

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER


- ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- ✓ We have cleaning, handwashing and hygiene procedures in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home
- ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Signed on behalf of employer



Employer Midland Metro Ltd Date 15th May 2020


Who to contact: customerservices@westmidlandsmetro.com

Doc No:	Risk Assessment Form	Record	 West Midlands Metro Operated by Midland Metro Ltd
Rev: 1.0			
Status: Live			
Owner:			

RA No.	72	Assessment Date:	May 2020	Time Assessed:	0900	Next Review Date:	May 2021
Description of Work:	Covid Secure - Passenger and Member of the Public			Lead Assessor:	A Stanley	Signatures	
				Other Assessors:	R Mal-Rushforth		

1. Individual Tasks / Activities Associated with the Work

Step No.	Description of Task / Activity	Hazard(s) for Task / Activity	Description of Current Control Measures	Who is at Risk* *See foot of Page	Existing Risk (Considering Current Controls)			Is Risk Acceptable Y/N	Description of Control Measures Required	Residual Risk (Controls in Place)			Is Risk Acceptable Y/N
					Severity	Likelihood	Overall Risk			Severity	Likelihood	Overall Risk	
1	Passenger or Member of the Public contracts Covid-19 through West Midland Metro operation	Asymptomatic and symptomatic carriers spreading the virus, cold, flu, sickness, high temperature, anosmia, respiratory issues, organ failure and potential death	Follow UK Government advice and industry guidance on: Covid Secure Risk Assessment Who should be at work Social distancing Facial coverings Workforce planning Queue management Emergency incident Cleaning Ventilation Communications Training International travel Engineering	W,P	4	1	4	Y					

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Risk Assessment Severity, Likelihood and Overall Risk Rating

		Hazard Severity				
		Negligible (1)	Slight (2)	Moderate (3)	High (4)	Very High (5)
Affects on People		Negligible injury, no absence from work	Minor injury requiring first aid treatment.	Injury leading to a lost time accident	Involving a single death or serious injury	Multiple Deaths
Affect on the environment		Negligible impact to the environment	Minor impact to the environment	Moderate pollution incurring some restitution costs.	Major pollution with short term implications incurring significant restitution costs	Major pollution with long term implication and very high restitution costs
Affect on Production or Assets		Negligible loss of production with no damage to equipment.	Minor loss of production or damage to equipment requiring minor repair.	Significant loss of production or damage to equipment requiring extensive repair.	Production shutdown or damage to equipment requiring major repair.	Total loss of production or extensive damage to equipment requiring replacement
Affect on quality and service		Negligible impact on quality and no reduction in service. No financial impact.	Minor impact on quality or reduction in service with no delay to the client. Financial impact <£500	Failure of quality system element or loss of service with delay to the client resulting in adverse comment. Financial impact <£1000	Major failure of quality system or breakdown of service to the client resulting in complaint. Financial impact <£10000	Total breakdown of quality system or inability to meet client requirements resulting in loss of contract. Financial impact >£10000
Likelihood of Occurrence	Very Unlikely (1) A freak combination of factors would be required for an occurrence.	1 Low	2 Low	3 Low	4 Low	5 Low
	Unlikely (2) A rare combination of factors would be required for an occurrence.	2 Low	4 Low	6 Low	8 Medium	10 Medium
	Possible (3) Could occur when additional factors are present but unlikely to occur in normal circumstances.	3 Low	6 Low	9 Medium	12 Medium	15 High
	Likely (4) Not certain to occur but an additional factor will significantly increase the likelihood.	4 Low	8 Medium	12 Medium	16 High	20 High
	Very Likely (5) An occurrence almost inevitable without controls in place	5 Low	10 Medium	15 High	20 High	25 High
LOW RISK		MEDIUM RISK			HIGH RISK	
May be acceptable, however, review task to see if the risk can be reduced further		Task should only proceed with appropriate management authorisation. Where possible the job should be redefined and the risk should be reduced further with additional control measures.			Task should only proceed with senior Management authorisation. The job should be redefined and further control measures put in place to reduce the risks.	