

Activity Risk Assessment Landscape Report

Reference	1579	Activity Description	This RA is to help departments to understand how to work safely when using vehicles for work on or off Campus during the CV19 Pandemic. The emphasis remains on social distance and personal hygiene, but also provides guidance on extra control measures where these cannot be achieved due to the nature of the task. It is important to note that this RA does not replace your departmental risk assessments, but is to be used in addition to those RAs and the Health & Safety at Work Regulations. Government guidance changes periodically and this includes movement between Tiers. All staff and students must follow the current government guidance when travelling between tiers. Where tasks involve more than one worker, departments are, where reasonably practicable to create distinct working groups of 2 or a few persons who work together on specific tasks and use the same allocated vehicle and take breaks at the same time. This will reduce the number of contact each worker has. Line Managers/Supervisors are to ensure their staff with clear messages to explain the guidelines and regularly check understanding.
Assessment Date	01/03/2021	Publish To Portal	Yes
Assessor Name	Emma Osborne	Title	Transport activities during Covid-19 Pandemic. Updated 1st March 202 to reflect new Govt guidance during 3rd lockdown. As government guidance on Covid 19 changes periodically, all staff and students must follow current Guidance
Assessment Team Members		Review Date	01/12/2021
Project Risk Assessment Reference		Overall Potential Risk Level	12
Org Unit	Harper Adams -> Health & Safety	Overall Residual Risk Level	10
Location	On and off campus	Number Of People Exposed	4000
Risk Assessment Category		People Exposed	HAU Staff Contractors Visitors Students

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Date Record Created		14/05/2020							
Hazard Category & Hazard Description	Persons At Risk & How Is Person At Risk	Control Measures	L	S	R	Additional Control Measures	L	S	R
contracting contagious diseases Covid 19 Contracting or spreading Covid 19 virus from and to others	All Coming into contact with someone carrying the Covid 19 virus.	Government guidance on travelling between Tiers and restricting travel to specific journeys (e.g. only travel if absolutely necessary) is to be followed by all staff, students, contractors and visitors. These measures change periodically, so on the day of travel all must adhere to the current governemtn guidance in palce on that day.	4 - Major	3 - fairly likely	12 - Tolerable	All to be aware of the government guidance in place for the Tier they live in and any additional Tier being travelled to/visited. Guidance can be found on the Gov.uk website. https://www.gov.uk/find-coronavirus-local-restrictions	4 - Major	2 - Unlikely	8 - Adequate
contracting contagious diseases covid 19 wearing of face coverings	All coming into contact with use face covering. Incorrect disposal of face covering Touching face or eyes with hands whilst wearing a face covering.	Face coverings are now required in all HAU buildings and in vehicles where passengers are carried. A clean face covering is to be worn each day. Wash hands for 20 seconds before and after placing the face covering on and after removing it. Avoid touching the face covering whilst wearing it. Disposable Face coverings should be disposed of by placing in a bag and then into your household refuse bin. Reuseable face coverings can be washed with normal household laundry or as determined by manufacturer instructions. Never drop face coverings on the floor and do not dispose of them on campus.	4 - Major	3 - fairly likely	12 - Tolerable				

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<p>contracting contagious diseases Covid 19</p>	<p>All Coming into contact with infected person or touching contaminated items/equipment</p>	<p>During the subsequent CV19 lockdowns only essential travel is permitted. All travel needs off campus are to be authorised by HoDs and a full activity risk assessment is to be completed.</p> <p>Travel around campus required for necessary tasks, e.g. deliveries by porters or farm work can continue, ideally with one person only in the vehicle. If it is absolutely necessary for passenger/s to be in the vehicle, face coverings must be worn except by the driver if it interferes with visibility or ability to drive safely. 2 metre distancing to be followed where possible.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>				
<p>contracting contagious diseases Risk of infection from Covid-19 in the workplace</p>	<p>Those persons who have been identified by their GP or Consultant as being in a Vulnerable or Extremely Vulnerable group. This may also include those from BAME groups. Higher risk of infection from Covid-19</p>	<p>Government guidance to be followed for those persons who are at higher risk of infection from Covid-19. All persons who are at higher risk will where possible work from home until such time it is safer for them to return to the workplace. All government guidance on social distancing will be followed.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>				

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<p>Vehicles Driving vehicles around campus - including work and private vehicles</p>	<p>All CV19</p>	<p>Driving around campus must only take place if absolutely necessary. Ideally only one person in a vehicle, but if passengers are required, face coverings must be worn except by the driver if the face covering reduces visibility or ability to drive safely. Travelling to attend on campus meetings, seminars, tutorials etc should be made by foot or cycle. Contact others by radio/phone/email/teams. Designated parking available on arrival at campus. Signage to designated parking in place.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>CV19 procedures/RAs and any other relevant information available to staff by newsletter, website and email. Line Managers/Supervisors to provide staff with clear guidance and check understanding. All staff to follow guidance and instruction to protect self and others.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>Tractor operations Driving Tractors and other agricultural vehicles around Campus</p>	<p>Farm staff Grounds staff Others in vicinity CV19</p>	<p>Keep activity as short as possible. Wash Hands before and after driving tractors and other vehicles. Use a surface cleaner to wipe touch points before and after driving. Where reasonably practicable only one person per vehicle. If more than one person is required to ride in tractor/ other vehicles where the 2 metre distancing cannot be followed, allocate partnering or fixed teams and allocate a specific vehicle to that team. Carry hand sanitiser and cleaning wipes in the vehicle (or in a pocket) to clean hands and touch points regularly. Minimise unnecessary contact with others - use radios or phones to contact other workers. Wear normal work clothing and PPE as described in your task RA.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Disposal containers provided to dispose of dirty cloths/wipes/disposable work clothing. Wear clean work clothing every day. Work clothing not to be taken home unless contained within disposable or washable bag. Wash non disposable work clothing and PPE in hot, soapy water or as detailed on labels. Provide sufficient hand wash facilities - fixed or temporary around site including farm. Toilets, changing areas and lockers are provided for Farm/Dairy/Animals staff and handwashing facilities are present. In addition Bio-security block at the Farm and Animals areas allow for changing, hand washing and toilets. Additional cleaning equipment will be provided so that staff can clean these areas in between the Housekeeping staff carrying out regular cleaning duties.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>

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<p>Traffic route & passageways Collection and deliveries around Campus</p>	<p>Porters Others in vicinity CV19</p>	<p>Only deliveries that are necessary to be carried out. Keep delivery activities as short as possible. Avoid busy times around campus if possible. One person to make deliveries. If items are too heavy or quantity too large for one person, provide the use of mechanical aids. If more than one person is required a fixed team or partner to be allocated.</p> <p>Where reasonably practicable Vehicles are not to be shared and one vehicle allocated per working group.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>If possible deliver items when areas are empty.</p> <p>If delivering to an office/room occupied leave the items outside the door and knock to let them know items have arrived.</p> <p>For light items that can be carried, remove the need to deliver by having a collection/delivery point. Collection/delivery points clearly marked.</p> <p>If collecting items from an office or other internal room ask the requester to leave it outside the room at a specific time, or for occupants to vacate the room during the collection process maintaining the 2 metre social distancing.</p> <p>Staff to wear normal work clothes and PPE as directed by task RA.</p> <p>Staff to wash hands before and after each delivery. If this is not possible, staff to use hand sanitiser, which is carried in each van.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>Maintenance Vehicle Daily Safety Checks, cleaning and regular maintenance</p>	<p>Driver, Passengers and others in vicinity Contracting CV19 from others</p>	<p>One competent person to carry out daily safety checks on vehicles.</p> <p>All touch points e.g door handles, hand break, etc to be cleaned before use.</p> <p>A 2 metre barrier(e.g traffic cone) and signage to be situated around vehicle to avoid others approaching.</p> <p>Normal control measures and PPE to be worn as per task RA.</p> <p>If maintenance requires more than one person e.g. on tractors or other heavy</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Staff to wash hands before carrying out maintenance and on completion.</p> <p>Hand sanitiser carried in all vehicles and used when hand wash facilities not available.</p> <p>The manager of the area will nominate persons to carry out cleaning of vehicles. They will also be made aware of the procedure to follow and the location in which to clean the vehicle. Cleaning supplies will be made available to the person and measures explained including wiping down of equipment before and</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>

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vehicles, an allocated fixed working group to carry out the work.

after use.
Any vehicle cleaning needs to take place in a designated area (such as outside Engineering by the drainage area).

Line managers/staff to ensure clear guidance is given to all staff.

Workers to remove work clothing at end of working day and not take them home unless contained within washable or disposable bag. Work clothing and PPE to be washed in hot soapy water (or as per washing label).

Disposable PPE to be worn where possible and disposed of according to procedures put in place, which at the very least should be a yellow hazbag.

If disposable PPE is hazardous, then hazardous waste procedures should be followed by contacting Housekeeping or Laboratories for disposal. If disposable PPE is not hazardous for the activity it was used for, then it can be placed in the regular waste bin and double bagged for removal.

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<p>Maintenance Refuelling vehicles</p>	<p>Drivers of vehicles Other persons in vicinity Contracting CV19 from others.</p>	<p>Only one vehicle to enter refuelling yard at a time. One person (Driver) of vehicle to undertake refuelling. Disposable gloves should always be worn when refuelling and handwashing to be carried out before and afterwards. Wipes or cleaning materials can be used to clean the pump handle before and after use. Hand sanitiser to be carried in vehicles and used before refuelling and after refuelling. Wash hands at earliest opportunity after refuelling.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Regular cleaning of refuel station touch points.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>Transport Use of Minibus to carry staff or visitors</p>	<p>Passengers Driver Contracting CV19 from others</p>	<p>Avoid unnecessary journeys. If journey cannot be avoided, keep journey time short. All passengers to wear a face covering. Restrict number of passengers to meet 1.5 metre distancing. Passengers are not to sit next to or directly behind others. The seats behind driver to be kept clear. Signage placed on seats that are not to be used. Passengers and driver to wash hands or use sanitiser before entering the vehicle and on exiting the vehicle. Hand sanitiser to be used regularly throughout the journey until hand wash facilities can be used. Passengers to enter and get seated one at a time.</p>	<p>4 - Major</p>	<p>3 - fairly likely</p>	<p>12 - Tolerable</p>	<p>Sneezing/coughs to be covered by handkerchief or arm. Signage provided on minibus reminding passengers to wear face coverings If reasonably practicable Consider using screens to separate driver and passengers providing safety cannot be compromised e.g. reduce driver's vision. All touchpoints (handles, seat belts etc) to be cleaned before and after use. Windows to be kept open for ventilation. A list of drivers and passengers' contact details to be written down for track and trace and kept for 21 days. Symptomatic persons are not to be permitted to enter the minibus. First Aid Kit to be carried in the vehicle. Allocated drivers to remain in same groups of passengers where possible.</p>	<p>5 - Catastrophic</p>	<p>2 - Unlikely</p>	<p>10 - Tolerable</p>

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<p>Access/Egress Contractors/suppliers making deliveries on site</p>	<p>HAU Staff Contractors Unfamiliar with HAU site. Contact with persons at HAU.</p>	<p>Contractors to provide RAMS in advance including their organisation CV19 RA. Porter/Security staff, Reception . informed of suppliers & contractors due on site. Estates to be informed of contractors arriving on site. Department organising contractor or supplier is to communicate the correct route to enter HAU and the operational procedures. Clear signage in place from road via HAU and other open access points directing suppliers and contractors to Security office. Social distance observed and/or adequate barrier put in place.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Allocated Team to deal with deliveries. Driver advised to remain in vehicle if reasonably practicable. Off loading of deliveries to be completed by one person with mechanical or material aid or where that not possible an allocated working team. Access to Porter/security lodge is restricted and Barriers in place. Process for access to washrooms for external delivery staff and contractors is in place. All staff responsible for receiving deliveries/ contractors to receive clear instruction and training and understanding checked by LM/Supervisor.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>Car / vehicle parking Staff and students arriving and departing by vehicle at the same time resulting in crowding.</p>	<p>All in vicinity of car parks and around campus CV19 - unable to keep a 2 metre distance.</p>	<p>Staff to work at home where reasonably practicable . Stagger arrival and departure times. Clear signposting Notices to remind all to wash hands on entering building and signage to the wash room. 2 metre markers on walkways.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Extra car parking space made available. The car parks are labelled for use by staff/visitors, students, disabled and contractors. Encourage staff/students to walk/run/cycle to work. Bicycle racks provided. Reduce No of persons entering wash rooms e.g. only 1 or 2 persons depending on size of washroom facility and they should check that no-one is within the room prior to entering. One way routes around buildings where reasonably practicable and signage to encourage this.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>

Assessment Conclusion

All significant risks have been considered and relevant control measures put in place.
As further government guidance is published on new and vulnerable groups this risk assessment will be reviewed accordingly and any subsequent control measures will be actioned.