

RISK ASSESSMENT RECORD		COVID-19 – Coronavirus: Revision R000, Date 21/05/2020																	
<p>ACTIVITY / HAZARDS <i>COVID -19 (Coronavirus) is a respiratory related disease. Coronoaviruses are a large family of viruses that are common across the world which can cause mild symptoms ranging from a fever and cough, to more serious conditions such as severe pneumonia, shortness of breath and breathing difficulties. It is thought the old and those with pre-existing health conditions are most at risk from COVID-19, although recent events have shown that anybody is at risk from the virus.</i></p>		<p>The most significant health hazards from Coronavirus are:</p> <ul style="list-style-type: none"> contracting virus passing the virus on to others. <p>The virus is thought to live on a wide range surfaces which, when touched, passes on to humans. The virus is usually picked up on the hands and transferred to the respiratory system from the hands via the nose, mouth or the eyes. Coughing and sneezing has the potential to spread the virus more quickly. It is not known with certainty how long the virus can live on surfaces, although it could be up to 72 hours. Currently there is no known antibody to Coronavirus.</p>																	
<p>RISKS To company employees and others who may be affected by the works, e.g. customers, passengers, other workers; workers not in the control of the company or members of the public. The risk to members of the public is generally low, providing work is carried out within an isolated work environment or at the company's main premises where access is restricted.</p>		<p>The risk of contracting the Coronavirus is increased by:</p> <ul style="list-style-type: none"> Physical contact with somebody who already has the virus, e.g. by shaking hands with an infected person Touching a surface or object that has been contaminated with respiratory secretions and then touching your own mouth, nose or eyes Certain pre-existing medical conditions, particularly for the elderly and those who are in an at-risk category Foreign travel. <p>Coronavirus is responsible for over 36,000 deaths in the UK and there are thought to be over 250,000 cases of Coronavirus at the time of writing this risk assessment.</p>																	
<p>Severity</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>H</td> <td></td> <td></td> <td>*</td> </tr> <tr> <td>M</td> <td></td> <td></td> <td></td> </tr> <tr> <td>L</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>L</td> <td>M</td> <td>H</td> </tr> </table> <p style="text-align: center;">Likelihood</p> <p><i>Plot Assessment of Severity V Likelihood & highlight value</i> H/H Avoid whenever possible. L / L May be ignored. All other values: Control or Minimise Risk.</p>		H			*	M				L					L	M	H	<p>Severity H – Fatality / Major Injury (Long Term) M – Injury / Illness (Short Term) L – Other Injury or Illness</p> <p>Likelihood H – Certain or near certain to occur M – Reasonably likely to occur L – Low risk of occurrence</p>	
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CONTROL PROCEDURES TO REDUCE RISK																			
<p>Elimination</p> <ul style="list-style-type: none"> It is probably impossible to totally eliminate the risk of exposure to the Coronavirus, given the rising number of people in the UK who have either already got the virus, or are suffering symptoms of having it. We all need to integrate with others at some point in our lives and at the point we leave the protection of our homes we put ourselves at risk. Some people can work from home, and that in itself will help to eliminate the risk of exposure to Coronavirus. However, where it is not possible to work from home, which is the case for many tasks performed by the company and its customers, the risk can only be reduced by following the Government guidelines. This is challenging as many jobs require a team approach. Thus the risk can only be reduced to a level which is as low as is reasonably practicable. <p>Government and general guidance</p> <ul style="list-style-type: none"> Work can continue whether or not the task or service provided is essential or non-essential (subject to client approval for non-essential works / travel) The Government and other public bodies generally have issued guidance to prevent / reduce the spread of COVID-19. It is important to follow that guidance including any local restrictions and advice. If you are unclear as to what the guidance means, speak to your line manager. It is also important to check periodically for new advice from reputable sources (e.g. World Health Organisation) as situations change. Specific advice has been issued for various sectors <p>Selection of personnel</p> <ul style="list-style-type: none"> Ensure workers selected to work are suitable and fit for work. Customers and passengers must also be allowed / fit to travel Workers, customers and passengers must not be showing signs of having the Coronavirus Workers, customers and passengers must not be co-habiting with somebody in the same household who has the virus, or is showing symptoms of having the virus Remember that situations can change quickly. If anybody starts to show the symptoms of Coronavirus, they must leave work / travel immediately. Similarly if the co-habitant(s) of a worker develop the symptoms of the virus, they must self isolate and stay away from work / others wherever possible 																			

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- Workers to monitor themselves, customers and passengers for signs of Coronavirus and act quickly if necessary
- Workers who have had Coronavirus and are fully recovered should be selected to work in preference to those who have not had the virus.

When to travel to / around the UK

- Workers should work from home wherever possible or travel to and from workplace alone. Where this is not possible minimise numbers and ensure good levels of ventilation to be achieved by opening windows. If public transport is used, avoid peak times and observe social distancing guidelines wherever possible by staying 2 metres or more from other people. Vehicles and coaches to be regularly cleaned
- Social distancing protocol to be observed by all when travelling around for work or necessary purposes.

Personal hygiene

- Allow regular breaks for workers, customers and passengers to wash hands and ensure all deploy good levels of personal hygiene. Wash hands for 20 seconds with soap and warm water (or use sanitiser containing at least 60% alcohol) prior to travel and every 1 – 2 hours thereafter
- Coughs and sneezes should be caught in disposable tissues and discarded to the bin immediately
- All should wear clean clothes daily, so far as is reasonably practicable
- Sanitise frequently touched items regularly. This includes door handles, handrails, steering wheels, personal tools and equipment, computer keypads, mouse, desk surfaces, kettles, microwave, fridges, welfare room tables and surfaces, taps and toilet facilities generally
- Avoid sharing equipment with others, where possible. If equipment is shared, it must be thoroughly cleaned with disinfectant / sanitiser between uses.

Personal protection equipment

- Wear gloves for all tasks, as far as reasonably practicable
- In line with Public Health England guidance the wearing of respiratory protection equipment is not required where social distancing principles can be applied. Face coverings are recommended and must be fitted correctly.

General workplace arrangements

- Management are committed to help stop the spread of Coronavirus. Everybody is actively encouraged to support each other during these unprecedented and challenging times. Anybody found not be taking the threat from Coronavirus seriously will be excluded from coming to work or from access to the services provided by the Company. The principles of prevention to be applied when organising tasks
- Adequate hand washing facilities and / or hand sanitizer will be provided in all workplaces (including coaches)
- Signage to be displayed in strategic parts of the workplace to remind persons of the threat of Coronavirus e.g. in coaches, welfare facilities, offices etc to remind workers to observe social distancing and good personal hygiene
- Where practicable, demarcate the workplace and coaches to provide visual aids for social distancing. This may be by using physical or temporary barriers or a combination of both
- Keep workplaces and coaches clean and tidy, e.g. regular sanitising and emptying of waste streams at least daily
- Increase the cleaning regime for high touch areas such as door handles, handrails, switches and buttons, computer keyboards and so on
- Increase air flow and ventilation in workplaces and coaches, where climate allows
- Conduct a Coronavirus toolbox talk regularly to make sure all workers understand the contents of this risk assessment, how Coronavirus will be controlled, and what will happen if workers do not observe the controls designed to reduce the spread of the virus
- Include Coronavirus updates in daily task briefings
- Keep all briefings and team meetings short and to a minimum. Conduct outdoors if practicable or in areas which allow good social distancing
- Generally, group sizes of >2 people are not allowed, and even then social distancing must be maintained, unless other controls can be administered, e.g. use of face coverings and RPE
- Constantly reinforce the message that nobody is safe from Coronavirus.

Welfare arrangements (including access to drying and storage facilities)

- Determine and restrict the numbers using welfare facilities at any one time to ensure social distancing can be adhered to in the workplace and on coaches
- Avoid contact with other people's belongings so far as is reasonably practicable
- Social distancing and good hygiene measures should be observed when using welfare provisions wherever possible
- Leave facilities in a clean and tidy state for others to use.

Behavioural aspects

- Everybody is encouraged to be a social distance champion; remember that we are all in the Coronavirus predicament together
- Co-operate, co-ordinate and effectively communicate with each other, customers, passengers and members of the public
- Encourage workers, customers and passengers to adopt good hand and respiratory hygiene practices
- Avoid holding meetings indoors where practicable. Where meetings need to be held indoors ensure the facility is big enough to observe social distancing requirements and minimise physical contact as far as possible
- Promote information sharing, talk to workers, customers and passengers about Coronavirus and seek their views

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- Remind people that they can be exposed to the Coronavirus anywhere, not just at work
- Encourage physical distancing measures in the workspace and coaches, where practicable, such as reducing capacities of coaches, sequencing tasks to make use of available space, flexible working, deployment of shifts working and so on, where practicable
- Where practicable increase the use of email, videoconferences and teleconferences to avoid close contact.

Mental health and well-being

- Be understanding the pressures the current situation is having on people's general mental health and well-being. By nature most human beings are social animals. For many, social distancing will be a negative experience and individuals will react in different ways. Workers need to be mindful of the mental stress workers, customers and passengers may be experiencing in coming to work or travelling during this period of lockdown
- Workers, customers and passengers found to be suffering mental health issues should be encouraged to talk about their problems, in confidence, without fear of ridicule or reprisal
- Encourage workers, customers and passengers to discuss any questions or concerns they have about Coronavirus, supporting those deemed to be vulnerable (be kind)

Limiting unnecessary travel

- In line with government guidelines we encourage all workers to bring basic necessities such as food and medicine to work in order to avoid using local services or conveniences.

Emergency plan

- Emergency plans including contact details to be kept up to date
- Be understanding of the pressures the health, medical and social care systems are under; if in doubt as to whether an activity is safe to be carried, consult your Supervisor
- First aiders must exercise additional precautions when administering first aid. FFP2 standard respirator and full face shield in addition to disposable gloves to be worn by the first aider when administering first aid
- Proactively identify suspected cases of Coronavirus – instruct those suspected to be developing or carrying the virus to self-isolate for 7 days and seek advice from the NHS by calling 111
- Should a person fall ill they should leave the workplace or coach at the first opportunity, avoid touching anything and minimise contact with others, so far as is reasonably practicable
- Every emergency / suspected case of Coronavirus is likely to have a unique background. The employer in conjunction with affected employee(s) or person will need to make a judgement call based on the circumstances of a particular case
- Flexibility will be given to workers in respect of the Coronavirus pandemic; it is recognised workers may need to self-isolate
- Remember, now is not a good time to get ill or become injured. The NHS and emergency services generally are stretched to their limits already. Injured persons may not get the level of emergency cover to be expected in more normal times. So it has never been more important to work safely.
- An assessment of whether work / coach services can continue will be made after every case where a worker has contracted Coronavirus, particularly in cases if key workers are struck with the virus.

Dynamic risk assessment

- Preventing the spread of Coronavirus is an evolving process. Everybody is responsible to do their bit to assist the process to keep themselves and others safe
- Supervisors and responsible managers must dynamically assess the on-going and changing risk brought about by Coronavirus. For example, if a worker is struck by the virus and needs to leave work, who takes charge to fill the gap left in the workplace / coach?
- The impact of any change in the team will alter work dynamics which could impact on the work delivered. This could lead to compromise, workers stepping up to a position of higher authority, or simply more of a people-centric approach to work. Workers may be forced to deal with contingencies which would not normally happen. The overall focus therefore must be to keep people safe and healthy at all times, not forgetting other workplace risks which will still be present in the workplace, in addition to Coronavirus.

Deployment of additional measures

- The measures set out above are believed to be the *minimum* control procedures which need to be implemented to prevent the spread of Coronavirus
- If anybody has additional suggestions to improve the controls, the Company will support such initiatives
- It is only through diligently sticking to the rules will we beat Coronavirus. We all need to be patient, supportive and mindful that our actions or in-actions can have a significantly negative affect on others
- Failure to observe the controls set out in this risk assessment will result in disciplinary action by management in the case of a worker or suspension of services to a customer or passenger.

RESIDUAL LEVEL OF RISK AFTER CONTROLS		LOW (ALARP)	
Prepared by: H.Fraser	Signed: <i>H.Fraser</i>	Date: 21 May 2020	Review: Dynamic / Continual Last Review: 21/05/2020