

NAME OF PERSON UNDERTAKING ASSESSMENT	Rob Fairclough / Lawrence Wilson		
DATE OF ASSESSMENT	18 January 2021	LOCATION	London Region

Reason for Assessment <small>Please Tick ✓</small>	New Procedure/Task/Area		Changes in Task/Procedure/Area		Review Period	Weekly
	Relocation of Task/Area		Following Observation			
	Following Safety Alert	✓	Following Accident / Incident		Date the Next Review Is Required	25 January 2021
	Union /Employee / Rep. Request		Review of Risk Assessment*			

Work Activity covered by this assessment:	GENERAL OPERATION OF HCT LONDON REGION	PICTURE
Description of the activity covered by this assessment:		
This Risk Assessment covers general activities undertaken within the London Region		

PEOPLE EXPOSED TO WORK ACTIVITY	NUMBER OF PEOPLE EXPOSED	DURATION OF EXPOSURE
All staff lifting equipment and heavy items in the Workshop		Daily
All drivers and passenger assistants, Engineers, office staff	960	Daily

UNDER 18 INVOLVED IN WORK ACTIVITY?	YES	IF YES, HAS A SPECIFIC RISK ASSESSMENT BEEN DONE:	
PREGNANT WOMAN INVOLVED IN WORK ACTIVITY?	YES		All pregnant employees undertake a separate individual risk assessment process
PEOPLE WITH DISABILITIES INVOLVED IN WORK ACTIVITY?	YES		

RISK ASSESSMENT MATRIX

		SEVERITY					
		NEGLIGIBLE 1	MINOR 2	NOTIFIABLE 3	MAJOR 4	FATALITY 5	MULTI FATAL 6
LIKELIHOOD	ALMOST CERTAIN - 6	6	12	18	24	30	36
	FREQUENT - 5	5	10	15	20	25	30
	REGULAR - 4	4	8	12	16	20	24
	OCCASIONAL - 3	3	6	9	12	15	18
	REMOTE - 2	2	4	6	8	10	12
	VERY RARE - 1	1	2	3	4	5	6

$$\text{Risk Rating(RR)} = \text{Severity(S)} \times \text{Likelihood(L)}$$

VERY HIGH RISK	Intolerable – Do not perform work activity
HIGH RISK	Work activity can only commence with extensive reassessment of the risk levels and direct supervision
MEDIUM RISK	Tolerable – Reduce where practicable
LOW RISK	Safe Condition

RISK can be defined as the combination of the likelihood of a harm being realised coupled with the severity of the consequence as a result of exposure to the hazard.

HAZARD can be defined as a *Situation, Object, or Behaviour*, that has the potential to cause harm in terms of injury, ill health, or damage to property or the environment.

When assessing the level of risk an activity represents the assessor will need to take into account the activity being undertaken, any work equipment involved, the level of competence of the person/s involved, the time spent doing the activity, the location/area the activity is taking place, the person/s involved in the activity (physical, and other, limitations), the surroundings and anything else the assessor may deem to be relevant.

No.	Activity / Hazard	Consequence	Existing Controls	Risk			Additional Control Measures	Residual Risk		
				S	L	RR		S	L	RR
1	Employees or passengers contracting COVID19	Infection can have severe or fatal consequences	<ul style="list-style-type: none"> All employees required to follow Government Advice At staff required to work from home where possible. Social distancing in place Hand Sanitizer made available Temperature testing at site entrances One-way routes put in place where practical Face covering mandatory where staff are not within designated bubbles Gloves and wipes made available for staff to use Posters and information from various sources on display Regular cleaning of touch surfaces in all high traffic flow areas All office areas deep cleaned weekly Vehicle drivers assault screen modifications, where possible, to protect drivers from pathogens circulating in the saloon area Vehicle heating & ventilation modifications put in place to draw in fresh air rather the recycled from saloon Vehicle capacity limits in place on public bus routes to facilitate social distancing on board Employees required to stay at home for 10 days from when the symptoms started. If after 10 days condition improves and temperature is normal, employees are permitted to return to work. Vehicle quarantined and deep cleaning within 24 hours where passenger, driver, PA or other staff member is reported to have been infected with COVID-19 Passengers required to wear face coverings unless exempt Compulsory face coverings in depot areas Steripod trial in place at Walthamstow Avenue Cancellation of non-essential face to face meetings Home working where possible Conference calling rather than face to face meetings Posters and information No unnecessary travel or business travel to take place other than to and from work. Minimal printing of documents Documents sent and received electronically and not by post Staggered meal breaks to reduce pressure on rest facilities Paper towels replaced with hand driers Bins to be emptied regularly by cleaner using gloves at all times. Disposable cutlery in use instead of communal items 	5	3	15				

References:

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Additional Controls Required

No.	Person/s responsible for implementation of controls	Target date for completion	Target date for completion achieved?		Completed on:	Additional Information
			Yes	No – Give Reason		
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