

Risk Assessment Form

Activity to be Assessed	Operations risk assessment which is supplementary to our general risk assessments and is to address the specific precautions taken to reduce the risk of transmission of Covid 19.	Location	Various - Site Specific risk assessments are available on request.	Reference Number	C20/03
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People who may be affected:

WYCA Staff - Office	Yes	Cleaning Staff	Yes	Contractors	Yes	General Public.	Yes
WYCA Staff - Field	Yes	Drivers and Delivery Staff	Yes	Emergency Services	Yes	Other: Please list	
Visitors	Yes	Security / Customer Care	Yes	People with additional needs			

Risk Rating

To calculate a risk rating for each hazard you should assess the severity of harm and likelihood of occurrence using the tables below. These 2 figures multiplied together give the rating - Severity of Harm(S) x Likelihood of Occurrence(L) = Risk Rating

Note: If after controls are in place the risk remains high work must not commence until the risk has been reduced to moderate or low. Except in very rare circumstances the severity of harm will not change, improvements in rating are achieved by reducing the likelihood.

Severity of Harm(S)	Rating	Likelihood of Occurrence (L)	Rating
Insignificant - No Harm, injury or damage.	1	Extremely Unlikely - Wont occur.	1
Minor - First aid treatment only.	2	Unlikely - Probably wont occur.	2
Moderate - Lost time injury up to 7 Days.	3	Possible - Could occur.	3
Major Injury - Lost time injury 7 Days or over, RIDDOR reportable.	4	Likely - Probably will occur.	4
Catastrophic (Permanent physical or mental incapacity, Death)	5	Almost Certain - Will occur.	5

Risk Rating	Description
1 - 8 (Low)	Low level of risk: No further action is necessary unless circumstances change. Ensure controls are maintained
9 -15 (Moderate)	Medium level of risk: Examine task closely. Additional controls may be required. Ensure controls are maintained
16-25 (High)	High level of risk: Improvements in risk control are necessary. Suspend task until new controls are implemented

Hazard / Risk			Assessment (Without Controls)			Control Measures or Mitigations	Assessment (With Controls)		
No	Hazard	Risk to Health and Safety	S	L	R		S	L	R
1	WYCA operations	Staff being exposed to virus due to contact with customers, other staff, contractors, etc.	4	4	16	<p>Where possible work from home, any persons with an illness or disability which could be affected by exposure to Covid 19 must work from home. Should anyone exhibit symptoms of Covid 19 they should be required to self isolate in accordance with government guidance or until a clear test result is given.</p> <p>Consider team rotas to limit number of staff in the building at any one time.</p> <p>All staff to undergo Covid related induction including CA policy on social distancing.</p> <p>Establish social distancing measures such as using floor tape or paint to mark areas to help workers keep to a 2m distance.</p> <p>Space desks to facilitate social distancing.</p>	4	2	8

1 Ctd	WYCA operations - Ctd	Staff being exposed to virus due to contact with customers, other staff, contractors, etc. - Ctd	4	4	16	<p>Provide hand sanitiser at multiple locations including:</p> <ul style="list-style-type: none"> • Reception • Toilets • Banks of Desks • Printers, etc. <p>Provide liquid soap in all toilets. Display signs relating to hygiene and social distancing requirements. Provide screens where required, in particular at receptions and other public facing areas. Provision of additional storage for bicycles to allow more people to cycle to work. Encourage staff who have to attend a workplace to cycle or walk. Consider introducing other measures such as: One way systems in multi storey buildings to reduce contact on stairs and in corridors etc Restricting access between different areas of a building or site.</p>	4	2	8
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2	WYCA operations	Exposure to virus from contact with surfaces and objects.	4	4	16	<p>Advise staff to maintain enhanced levels of personal hygiene and regular handwashing, every 30 minutes if possible.</p> <p>Place reminder notices at strategic points.</p> <p>Increase the frequency and level of cleaning and disinfecting of objects and surfaces that are touched frequently, such as:</p> <ul style="list-style-type: none"> • Entrances to buildings. • Communal areas. • Corridors. • Doors, handles, push plates. • Light switches. • WCs and rest rooms. • Vending machines. • Keypad door locks. • Hard surfaces. <p>Remove entry barrier access and pass card doors to reduce hand contact.</p> <p>Remove water dispensers or supply wipes or disinfectant spray at them.</p> <p>Place markings on floor to establish social distancing round equipment such as printers, water dispensers etc.</p> <p>Limit printing to the absolute minimum required.</p>	4	2	8
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2 Ctd	WYCA operations - Ctd		4	4	16	<p>Only 1 person to use equipment at a time. Provide wipes etc so people can wipe touch screens before and after each use?</p>	4	2	8
3	WYCA operations	Staff being exposed to virus when using Work Stations	4	4	16	<p>Supply hand sanitizer and wipes at each bank of desks. Ensure social distancing in working areas. Sit staff further apart. Use floor markings to assist with social distancing including indicating exclusion areas around workstations. If necessary staff should work side by side or back to back. Hot desking should be avoided where possible, if it is necessary the whole workstation must be sanitised between users. If desk screens are used they should be plastic rather than cloth based to ensure ease of cleaning.</p>	4	2	8



4	WYCA operations	Risks from Remote Working caused by Covid 19.	4	4	16	<p>Carry out DSE assessment. Take regular rest breaks (at least 5 minutes every hour) or change activity being carried out. Avoid awkward, static postures by regularly changing position. Get up and move or stretch. Put measures in place to protect remote workers welfare and mental health, such as:</p> <ul style="list-style-type: none"> • Managers to increase the number of one-on-one contacts to monitor workers welfare. • Ensure employees are aware of employee assistance programmes, including coping strategies and well-being. • Use Teams meetings to keep people in touch with each other. <p>Ensure workers continue to report accidents when working remotely. Establish working patterns so staff do not work excessive hours and take appropriate levels of leave.</p>	4	2	8
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5	WYCA operations	Staff being exposed to virus when attending meetings at CA premises.	4	4	16	<p>Place markings on floor to establish social distancing in meeting rooms. Maintain social distancing.</p> <p>No physical contact, handshakes etc.</p> <p>Promote video conferencing as the preferred first option.</p> <p>Reduce meeting times.</p> <p>Where possible try to only meet with people you are in regular contact with i.e. team members rather than large groups who do not come into regular contact.</p> <p>Ensure only absolutely necessary participants attend meetings.</p> <p>Avoiding sharing pens and other objects.</p> <p>Providing hand sanitiser in meeting rooms.</p> <p>Ensure good ventilation whenever possible.</p>	4	2	8
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6	WYCA operations	Staff being exposed to virus when attending Meetings at other premises.	4	4	16	<p>Use the safest/most appropriate way to travel. Maintain social distancing. No physical contact, handshakes etc. Reduce meeting times. Ensure only absolutely necessary participants attend meetings. Do not share equipment, pens and other objects. Provide staff with hand sanitiser in meeting rooms. Ensure good ventilation whenever possible. Consider arranging a meeting outdoors if appropriate.</p>	4	2	8
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	Risk to Business	Hazard	S	L	R	Control Measures or Mitigations	S	L	R
7	Risk to operation	Personnel become ill or are diverted onto Covid response/recovery work. Closure of bus stations due to staffing issues. Inability to meet demand for business enquiries/ support	3	4	12	<p>Monitor staffing levels. Ensure social distancing etc maintained to protect staff.</p>	3	2	6

8	Risk to project delivery.	Supply chain delays / impacts. Lack of appetite to bid for new work given uncertain times. Delays in decision making if committees (e.g. Planning) are not meeting / meeting less often. Potential delays to consultation on contentious projects.	3	4	12	Non-contentious consultation proceeding. Prioritisation of Directorate workloads has been agreed should impacts escalate. Consider contractual amendments to funding agreements.	3	2	6
9	Risk to reputational damage if business critical services are not delivered	Long term impact of the COVID-19 pandemic on the regional economy and on travel habits, there is a risk that key corporate objectives cannot be met.	3	5	15	Research and Intelligence team modelling potential impacts and long term scenarios. Working closely with partners and representative groups to identify possible long term impacts and develop joint responses.	3	2	6
10	Risk to Finances.	Reduction in funding due to government withholding funding allocations. Increased costs of responding to Covid 19 impacting on budget i.e. bus operator payments. Reduced revenue from rent, commission and Mcard sales.	4	4	16	Closely monitoring funding available and impact and take action as soon as possible to mitigate. Lobby government for funding.	4	3	12

Assessed by	Designation	Signature	Date
Keith Purvis	Interim HSP		02/06/2020
Dave Pearson	Director, Transport & Property Services		02/06/2020

Reviewed By (Review = Date of previous assessment + 12 Months, or in the event of any significant change to process, environment, etc.)	Designation	Signature	Date