

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	Driver activities COVID-19 Risk Assessment	Drivers	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

		<i>to calculate current and residual risk ratings refer to risk matrix in part E</i>						
POTENTIAL HAZARDS & OUTCOMES	EXISTING CONTROLS	CURRENT RISK RATING			NEW & AMENDED CONTROLS (ACTIONS MUST BE INCLUDED IN PART C)	RESIDUAL RISK RATING		
		S	L	RR		S	L	RR
Driver exposure to COVID-19 from others due to close contact and droplet transmission.	<p>Drivers are situated behind a clear Perspex assault screen to physically separate drivers from others to reduce transmission risk through respiratory droplets.</p> <p>Clear film has been placed over assaults screens sealing gaps to further increase protection against COVID-19.</p> <p>Time spent with possible infected person is minimal. Current guidance states infection increases when within 2 metres of an infected person for more than 15 minutes.</p> <p>Passengers with possible COVID-19 infection must wear face coverings reducing droplet transmission.</p> <p>Seats situated within 2 metres of the driver will be restricted from use to maintain social distancing.</p> <p>Social distancing lines in place to remind customers to remain 2 metre distance from the driver when vehicle is in motion.</p>	4	2	3				

	<p>Drivers are reminded to politely ask a passenger to step back if the driver feels they are too close to them.</p> <p>Drivers are advised to open the cab external window to increase circulation in the cab.</p> <p>Passengers are advised to not travel if they feel unwell and to only travel if essential.</p> <p>Hands must be washed regularly following NHS guidance however hand sanitiser should be used regularly containing at least 70% alcohol to be made available if suitable hand washing facilities are not available.</p> <p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose and mouth.</p> <p>Face coverings and gloves are available to drivers.</p>							
<p>Exposure to COVID-19 due to close contact with an injured person or vulnerable passenger who requires assistance.</p>	<p>If a member of the public requires physical assistance and if colleagues feel competent to assist they must wear gloves and a face mask before leaving the cab and approaching the injured person.</p> <p>All PPE must then be treated as infective and disposed of into a bin. Hands must then be washed following NHS guidance or use hand sanitiser if suitable hand washing facilities are not available.</p>	4	2	3	<p>If the driver needs to get out of cab to deploy a boarding ramp they must wear a face covering before leaving the cab.</p>	4	2	3
<p>Exposure to COVID-19 due to close contact with other colleagues during changeover.</p>	<p>Drivers should sanitise their hands after boarding and wash their hands or use sanitiser after alighting the bus</p>	4	2	3	<p>Where a changeover takes place at a stop with waiting passengers, the driver finishing should process the passengers first or they should be requested to wait 2m away from the door until the drivers have changed over.</p>	4	2	3

					The first driver should wear a face covering and leave the bus before the second driver, also wearing a face covering, boards. Drivers should observe social distancing and maintain 2m separation during the change.			
Exposure to COVID-19 due to close contact with others when travelling as a passenger on board buses and other public transport.	<p>Drivers should follow social distancing and keep 2 metres from others at all times.</p> <p>Drivers are reminded to practice good personal hygiene measures.</p> <p>Drivers are reminded to wash hands regularly and thoroughly or use alcohol-based hand sanitiser</p>	4	2	3	Drivers must wear a face covering when travelling onboard buses and during any situation where they are outside of the cab.	4	2	3
Exposure to COVID-19 due to close contact with others during breakdown and recovery.	The driver should always follow social distancing guidelines when waiting for recovery, and remain 2 metres apart from any recovery staff and to travel back separately.	4	2	3	When leaving the cab, the driver must wear a face covering.	4	2	3
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>Drivers reminded of the particular importance of not leaving rubbish in the cab during this time.</p>	4	2	3				

	<p>Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds. Where this is not practical, hand sanitiser containing at least 70% alcohol to be used.</p> <p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose and mouth.</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> <p>Drivers are reminded to clean hands with sanitiser after handling cash.</p> <p>Lost property should be placed in a separate bag, and returned to the depot. If a passenger finds lost property, they should not hand it to the driver, and should be requested to leave it where it is, or in a luggage rack/space for the driver to deal with as above.</p>							
Risk of assault from members of the public	<p>Assault screens fitted</p> <p>Panic alarms fitted to some vehicles</p> <p>CCTV recording equipment fitted on Vehicles</p> <p>Spit kits available.</p> <p>Drivers to be warned of additional stresses in the community that may give rise to greater levels of frustrations or aggression and they should be reminded of techniques to reduce conflicts.</p>	3	2	3				
Lack of colleague awareness or		4	1	3				

<p>understanding on safety measures resulting in COVID-19 exposure</p>	<p>Ongoing engagement and communication on COVID-19 related matters with colleagues will continue through managers and trade union.</p> <p>Regular communication will continue to all colleagues via posters, Blink, Yammer and emails.</p> <p>Those returning to work will be provided with guidance detailing the new safety measures currently in place prior to commencing their shift.</p>							
<p>Clinically extremely vulnerable colleagues who are considered more at risk of COVID-19.</p>	<p>Those considered to be high-risk individuals (i.e. clinically extremely vulnerable) will remain 'shielded' following government advice.</p> <p>Good communication will be maintained with all high – risk individuals.</p>	4	1	3				
<p>Psychological hazards</p>	<p>Guidance on mental health and well-being has been issued to all colleagues.</p> <p>Colleagues should raise any concerns or fears to their line managers. Where concerns are raised, they must be treated as legitimate and with respect.</p> <p>Colleague Support Network is available to provide support and assistance relating to mental health and wellbeing to all colleagues.</p>	3	2	3				

[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)
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		
	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