



Charity number 289827

Tower Hamlets Community Transport

Premises Covid 19 Risk Assessment

Draft August 2020

1 Premises risk assessment *Draft August 2020*

Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
Working on site	Arriving on site – maintaining 2m recommended distance.	Staff, volunteers and drivers coming into contact with someone carrying the virus, could become infected	<p>Staff or volunteers experiencing symptoms are not to come on site.</p> <p>Office staff working from home where possible</p> <p>The overall aim of this risk assessment is to ensure that visitors to site are kept to an absolute minimum.</p> <p>Drivers only to enter reception. Passenger assistants to meet with drivers offsite.</p> <p>Anyone entering the building must use the provided hand sanitiser before entering, and wash hands regularly.</p>	<p>One-way access via pedestrian walk-way to reception. Walk-way to have two metre distance marking to reception door.</p> <p>Two metre distance marking in front of reception desk.</p> <p>Protective screen placed in front of reception desk</p> <p>A limit of one person at a time in reception. Hand sanitiser must be applied before entering reception.</p>	Coordinator	August 2020	

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Working on site	Office layout prevents 2m recommended distance	Staff, volunteers or drivers coming into contact with someone carrying the virus, could become infected	<p>Office has been rearranged to ensure no desks are face to face. Current staffing structure means that no more than two staff are on site at any one time.</p> <p>Office staff are working from home where possible Markers on floor to show safe distance when meeting with colleagues.</p> <p>Staff and volunteer training completed regarding the risk of airborne and contact transmission, and the control measures we are following to prevent this.</p> <p>Depot is closed to visitors without a pre-booked appointment.</p> <p>Windows kept open.</p>	<p>Face masks are compulsory for staff and visitors</p> <p>Designated drop off area to be set up for walk around check sheets/other paperwork, and a rota for these to be collected by reception staff.</p>	Coordinator	August 2020	
Working on site	Contact transmission of the virus by touching	Staff, volunteers or visitors could become infected following contact with a	New cleaning procedures to be followed	Vehicle keys are sanitised before and after use.	Coordinator Reception staff	August 2020	

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	contaminated surfaces	contaminated surface/object, e.g. shared equipment, door handles etc,	<p>Before and after using any shared equipment, wash hands for at least 20 seconds following the Government's guidance (poster is up above each sink)</p> <p>Wear appropriate PPE for tasks (e.g. disposable mask/gloves when adding/removing seats with another person's assistance).</p> <p>Posters are up throughout the depot reminding people to wash/sanitise their hands.</p>	All surfaces in the reception area must be sanitised at the start and end of day. Computer keyboards and mouse must be included in this routine.			
Working on site	External visitors bring the virus to the depot.	Staff or volunteers become infected through contact with an asymptomatic carrier.	Deliveries should be left in the defined area in the reception room. When possible, articles are sanitised when they are delivered. Sign attached to	Issue wipe-clean storage for office staff/volunteers, labelled with their	Coordinator Reception staff	August 2020	

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			<p>delivered article specifying date/time of delivery and that they have been sanitised.</p> <p>New cleaning procedures to be followed.</p> <p>Parcels will be unpacked immediately and the contents cleaned with C11 anti-bacterial sanitiser OR parcels will be stored in the marked holding bay for 72 hours before being unpacked.</p> <p>Office staff will unpack all parcels and place any packaging into the appropriate bin for recycling/disposal.</p> <p>Office staff will wash their hands following the government guidelines for at least 20 seconds after unpacking any parcels.</p> <p>Depot is closed to visitors without a pre-booked</p>	<p>name to prevent cross contamination.</p>			

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			<p>appointment. Drivers only to attend site between agreed opening/closing times.</p> <p>Posters have been put up to explain our rules re 2m distance etc. to visitors.</p>				
Vehicle maintenance	Risk of contact/droplet infection when taking vehicles for maintenance checks/MOTs to Avery Autos.	<p>Transport Manager/other drivers could become infected through contact with garage staff.</p> <p>Garage staff could become infected through contact</p>	<p>New cleaning procedures to be followed.</p> <p>Staff/volunteers to follow any specific guidance provided by the garage, not covered by this risk assessment.</p>	Vehicle keys are regularly sanitized over and above sanitizing procedure for the daily operation.	Coordinator/ Mechanic	August 2020	

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		with THCT's staff, volunteers or the vehicle.	Maintain 2m distance from garage staff wherever possible. Driver to wear disposable PPE to return the vehicle to the depot, follow the disposal guidelines. Vehicle to have full clean down on return to the depot.				

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Risk Assessment Completed by

Simon Rouse on 12th of August 2020

Signature:

Review of Risk Assessment due by

8th of September 2020