

RISK ASSESSMENT – RA 35
Assessment of Risk for:
 Covid-19

Assessment Undertaken:
 Date – January 2021

Assessor's Name:
 J Sommerville
Responsible Manager:
 J Sommerville

Risk Rating (1-25)
 01-04 = Tolerable
 05-09 = Low
 10-16 = Medium
 17-25 = High

Likelihood
 1 = Very Unlikely
 2 = Unlikely
 3 = Likely
 4 = Very Likely
 5 = Certain

Severity
 1 = Injury no lost time
 2 = Minor injury up to 3 days
 3 = More than 3 days lost time
 4 = Major
 5 = Fatal

Location:
 Bristol Depot

Assessment Review:
 Date – April 2021

Reference No:
 RA 35

Issue Number:
 2

Activity and Associated Hazards	Existing and Continuous Control Measures	Risk Rating L + S	Proposed new controls (if required)	Risk Rating L + S
EMPLOYEE CONTRACTING COVID19 <ul style="list-style-type: none"> Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> Government / WHO advice - see page 19 for links to relevant webpages Social Distancing – meaning that we follow the 2m distance rule throughout the business unless it is impractical to do so (e.g. Engineering, where additional controls will be in place, 1m+) Hand Sanitiser in place at all entry/exits, stairs, printers, desktops, worktops, kitchens and rest areas, etc. (Additionally, we are maintain an adequate 3 month supply in advance) COVID-19 Posters, displayed on notice boards in rest area, output and engineering Regular cleaning of touch surfaces in all high traffic flow areas with cleaning materials; Safety Data Sheets can be found here: SDS link Split meal breaks for depot based staff COVID-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 PPE in place – notably, FFP1 face coverings, disposable non-latex gloves, face shields (if requested), hand sanitisers and wipes. 	5 x 3 = 15	<ul style="list-style-type: none"> Steripod Advanced Protection Gateway to be installed 	3 x 3 = 9

<p>EMPLOYEE FAMILY MEMBER DEVELOPS SYMPTOMS OF COVID-19</p> <ul style="list-style-type: none"> • Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> • Government / WHO advice – see page 19 for links to relevant webpages • Employee isolation – following the government advice as per page 19 • Social Distancing - meaning that we follow the 2m distance rule throughout the business unless it is impractical to do so (e.g. Engineering, where additional controls will be in place, 1m+) • Hand Sanitiser in place at all entry/exits, stairs, printers, desktops, worktops, kitchens and rest areas, etc. (Additionally, we are maintain an adequate 3 month supply in advance) • COVID-19 Posters, displayed on notice boards in rest area, output and engineering (see page 19 for examples) • Regular cleaning of touch surfaces in all high traffic flow areas; Safety Data Sheets can be found here: SDS link • Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 	<p>5 x 2 = 10</p>		
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Location: Bristol Depot	Assessment Review: Date – April 2021	Reference No: RA 35	Issue Number: 3						

Activity and Associated Hazards	Existing and Continuous Control Measures	Risk Rating L + S	Proposed new controls (if required)	Risk Rating L + S
EMPLOYEE HAS HAD CONTACT WITH A CONFIRMED CASE OF COVID-19 <ul style="list-style-type: none"> Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> Government / WHO advice – see page 19 for links to relevant webpages Employee isolation - following the government advice as per page 19 Social Distancing - meaning that we follow the 2m distance rule throughout the business unless it is impractical to do so (e.g. Engineering, where additional controls will be in place, 1m+) Hand Sanitiser in place at all entry/exits, stairs, printers, desktops, worktops, kitchens and rest areas, etc. (Additionally, we are maintain an adequate 3 month supply in advance) Well stocked amenities (3 month supply in stock) COVID-19 Posters, displayed on notice boards in rest area, output and engineering (see examples on page 19) Regular cleaning of touch surfaces in all high traffic flow areas; Safety Data Sheets can be found here: SDS link Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 PPE in place – notably, FFP1 face coverings, disposable non-latex gloves, face shields (if requested), hand sanitisers and wipes 	2 x 4 = 8	<ul style="list-style-type: none"> Steripod Advanced Protection Gateway to be installed 	3 x 3 = 9

<p>SITE VISITORS INFECTED WITH COVID-19</p> <p><i>Visitors to site including customer suppliers, contractors and drivers contracting or passing on COVID-19</i></p> <ul style="list-style-type: none"> • Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> • Government / WHO advice - see page 19 for links to relevant webpages • Employee isolation - following the government advice as per page 19 • Social distancing - meaning that we follow the 2m distance rule throughout the business (no alternative rules for visitors) • PPE in place – notably, FFP1 face coverings, disposable non-latex gloves, face shields (if requested), hand sanitisers and wipes) • Hand Sanitiser in place at all entry/exits, stairs, printers, desktops, worktops, kitchens and rest areas, etc. (Additionally, we are maintain an adequate 3 month supply in advance) • Visitors to use intercom and not enter the reception area unless advised to and remain outside of the building • Sign-in procedure to include advice on social distancing, washing hands and to use hand sanitiser; pointing out signage around the building (see e.g. page 19) • Cancellation of non-essential meetings or use Zoom as alternative to avoid contact; i.e. avoid face to face meetings • COVID-19 Posters, displayed on notice boards in rest area, output and engineering (see examples on page 19) • Increased cleaning of all high people movement areas; Safety Data Sheets can be found here: SDS link • Reduce people visiting the site, by encouraging use of conference calls • Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 	<p>4 x 3 = 12</p>	<ul style="list-style-type: none"> • Steripod Advanced Protection Gateway to be installed 	<p>3 x 3 = 9</p>
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Location: Bristol Depot	Assessment Review: Date – April 2021	Responsible Manager: J Sommerville	Reference No: RA 35	Issue Number: 2	

Activity and Associated Hazards	Existing and Continuous Control Measures	Risk Rating L + S	Proposed new controls (if required)	Risk Rating L + S
<p>DRIVERS USING COMMUNAL SERVICE AREAS CATCHING COVID-19</p> <ul style="list-style-type: none"> Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> PPE in place – notably, FFP1 face coverings, disposable non-latex gloves, face shields (if requested), hand sanitisers and wipes Employee isolation and social distancing as per government guidelines on page 19 Hand Sanitiser in place at all entry/exits, stairs, printers, desktops, worktops, kitchens and rest areas, etc. (Additionally, we are maintain an adequate 3 month supply in advance) Wash hands before and after each journey and re-sanitise. Limit time spent in canteen and communal areas to encourage non-congregation of staff. Use one way system in main building and observe social distancing; signposted on floors to aid understanding COVID-19 Posters, displayed on notice boards in rest area, output & engineering Regular cleaning of canteen area; Safety Data Sheets can be found here: SDS link Remove communal equipment making staff bring in their own. Waste bin to be left outside to deter contamination issues. 	5 x 3 = 15	<ul style="list-style-type: none"> Steripod Advanced Protection Gateway to be installed 	3 x 3 = 9

	<ul style="list-style-type: none"> • Controllers / managers to monitor regularly to ensure compliance • Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 • Temperature checking on arrival – this is to be used as a “ref flag” not as definitive proof of COVID-19 infection. It may signpost BCT towards general fitness for work and allow the manager to decide how to manage the staff member’s attendance in work (e.g. send for test, or self-isolate) 			
<p>EMPLOYEES TRAVELLING BOTH IN THE UK AND ABROAD</p> <ul style="list-style-type: none"> • Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> • Government / WHO advice - see page 14 for links to relevant webpages • Social Distancing - meaning that we follow the 2m distance rule throughout the business unless it is impractical to do so (e.g. Engineering, where additional controls will be in place, 1m+) • No unnecessary travel or business travel to take place other than to and from work • Self isolate on return from any other place – see guidelines from the government on page 19 • Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 • Where managers identify staff car-sharing to speak with individuals about face-coverings (PPE) when driving in together • No fleet cars or vans to be used with 2+ occupants without all users wearing face-coverings 	<p>5 x 1 = 5</p>		

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Activity and Associated Hazards	Existing and Continuous Control Measures	Risk Rating L + S	Proposed new controls (if required)	Risk Rating L + S
<p>DIRTY DESKS, PC EQUIPMENT & PHONES</p> <ul style="list-style-type: none"> Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> Government / WHO advice - see page 19 for links to relevant webpages Employee isolation – as per government guidance listed on page 19 Social Distancing - meaning that we follow the 2m distance rule throughout the business unless it is impractical to do so (e.g. Engineering, where additional controls will be in place, 1m+). Examples of office set-up on page 19 Hand Sanitiser in place at all entry/exits, stairs, printers, desktops, worktops, kitchens and rest areas, etc. (Additionally, we are maintain an adequate 3 month supply in advance) Well stocked amenities (3 month supply in stock) COVID-19 Posters, displayed on notice boards in rest area, output and engineering Regular cleaning of touch surfaces in all high traffic flow areas; Safety Data Sheets can be found here: SDS link Clear desk policy to allow for deep-cleaning in office on regular basis and minimise risk of passing on contamination Cleaners employed to clean however individuals responsible for their own 	4 x 2 = 8		

	<p>equipment daily.</p> <ul style="list-style-type: none"> • Work at home wherever possible; BCT has identified staff who can permanently or on a part-time basis WFH. A separate risk assessment has been carried out with these staff. • Split meal breaks to avoid crowding in communal areas • No printing of documents – electronic documentation rather than sending post; reducing the potential for transmission • Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 			
<p>KITCHEN / CANTEEN AREA</p> <ul style="list-style-type: none"> • Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> • Remove communal crockery and cutlery and dispose if necessary, avoiding potential transmission • Everyone responsible to clean up after themselves; nothing to be left in sinks (potential for items to be contaminated) • Area cleaned thoroughly by cleaner; Safety Data Sheets can be found here: SDS link. • Bins to be outside and emptied regularly by cleaner using gloves at all times; avoiding possibility of contamination • Good housekeeping; keeping the space tidy and wiped down • Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 	<p>4 x 2 = 8</p>		

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Activity and Associated Hazards	Existing and Continuous Control Measures	Risk Rating L + S	Proposed new controls (if required)	Risk Rating L + S
OFFICES <ul style="list-style-type: none"> • Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> • Run on skeleton office staff if possible; working from home encouraged where possible to avoid crowding & commuting • Employee isolation and social distancing, as per government guidelines on page 19 • BCT Managers have approved home working IT access to all identified staff, meaning that more staff can work away from the office than pre-COVID-19 • Regular cleaning of touch surfaces in all high traffic flow areas; Safety Data Sheets can be found here: SDS link • Clear desk policy – to avoid contamination and avoids damage to paperwork when the office is “fogged” • Cleaners employed to clean - however individuals responsible for their own equipment daily. • Temperature checking on arrival - this is to be used as a “ref flag” not as definitive proof of COVID-19 infection. It may signpost BCT towards general fitness for work and allow the manager to decide how to manage the staff member's attendance in work (e.g. send for test, or self-isolate) 	4 x 2 = 8	<ul style="list-style-type: none"> • Steripod Advanced Protection Gateway to be installed 	3 x 3 = 9

<p>ON BUS</p> <ul style="list-style-type: none"> • Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> • Essential journeys only permitted • Advise customer to observe social distancing of 2m at all times • Additional deep clean when bus is at the depot; this includes “fogging” of buses • PPE in place – notably, FFP1 face coverings, disposable non-latex gloves, face shields (if requested), hand sanitisers and wipes • Signs on seats to observe to ensure social distancing (Do not sit here) • Reduced cash handling due to contactless ticket machines • Reduced service • COVID-19 Posters, displayed inside the bus in prominent positions for all customers • Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 	<p>4 x 2 = 8</p>		
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Activity and Associated Hazards	Existing and Continuous Control Measures	Risk Rating L + S	Proposed new controls (if required)	Risk Rating L + S
EXTERNAL CONTRACTORS <ul style="list-style-type: none"> Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> Provide their own risk assessment to safe working practices for COVID-19 Employee isolation and social distancing - meaning following the 2m distance rule throughout BCT unless impractical to do so (e.g. Engineering, where additional controls will be in place, 1m+) Contractor area cordoned off whilst work being carried out Provide method statement on works carried out. Induction on new procedures at the site to include Social Distancing PPE – as described on previous pages. Must be worn whilst work is being carried out. BCT can provide if necessary. Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 Temperature checking on arrival - this is to be used as a "ref flag" not as definitive proof of COVID-19 infection. It may signpost BCT towards general fitness for work and allow the manager to decide how to manage the staff member's attendance in work (e.g. send for test, or self-isolate) 	4 x 2 = 8	<ul style="list-style-type: none"> Steripod Advanced Protection Gateway to be installed 	3 x 3 = 9

<p>SANITARY FACILITIES CLEANLINESS</p> <ul style="list-style-type: none"> Infection from person to person which can cause fatal consequences 	<ul style="list-style-type: none"> Remove any paper towels only use hand dryer; improving cleanliness Cleaned thoroughly daily by cleaner; Safety Data Sheets can be found here: SDS link Bins to be emptied regularly by cleaner using gloves at all times Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 	<p>3 x 3 = 9</p>		
<p>INADEQUATE PPE</p> <p>Infection from person to person which can cause fatal consequences</p>	<ul style="list-style-type: none"> Hand Sanitiser in place at all entry/exits, stairs, printers, desktops, worktops, kitchens and rest areas, etc. (Additionally, we are maintain an adequate 3 month supply in advance) Washing facilities available at garage and at the turning points/rest points of each route Gloves available if required Face masks available for all staff if required; face shields can be requested Hand Sanitiser available on bus at entry point 3 month stock supply of PPE in place and updated regularly Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 Advice on PPE quality and provision discussed with Group HSE Manager on monthly basis 	<p>5 x 1 = 5</p>		

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<p>ACCESS & EGRESS</p> <p>Infection from person to person which can cause fatal consequences</p>	<ul style="list-style-type: none"> Access to site must be restricted to essential personnel where appropriate; limiting the possibility of congregation of staff Social Distancing - meaning that we follow the 2m distance rule throughout the business unless it is impractical to do so (e.g. Engineering, where additional controls will be in place, 1m+) Covid-19 reporting guidelines produced internally for all managers, explaining the government rules as per page 19 	<p>5 x 1 = 5</p>		

BIBLIOGRAPHY & REFERENCES

Latest Government advice

1. <https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators> (Transport Operator guidance);
2. <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person> (COVID confirmed cases, how to deal with these individuals)
3. <https://www.gov.uk/coronavirus/worker-support?priority-taxonomy=774cee22-d896-44c1-a611-e3109cce8eae> (Staying safe at work)

World Health Organisation advice

1. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public> (General advice on protecting oneself)

Isolation of Staff

1. <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person> (specifically dealing with how to manage staff with COVID, or need to be isolated due to close contact)

Examples of Signage



Office spacing/segregation



Office cleaning products / PPE



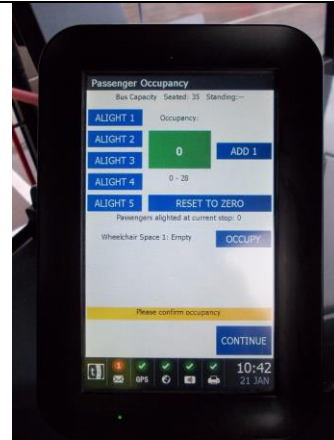
Office notice / Signage



WC Notice / Signage



Bus notice re. face coverings



Bus occupancy Screen



Ticket reminder – face coverings



Encouraging cash-free payments

RISK ASSESSMENT - RA 35 - ACTION PLAN

Assessment of Risk for: Covid-19 **Assessment Undertaken:** Date – January 2021 **Assessor's Name:** J Sommerville **Relevant Manager:** J Sommerville

Location: Bristol Depot **Assessment Review:** Date – April 2021 **Reference No:** RA 35 **Issue Number:** 2

Action Needed	Target Date	Action Taken By	Completion Date
Installation of Steripod Advanced Protection Gateway	31 st January 2021	Installed on 22 nd January. Information on use of Steripod can be found at www.steripods.com . Safety Data Sheet has been printed out for staff to see.	22 nd Jan 2021
Sharing information on what BCT is doing to combat COVID-19 – communicate all the efforts made to fight infection and protect staff (Group HSE Manager to provide presentation for sharing with all staff in Bristol)	31 st January 2021		
Staff Survey – anonymous feedback encourage from staff, by issuing a paper-based survey. Reminding them that we remain open to discussion and consultation, but that they can also approach the Union representative, where appropriate.	31 st January 2021		