p>	(Low) (1 x 4 = 4)
04	<p>Passenger showing symptoms of Covid-19 during working hours (Vehicles in service)</p> <p>Other Employees, Passengers, Members of the public and other parties contracting Covid-19</p>	(Medium) (3 x 4 = 12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Procedure: Refer to Emergency Guidance and Procedures (Covid-19 Specific)</p>	(Low) (1 x 4 = 4)

RISK ASSESSMENT

05	<p>Passengers alighting/disembarking not aware of guidelines around safe travel (Vehicles in service) Passengers, Members of the public and Drivers contracting Covid-19</p>	(Medium) (3 x 4 = 12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>On-Vehicle Social distancing: Signage in place to advise maintaining the required social distance for passengers as per latest government guidance between all parties where possible.</p> <p>On-Vehicle Hygiene: Signage (Posters etc) displayed in prominent positions in each vehicle in service. providing guidance on hand sanitisation and other measures to mitigate transmission via surface contact. Hand-sanitisation (Hand-gel not requiring water and towels) stations provided at touch points (Door handles in buildings and vehicles, grab handles on vehicles). Signage in place to advise passengers to use their own face coverings and hand sanitising gel. Ventilation where possible by opening of windows and skylights during travel. Touch-points (Hand-rails, Grab-handles, Seat belts etc), enhanced cleaning routine to ensure regular sanitisation of all in-vehicle surfaces.</p>	(Low) (2 x 3 = 6)
06	<p>Passengers not seated as per social distance requirements (Vehicles in service) Passengers, Members of the public and Drivers contracting Covid-19</p>	(Medium) (3 x 4 = 12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>On-Vehicle Social distancing: Allocate and identify available seats for passenger use, ensuring required social distance from each available seat and drivers seat.</p> <p>Signage in place to advise maintaining the required social distance for passengers as per latest government guidance between all parties where possible.</p> <p>Drivers to reinforce message that passengers maintain the required social distancing when alighting and disembarking as required for each journey.</p>	(Low) (2 x 3 = 6)

RISK ASSESSMENT

Declaration

It is the responsibility of all persons undertaking their related work activities to ensure this and any other associated risk assessments are followed, to ensure the safety of the passengers, drivers and third parties during activities in working hours in all workplace settings.

Notes:

Upon signing this document, you are confirming that you have read and fully understood the contents of this Risk Assessment and will comply with the requirements stated.
The signed hard copy of this document will be electronically stored and maintained for future reference.

Employee name	Position / Role(s)	Signature	Date
Georgina Strafford	Director / Transport Manager & Driver	G A Strafford	16/20