

# Risk Assessment Form

Activity to be Assessed	Public Spaces 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	C20/01
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### People who may be affected:

WYCA Staff - Office	No	Cleaning Staff	Yes	Contractors	Yes	General Public.	Yes
WYCA Staff - Field	No	Drivers and Delivery Staff	Yes	Emergency Services	Yes	Other: Please list	
Visitors	No	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
	<b>Bus Station - Staffed</b>								
1	Using bus station to access public transport or in station shops and facilities.	Exposure to virus due to contact with contaminated surface's.	4	4	16	<p>Ensure all areas used by the public are frequently cleaned and disinfected (this will be established on a site by site basis dependant on usage).</p> <p>Consider providing hand gels at high usage points.</p> <p>Cleaning should include all handrails and contact points such as doors, handles, push plates, keypad door locks, hard surfaces, etc.</p> <p>All customer areas are subject to a daily deep clean and periodic cleaning of touch points will occur throughout the day.</p> <p>Advise the use of contactless payment where possible.</p>	4	2	8

2	Using bus station to access public transport or in station shops and facilities.	Exposure to virus due to contact with other passengers, members of the public or staff.	4	3	12	<p>Where possible install floor markings, signage, etc to aid the public with social distancing.</p> <p>Staff to provide verbal reinforcement of social distancing advice to customers.</p> <p>Monitor crowding and, if appropriate, introduce one way pedestrian.</p> <p>Where possible bus stations will be arranged to provide separate spaces for passengers alighting and boarding buses.</p>	4	2	8
3	Using bus station to access public transport or in station shops and facilities.	Exposure to virus due to using waiting / seating areas.	4	4	16	<p>Establish social distancing in seating / waiting areas.</p> <p>Block off seats using warning tape to establish 2m distance between usable seats.</p> <p>Install signage explaining why the seating is cordoned off.</p> <p>Where necessary remove seats to prevent use.</p>	4	2	8

4	Using bus station to access public transport or in station shops and facilities.	Exposure to virus due to use of public toilets	4	4	16	<p>Member of staff to control social distancing, queueing, access and egress, use of hand sanitiser, etc. Install floor markings, signage, etc to aid the public with social distancing. Restrict access to 2 people at a time. Block off alternate toilet cubicles, urinals and sinks to maintain social distancing. Provide hand sanitiser outside the Toilets. For Pay toilets consider opening gates to reduce contact points such as coin slots, turnstile bars, etc.</p>	4	2	8
5	Using bus station to access public transport or in station shops and facilities.	Exposure to virus due to use of lifts and escalators	4	4	16	<p>Where possible install floor markings, signage, etc to aid the public with social distancing at lift entrances. Only one person allowed in a lift at a time, unless they are from the same household. Install signage to advise usage requirements. Install signage to advise safe distancing requirements whilst using the escalator. Frequent cleaning of escalator and lift touch points such as handrails, buttons, etc.</p>	4	2	8

6	Using bus station to access public transport or in station shops and facilities.	Exposure to virus due to use of electronic self service machines such as ATM, information point, M Card machine and vending machines.	4	4	16	Where possible install floor markings, signage, etc to aid the public with social distancing near machines. Ensure regular cleaning.	4	2	8
7	Using bus station to access public transport or in station shops and facilities.	Anti-Social Behaviour / Abuse of Staff	4	3	12	Maintain social distancing (2m clearance from other persons) at all times, if necessary step back from the instigator. Provide hand sanitiser for staff. Customer facing staff to wear disposable gloves. Contact Police if under threat of physical contact.	4	2	8
8	Using bus station to access public transport or in station shops and facilities.	Exposure to the virus during the provision of First Aid.	4	4	16	Wash hands or use an alcohol gel, before and after treating a casualty. Wear disposable gloves. Prevent the risk of cross contamination when assessing patient, treating them or checking their breathing. If CPR is required, use a towel or piece of clothing and lay it over the mouth and nose of the casualty. Do not give rescue breaths.	4	2	8

<b>Bus Station - Unstaffed</b>									
9	Using bus station to access public transport or in station facilities.	Exposure to virus due to contact with contaminated surfaces	4	4	16	Where possible install floor markings, signage, etc to aid the public with social distancing. Ensure all areas used by the public are frequently cleaned and disinfected. Cleaning should include all handrails and contact points such as doors, handles, push plates, keypad door locks, hard surfaces, etc. Unmanned stations should be subject to a thorough clean of all stands during the night.	4	2	8
10	Using bus station to access public transport or in station facilities.	Exposure to virus due to contact with other passengers, members of the public, etc.	4	3	12	Where possible install floor markings, signage, etc to aid the public with social distancing. High frequency of recorded messages over PA system advising of Covid requirements.	4	2	8
<b>Bus Shelters</b>									
11	Using bus shelter to access public transport.	Exposure to virus due to contact with contaminated surfaces	4	4	16	Increased frequency of cleaning and disinfection.	4	2	8

12	Using bus shelter to access public transport.	Exposure to virus due to contact with other passengers, members of the public, etc.	4	3	12	Provide social distancing messaging on real time boards and via posters etc. Encourage public to stand outside the shelter in fine weather to reduce physical contact. Most bus shelters are located on the public highway and will be subject to any general social distancing precautions taken by the Highway Authority.	4	2	8
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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