

BRIGHTON & HOVE BUS & COACH / METROBUS – GENERAL WORKPLACE RISK ASSESSMENT FORM

PART A – STATUS INFORMATION					
COMPANY / SITE	AREA, ACTIVITY, TASK BEING ASSESSED	PERSONS INVOLVED IN OR AFFECTED BY AREA/ACTIVITY/TASK BEING ASSESSED	ASSESSMENT START DATE	ASSESSOR'S NAME(S)	ASSESSMENT COMPLETION DATE
BHMB	Customer on board bus COVID-19 Risk Assessment	Public	16/04/2020	Christina Elliott [HSEM]	16/04/2020 Reviewed 15/05/2020 Reviewed 02/06/2020 Reviewed 11/06/2020 Reviewed 17/06/2020

PART B – GENERAL HAZARDS & RISKS								
POTENTIAL HAZARDS & OUTCOMES	EXISTING CONTROLS	<i>to calculate current and residual risk ratings refer to risk matrix in part E</i>						
		CURRENT RISK RATING			NEW & AMENDED CONTROLS (ACTIONS MUST BE INCLUDED IN PART C)	RESIDUAL RISK RATING		
		S	L	RR		S	L	RR
Transmission of COVID-19 between passengers due to close contact on board buses.	<p>Reduced capacity on vehicles to aid social distancing</p> <p>Information on advised capacity is placed on the vehicle visible to customers, and communicated through customer comms (social media, bus stations, website etc).</p> <p>'Bus full' sign to be displayed when the bus has reached the stated maximum capacity. If the bus is full, only one passenger can get one for each one that gets off. Signage is in place advising customers of the advice.</p> <p>Social distancing reminders such as floor lines and signage are in place on the bus.</p> <p>On-board announcements advising customers of social distancing measures and COVID-19 related advice issued regularly.</p>	4	2	3	Customers advised to wear a face covering for the journey. Signage is in place reminding customers to wear a face covering.	4	2	3

	<p>Customers advised to remain seated at all times until bus has stopped to reduce congestion on board the bus.</p> <p>Customers advised not to travel if they feel unwell or have symptoms of COVID-19.</p> <p>Customers are advised to not travel unless essential.</p> <p>Customers are advised to open the windows for ventilation.</p> <p>Customers advised to take any newspaper/rubbish/tissues with them to dispose of safely.</p> <p>Customers are advised of good hygiene practices such as coughing and sneezing into a tissue or elbow.</p> <p>Increased ventilation where safe to do so. Customers are advised to keep windows open.</p> <p>Passengers provided with up-to-date information on timetables, expected journey times and expected capacity.</p> <p>Regular communication with passengers through social media and website to help passengers prepare for their journeys and what to expect.</p>							
<p>Transmission of COVID-19 between passengers due to close contact at bus stops.</p>	<p>Signage in place at bus stops advising customers of the travel and social distancing advice.</p> <p>Customers are advised to remain 2metres apart from others when at bus stops and on board the bus.</p> <p>Customers advised not to travel if they feel unwell or have symptoms of COVID-19.</p>							

	Customers are advised to not travel unless essential.							
Transmission of COVID-19 between driver and customers.	<p>Seats situated within 2 metres of the drivers have been restricted from use by customers.</p> <p>Customers advised not to travel if they feel unwell or have symptoms of COVID-19.</p> <p>Customers are advised to not travel unless essential.</p> <p>Customers are advised to pay by contactless methods, mobile phone or scratch card. Exact fare has been introduced.</p> <p>Screens, with speech holes covered, between the cab environment and the customer environment have been installed preventing face-to-face access between customer and driver. Time is limited with the driver to below 15 minutes.</p>							
Exposure to COVID-19 through handling cash and other objects or touching surfaces on buses.	<p>Enhanced cleaning regime has been implemented. All touch point and hard surfaces on buses are cleaned every 24 hours using disinfectant.</p> <p>Introduced cleaning products suitable for disinfecting surfaces potentially contaminated with COVID-19</p> <p>On-road cleaning is taking place regularly at several locations disinfecting all touch point surfaces on buses.</p> <p>Passengers are advised to pay with alternative methods to cash and exact fare only has been introduced to reduce cash handling. Plastic coin bags are available to drivers to further reduce cash handling.</p>	4	2	3				

	<p>Customers advised to take any newspaper/rubbish/tissues with them to dispose of safely.</p> <p>Customers advised not to travel if they feel unwell or have symptoms of COVID-19.</p> <p>Customers are advised to not travel unless essential.</p>							
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[insert rows as required]

PART C – ACTIONS STATUS				
ACTIONS FROM PART C	COMPLETION TARGET DATE	COMPLETED BY NAME	COMPLETED BY SIGNED	COMPLETION DATE

[insert rows as required]

FURTHER DETAILED ASSESSMENTS REQUIRED (mark with 'X')							
Fire	COSHH	DSEAR	Manual Handling	PUWER	LOLER	Working at height	
PPE	Vehicle / pedestrian	Vehicle routes	Noise	DSE	Young persons	Mother	
Lone working	Home working	HAV	Vehicle breakdown / response	Work related driving	Temporary / agency staff	First aid	
Winter / bad weather	Asbestos	Water / legionella	Stress	Power / hand tools	Return to work		

PART D – RISK ASSESSMENT STATUS

	NAME	POSITION	SIGNATURE	DATE	REVIEW DATE
MANAGER'S APPROVAL	Christina Elliott	HSEM	C Elliott	13 th May 2020	Ongoing

PART E – RISK MATRIX

NOTE: Ratings of 1-3 require no additional control, assuming controls are in place & are effectively applied. Ratings of 4-5 require additional controls.

SEVERITY		HAZARD GROUP			
LEVEL & RATING	PEOPLE (EMPLOYEES, CONTRACTORS, VISITORS)	ENVIRONMENT (SPILL, RELEASE OR EMISSION)	ASSETS (WORKPLACE & EQUIPMENT)	REPUTATION (ORGANISATIONAL IMPACT / INDIRECT CONSEQUENCES)	FINANCIAL
1 NEGLIGIBLE	First aid only	Minor clean up and no external reporting	Non-serious damage & no disruption	No discernible impact, either internally or externally	Under £500
2 MODERATE	Medical treatment or 'light-duties'. Short term occupational illness	Limited on-site clean-up, temporary environmental or public health impact	Minor damage or disruption	Measurable reduction in organisational effectiveness, employee morale or external reputation, with short term implications	£501 to £5,000
3 SEVERE	Lost time, temporary disability or long term occupational illness	Major on-site clean-up, temporary environmental or public health impact	Major damage or disruption	Major internal or external impact with the potential to cause serious long-term implications	£5,001 to £50,000
4 CATASTROPHIC	Fatality or life changing injury (such as a loss of limb)	Off-site clean-up or acute, lasting environmental or public health impact	Complete damage, disruption or failure	Significant internal or external impact that causes organisational failure	Over £50,000

PROBABILITY		LIKELIHOOD OF A SEVERITY IMPACT	RISK RATING PROCESS:	OVERALL RISK RATING		
LEVEL & RATING	DESCRIPTION	TOTAL RISK SCORE		OVERALL RISK RATING	ACTION DESCRIPTION	
1 UNLIKELY	Occurrence would be unusual	1. Using most appropriate hazard group select the description that best matches and note the number in the first column 2. Select the most appropriate probability description and note the number in the first column 3. Add the two numbers together to get the total risk score 4. From the Overall Risk Rating table find the number that matches the total risk score and select the Overall Risk Rating from the second column 5. Enter the Overall Risk Rating in the risk assessment and follow the action description	0 – 2	1	Record risk assessment	
2 POSSIBLE	Occurrence could happen		3 – 4	2	Review risk assessment during changes	
3 LIKELY	Occurrence happens		5 – 6	3	Ensure existing controls are effective. If not determine actions	
4 HIGHLY LIKELY	Occurrence is expected		7 – 8	4	Discuss & agree improvements in controls for timely implementation	
5 CERTAIN	Occurrence will occur		9	5	Decide on improvements in controls for immediate implementation	