



## Risk Assessment – Covid 19 – Social Distancing at Bus Stations & Stands

Directorate: Surface Transport - Buses

Review Date: 04 June 2020

Responsible Person: Juliet Edmondson

Assessed By: Andy Gibbs

Residual Risk: Medium

Reference: TBC

No	Hazard	Activity / plant / Material	Persons that could be harmed	Existing Controls	Severity	Likelihood	Rating	Proposed Actions	Completion Date
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**This risk assessment assesses the generic health risk from Covid-19 to TfL Staff, Bus Operator Staff, Cleaning staff and contractors visiting/using TfL Bus Stations and Bus Stands, including Mess Room facilities. This risk assessment and mitigation actions put plans in place to manage risks for TfL staff, Bus Operator staff as well as contractors, where applicable.**

**The risk assessment considers and implements the Public Health England guidance and measures being taken across TfL. The overarching principles of social distancing, robust personal hygiene and isolating when unwell should be followed.**

1	Maintaining Social Distancing in welfare and mess areas at TfL Bus stations/Bus stands	Carrying out general work activities	TfL staff Bus Operator Staff	<ul style="list-style-type: none"> <li>Following Public Health England advice and updating guidance as appropriate</li> <li>Adhering to Department for Transport guidance to transport operators</li> <li>TfL Staff and Bus Operator staff awareness of the need to maintain social distancing where possible in line with PHE Guidance</li> <li>Relevant Social Distancing stickers applied to tables within Bus stations and stands to achieve physical separation</li> <li>Posters reminding on need for maintain 2 metre distance</li> <li>Enhanced cleaning in place including regular 'touch points' using an anti-viral/anti-bacterial disinfectant</li> <li>Emergency cleaning response arrangements for reported COVID-19 cases.</li> <li>Ensuring hand washing facilities available</li> </ul>	2	2	4	<p>Clear and regular guidance to Surface Transport employees and Bus operator staff which sets out the relevant control measures (in line with PHE guidance)</p> <p>Provision of a spare bus to be parked within the confines of the Bus Station/Bus stand to alleviate pressure on Mess Room capacity where necessary</p>	
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				<ul style="list-style-type: none"> <li>Hand sanitiser (minimum 60% alcohol) being supplied for staff</li> <li>Hand washing guidance posters in restrooms</li> <li>Face coverings have been issued to staff to wear when social distancing cannot be maintained or by choice at any time.</li> <li>Guidance on use and disposal of face masks issued</li> <li>Coronavirus testing made available to staff</li> <li>Location based social distancing arrangements in place</li> <li>Guidance regularly issued to managers and staff including on dealing with ill customers, colleagues displaying symptoms and social distancing</li> <li>Regular inspections of facilities to ensure welfare items are available</li> <li>Feedback being gathered and reviewed where late running leads to influx of meal reliefs</li> <li>Clearly sign which seats should not be used in office/mess areas</li> </ul>				<p>Location based social distancing arrangements at Bus Stations utilising tensile barriers and tape</p> <p>Physically limit seating in relief points where possible</p> <p>Remove face to face seating/chairs in rest room</p> <p>Assessments carried out for staff identified as vulnerable – Considering duties where meal reliefs are taken at garages?</p>	



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2	Maintaining Social Distancing while in public areas at Bus stations/Bus stands	Moving around bus station / stand	TfL staff Bus Operator Staff	<ul style="list-style-type: none"> <li>Gradual easing of lockdown arrangements at a national level</li> <li>Increased space made available for pedestrians where possible</li> <li>Remote monitoring of network for congestion</li> <li>Deployment of BTP &amp; CPOS staff to advise/reinforce social distancing guidance</li> <li>Mayoral advice issued to the public to wear face coverings when using public transport</li> <li>Daily conference calls to share latest operational intelligence</li> <li>Close collaboration between modes at interchange locations</li> <li>Hand sanitiser (minimum 60% alcohol) being made available in public areas at bus stations</li> <li>Management support</li> <li>Customer communications on only travelling if necessary and social distancing – these include posters, PAs and floor vinyl's</li> <li>Maintenance regime in place to ensure facilities are in working order</li> <li>Emergency cleaning response arrangements for reported COVID-19 cases</li> </ul>	2	2	4		



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		Likelihood			
		Probable	Reasonably Probable	Remote	Extremely Remote
		4	3	2	1
Severity	Fatal	16 High	12 High	8 High	4 Medium
	Severe	12 High	9 High	6 Medium	3 Medium
	Major	8 High	6 Medium	4 Medium	2 Low
	Minor	4 Medium	3 Medium	2 Low	1 Low

**Risk Rating Matrix**