



Report of the Strategic Director PLACE to the Meeting of the West Area Committee to be held on 26th November 2020

Subject:

Waste Services – Bradford West Service Provision

Summary statement:

Waste Services have prepared this report to brief the Committee on the Service's response to date with regards to the additional demands and operational difficulties encountered due to the Covid19 pandemic and its effects within Bradford West and the wider District.

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Strategic Director PLACE

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Portfolio:

Healthy People and Places

Overview & Scrutiny Area:

Regeneration & Environment

1. SUMMARY

Waste Services provide collection and disposal services to residents for their domestic and recyclable waste. There have various challenges, operationally and financially that the service has to adapt to and overcome. This report will highlight and explain the various issues that are encountered, overcome and the solutions implemented.

2. BACKGROUND

Waste Services operate a fleet of 54 Refuse Collection Vehicles (RCVs) that are used to collect domestic, recyclable, bulky, garden and trade waste from residents and businesses. We also operate eight Household Waste Recycling Centres (HWRCs) where residents can deposit their waste personally.

Monthly, the above waste streams usually total around 20,000 tonnes. This waste is then processed/stored at our Transfer Loading Stations (TLS) and hauled on for disposal/recycling by our fleet of 11 x Tractor Units and Trailers to various contracted outlets.

Collection days:

Domestic and recyclable waste is collected Tuesday to Friday on an alternate weekly basis.

Garden Waste is collected monthly on a paid subscription service.

Trade Waste is collected Tuesday to Friday on a weekly or bi-weekly basis from 2,800 businesses across Bradford.

Collection data:

Approx. 9,500 tonnes of domestic waste and 3,250 tonnes of recyclable waste is collected each month across the district. Bradford West accounts for approx. 1,900 and 544 tonnes respectively.

Within the recyclable waste, we usually see around 30% contamination (non-recyclable material, waste and organics). However throughout the Covid19 pandemic, this has increased to over 45% across the district.

We are actively working with wards, residents and businesses to encourage and enforce the correct recycling policy to reduce contamination which in turn reduces costs for the Council and residents.

Routes:

All routes are devised with operational efficiencies in mind and are therefore not specific to ward areas. Wards may overlap on most routes due to the time and weight constraints on each vehicle.

The routes are organised over a 4 day working week which are Tuesday through to

Friday. The service does not operate on a Monday. Each crew will start and finish at their normal points on each route, barring vehicle breakdowns or staffing issues.

Each vehicle carries approx. 10.5 tonnes of waste when full and has to unload several times per day. A full load is the equivalent of around 500 properties

Data – 6 months:

Data below shows the number of properties collected from and the applicable weights from Bradford West, this in turn indicates an average of 23kg per domestic bin which is slightly above the Bradford average of 21kg per bin.

Across the ward, less than 0.1% of bins are reported as missed collections. This is mainly down to access issues on smaller back-streets etc. which in the event of parked cars, can lead to the bin wagons not being able to access the bins.

These are hotspots for missed collections; Heaton – Parkside Grove. Toller Ward – Agar St. Thornton and Allerton – James St. Clayton and Fairweather Green – Cranbrook St area. City Ward – Legrams Lane, St Margarets Rd, Roslyn Place. Manningham – seems ok at the moment.

April -September 2020			
WARD	Properties	Domestic Tonnage	Recycling Tonnage
HEATON (WARD 12)	6,116	1,879	500
TOLLER (WARD 24)	6,032	2,036	490
THORNTON AND ALLERTON (WARD 23)	7,833	1,885	761
CLAYTON AND FAIRWEATHER GREEN (WARD	7,055	1,774	667
CITY (WARD 07)	8,777	1,962	412
MANNINGHAM (WARD 19)	6,364	1,986	434
BRADFORD WEST	42,177	11,522	3,263

April -September 2020							
WARD	Approx Collections (Each Service)	Domestic Missed Collection		Recycling Missed Collection		Total	
HEATON (WARD 12)	79,508	127	0.16%	66	0.08%	193	0.12%
TOLLER (WARD 24)	78,416	138	0.18%	55	0.07%	193	0.12%
THORNTON AND ALLERTON (WARD 23)	101,829	82	0.08%	52	0.05%	134	0.07%
CLAYTON AND FAIRWEATHER GREEN (WARD	91,715	87	0.09%	53	0.06%	140	0.08%
CITY (WARD 07)	114,101	98	0.09%	49	0.04%	147	0.06%
MANNINGHAM (WARD 19)	82,732	90	0.11%	40	0.05%	130	0.08%
BRADFORD WEST	548,301	622	0.11%	315	0.06%	937	0.09%

Issues:

The main issues arising from all wards is recycling contamination as mentioned

above. Contamination as a whole currently costs the Council approx. £260k per month in processing and disposal costs as a direct result of material not being cleaned or placed in the correct bin. Bradford West accounts for approx. £43k of this monthly cost based on the tonnages above.

To reduce this cost, the Council have restarted working with residents and business to lower contamination levels. Load inspections have also resulted in full loads being disposed of if they are visibly highly contaminated. This information is logged internally and then provided to the Recycling Advisors who then visit the relevant area. This has led to a marked improvement in many areas including Mannigham in particular so it is clear that residents and the Council are working together for a better outcome.

Currently a “no side waste” policy is also enforced (no bags next to the bin). The address is noted down and enforcement letters are posted to the resident. This doesn’t always work well as residents stop for a while and then and starts placing side waste out again once the enforcement timeframe expires. It can also be difficult to enforce against landlords and transient residents.

Information for reporting issues is processed through the incab device, which can then be viewed and actioned by call centre staff and back office staff.

Covid19 brings many operation difficulties including:

- increased tonnage and contamination,
- access issues and repeat visits
- staffing levels
- HWRC site capacity – to enable social distancing. We average 3,500 resident visits per day to the HWRCs.
- Vehicle availability – to allow social distancing
- Contractor issues – they too have various difficulties

3. OTHER CONSIDERATIONS

Over the last 8 months or so and mainly in relation to Covid19, there have been multiple instances of Waste Services and other departments coming together to ensure Bradford residents continue to receive the best service possible. This includes:

- Temporary transfer of staff
- Allocation of PPE and hand gel
- Engagement at all levels regarding best practice
- Sharing of information
- Consultation with Trade Unions
- Vehicle sanitisation services for Council, Emergency and private vehicles
- Sharing of available office space and facilities
- Home-working of high levels of staff to allow social distancing in offices/depots.
- Weekly video/phone meetings with other local Councils to share information and initiatives

Throughout the response, Waste Services have strived to use in-house provision to avoid the expensive cost of agency staff.

Liaison with contracted partners has taken place to ensure service continuity throughout the pandemic. This has ranged from waste disposal and recycling contracts to the arrival of 18 new RCVs that were ordered in 2019 in conjunction with Fleet Services.

Contract partners have also had major issues of their own to overcome in order to provide their services. It is noted that all contractors have supplied an outstanding service and worked with us at every stage to ensure safety and compliance with ever-changing regulations and advice.

Corporate Services have provided invaluable assistance and advice on various issues such as PPE, finance and procurement activities to help ensure contracts were maintained, invoices were paid and staff were safe.

Efficiency work and service improvements have continued to take place to ensure Bradford gets the best value from every pound. This has included renewing our garden waste paid subscriptions which are at an all-time high of 42,000 compared to 34,500 in 2019/20. Several new waste contacts have been procured which provide stability for the next few years in various sectors.

Continued investigation into an Advanced Fuel Centre (AFC) is taking place to assist with providing a cleaner/cheaper fuel (compressed natural gas) for the Council's heavy goods fleet.

Should the forth coming winter period bring similar issues, we are in a better position to act accordingly based on this experience. However, operational capability could potentially be impacted by increased demand, staff shortages and contractor availability/capacity.

The recyclable material market continues to be extremely volatile. Prices for paper, card, plastics, aluminium and steel can vary on a weekly basis which has impacts on the processing costs and relative income received for the materials.

To aid with budget recovery, we are in the early stages of investigating opportunities for upgrading our Material Recycling Facility (MRF) which would allow us to process and sell our own material, potentially saving £1m plus each year in third party processing costs. This would require approx. £3m investment.

4. FINANCIAL & RESOURCE APPRAISAL

The additional waste tonnages and costs in comparison to average levels are shown below. These are purely based on collection and processing costs alone.

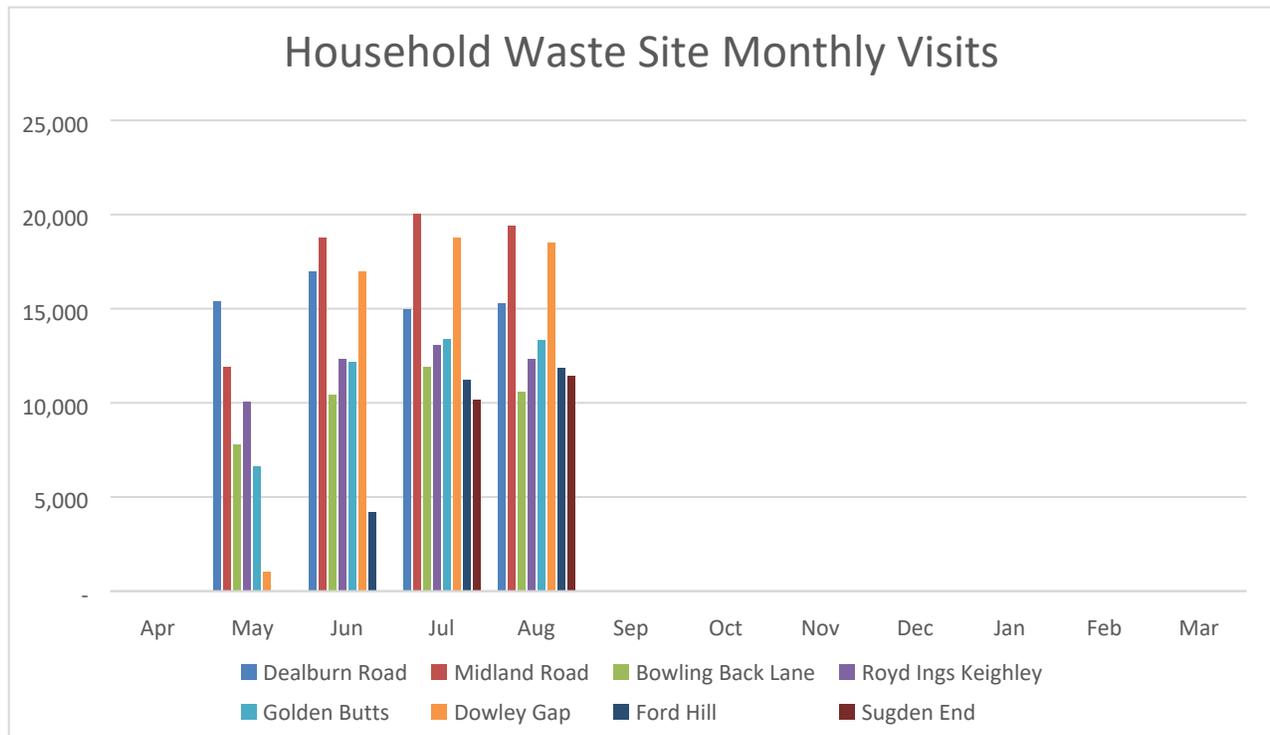
Covid impact 1 st April to 30 th August	MIXED RECYCLING	GREEN	WOOD	TRADE (reduced tonnage = income loss)	Recycling Waste (Contamination)	Domestic Waste
Total Tonnages	17,023	8,189	2,745	4,431	5,914	68,658
Variance to 2019	2,897	-819	-974	-2,148	2,840	6,071
Cost	£ 209,776	-£ 28,682	-£ 14,614	£ 139,644	£ 255,572	£ 617,728
					Total Covid impact	£ 1,179,423

The current 2020-21 forecast for Trade Waste income assumes an annual loss of £0.4m, partly mitigated by a £0.275m reduction in disposal costs.

The forecast for domestic waste & recycling contamination waste assumes an additional cost of £2.0m due to the effects of COVID-19.

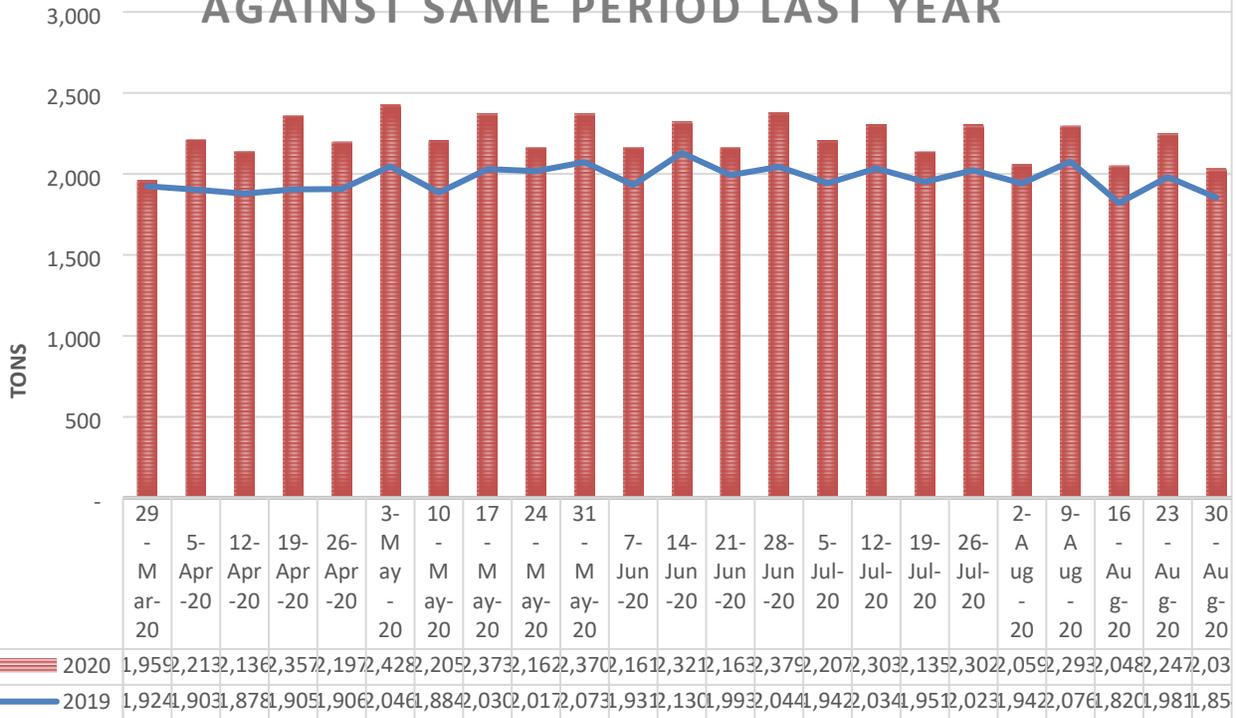
Where additional costs have been incurred and are a direct result of the pandemic, emergency funding from the government will be used and the income compensation scheme will fund losses from reduced levels of income.

The volume of visits to the HWRCs and the tonnage variations collected are shown in the information below. This gives an indication of the resources needed to facilitate the safe operation of the sites and provide the various collection services.

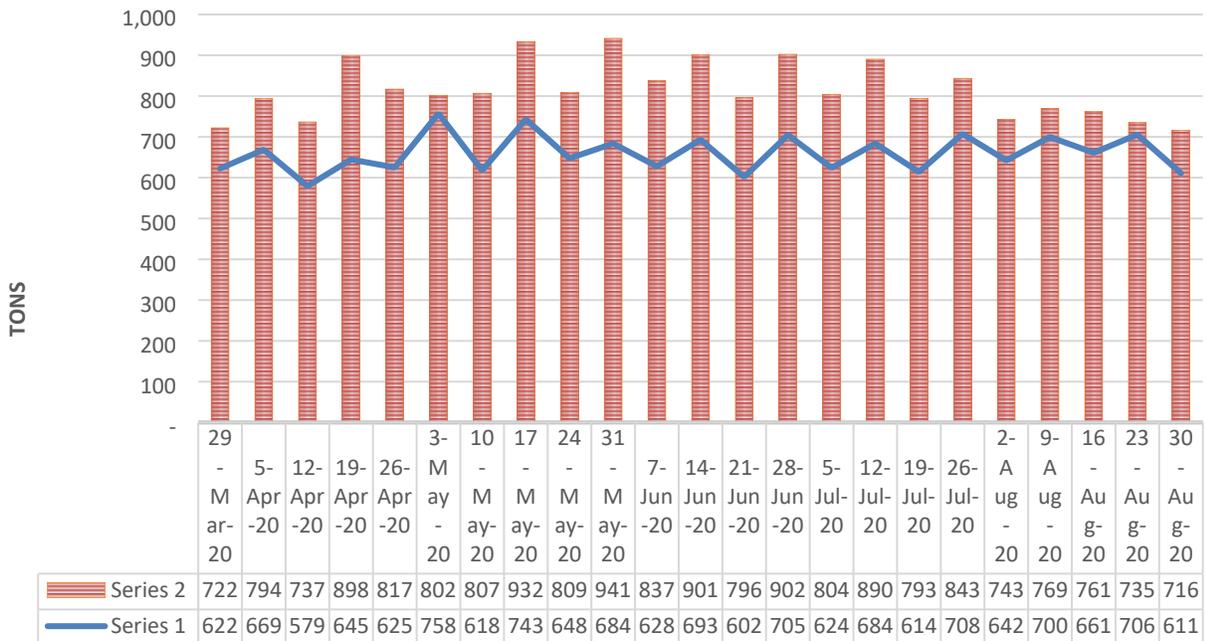


Household Waste Site	May	Jun	Jul	Aug	%	Total
Dealburn Road	15,400	16,990	14,973	15,266	17%	62,629
Midland Road	11,912	18,761	20,044	19,384	19%	70,101
Bowling Back Lane	7,771	10,441	11,911	10,575	11%	40,698
Royd Ings Keighley	10,048	12,329	13,054	12,332	13%	47,763
Golden Butts	6,634	12,160	13,382	13,355	12%	45,531
Dowley Gap	1,026	16,975	18,780	18,520	15%	55,301
Ford Hill	-	4,176	11,220	11,866	7%	27,262
Sugden End	-	-	10,160	11,429	6%	21,589
Total	52,791	91,832	113,524	112,727		370,874

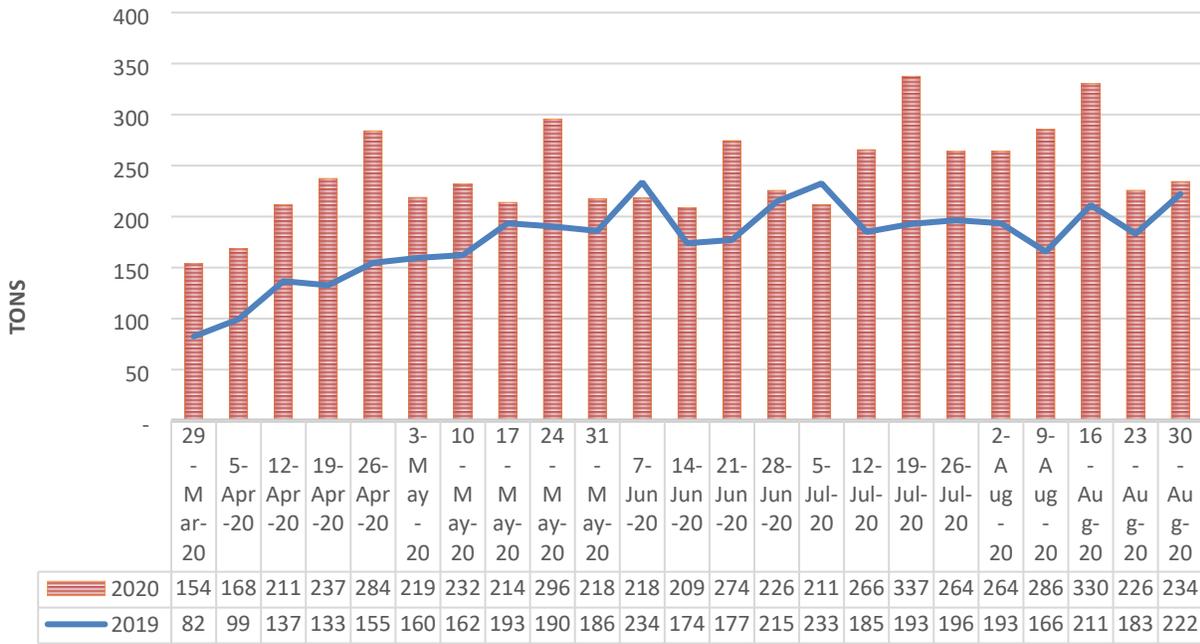
TONS OF REFUSE COLLECTION EACH WEEK AGAINST SAME PERIOD LAST YEAR



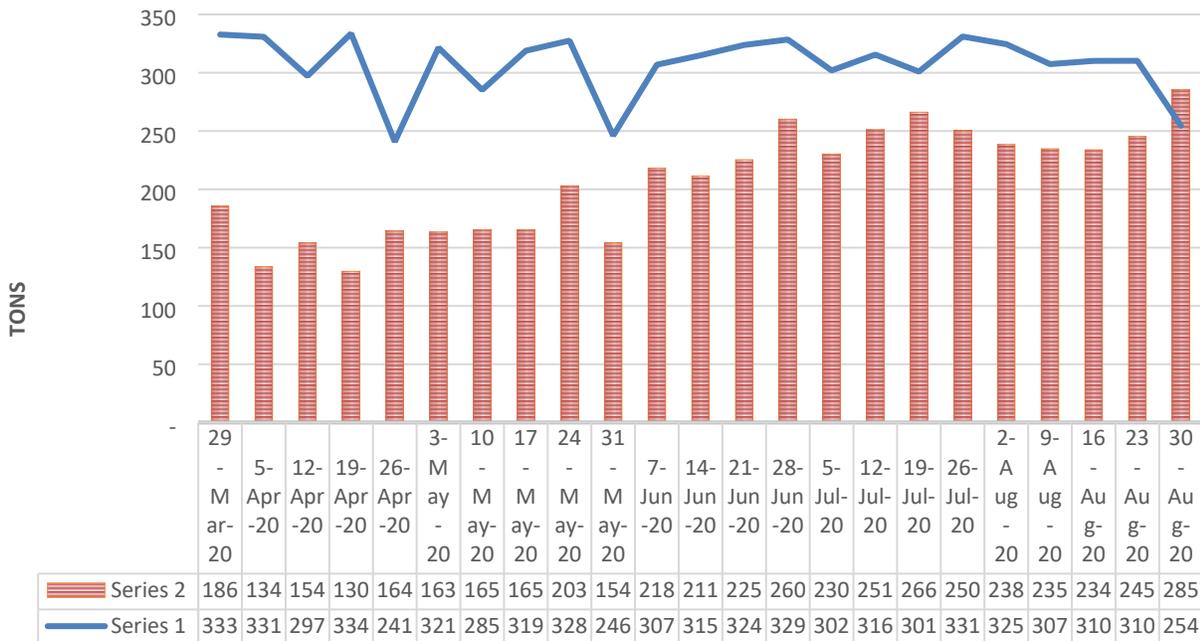
TONS OF RECYCLING COLLECTIONS EACH WEEK AGAINST SAME PERIOD LAST YEAR



TONS OF GARDEN COLLECTIONS EACH WEEK AGAINST SAME PERIOD LAST YEAR



TONS OF TRADE WASTE EACH WEEK AGAINST SAME PERIOD LAST YEAR



5. RISK MANAGEMENT AND GOVERNANCE ISSUES

All associated risk assessments have been carried out to ensure staff members follow current Covid19 guidance and safe working practices with measures in place to take effect if a staff member shows signs of Coronavirus.

6. LEGAL APPRAISAL

➤ N/A

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

During the pandemic to date, residents from various Wards and backgrounds including the BAME community will have been affected by such issues as missed/late bin collections due to access restrictions (see Ward Implications). This will undoubtedly have caused confusion and potential upset. Waste Services have continued to provide information to all residents and attempted repeat visits wherever possible. Usual enforcement of recycling policies regarding contamination levels was temporarily cancelled during the pandemic to but restarted in October 2020.

7.2 SUSTAINABILITY IMPLICATIONS

➤ N/A

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The additional tonnage is the equivalent of 715 full RCV trips over the five-month period and 490 onward haulage trips.

7.4 COMMUNITY SAFETY IMPLICATIONS

➤ N/A

7.5 HUMAN RIGHTS ACT

➤ N/A

7.6 TRADE UNION

The recognised Trade Unions were fully consulted throughout the current Covid-19 pandemic on any changes proposed for Waste Collection and Disposal Services. They were very supportive of all changes that were proposed and subsequently implemented.

7.7 WARD IMPLICATIONS

On-going work takes place with various wards as necessary to reduce contamination levels within recycling bins which in turn will aid with budget recovery.

Various wards have been affected over recent months due to increased numbers of parked cars in and around narrow streets due to business and schools being closed and residents staying at home more often. Wherever possible, “missed bins” are collected on return visits but there have been instances which are reported daily of access being impossible for RCVs.

7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS (for reports to Area Committees only)

➤ N/A

7.9 IMPLICATIONS FOR CORPORATE PARENTING

➤ N/A

7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

➤ N/A

8. NOT FOR PUBLICATION DOCUMENTS

➤ None

9. OPTIONS

N/A

10. RECOMMENDATIONS

Members are asked to consider this report and the obstacles that Waste Services have had to overcome to maintain this essential operation. Any recommendations to further aid with service provision are welcome.

11. APPENDICES

Appendix 1 - Covid19 Risk Assessment – Ford Hill HWRC

Appendix 2 – Covid19 Risk Assessment – three in a cab

Appendix 3 – Covid19 Risk Assessment – Harris Street Depot

12. BACKGROUND DOCUMENTS

N/A

RISK ASSESSMENT FORM – FORD HILL HWRC

<i>Name of Establishment</i>	Ford Hill Household Waste Recycling Centre
<i>Address</i>	<i>Hill End Lane, Queensbury, BD13 2NQ</i>
<i>Name of person making assessment</i>	<i>David M Copeland</i>
<i>Job Title</i>	<i>Waste Disposal Manager</i>
<i>Assessment date</i>	<i>16th June 2020</i>
<i>Review due date</i>	<i>15th June 2021</i>
<i>Signed by assessor</i>	<i>David M Copeland</i>

<i>1st review Signed by reviewer</i>	
<i>Date reviewed</i>	
<i>2nd review Signed by reviewer</i>	
<i>Date reviewed</i>	

Assessment Reference RA/WM-FH-0005

A new risk assessment should be completed if an operation has changed in any way or the reviewer has identified changes required to an existing risk assessment

Verbally dealing with service users
whilst enforcing permit, tipping and use restrictions
during COVID-19

RISKS & HAZARDS

List significant hazards

Collision with vehicles (Trapping of body parts)
Personal threats & verbal abuse against staff (Stress & Anxiety)
Physical assault, to site staff, possible (personal injuries and or broken bones)
Risk to other site users who may become involved directly or indirectly
Risk of COVID-19 Contamination from members of the public or employees

Which groups of people are at risk from the hazards shown above?

All employee's
Contractors
Visitors, members of the public

How would you classify the risk of an accident occurring?

MEDIUM

What is likelihood of a significant injury occurring?

HIGH

How often are people exposed to this risk?

Monday to Friday 08.00am to 17.00pm
Saturday 08.00am to 16.00pm
Sunday 09.00am to 16.00pm

How many people are affected?

4 Members of staff
Up to 10 members of the public at any one time

CONTROL MEASURES IN PLACE

List any existing precautions

Employee site Induction, covering conduct, permit system, waste limits.

Staff training in customer care.

Advertised zero tolerance policy in place for aggressive and verbal abuse Police called as necessary

Safe working procedures on how to deal with the public and handle possible volatile situations.

Area supervisors/ manager to be available to clarify or calm down situations on site or by telephone to talk to site users and site staff.

Regular visits to site by Area Supervisors/manager.

Violence at work reporting and monitoring forms/Procedures.

CCTV Monitoring of site

Staff and contractor PPE:

- Hi visibility vests or hi visibility coats
- Corporate uniform
- Safety Boots with steel or composite toe cap and mid-sole protection
- Gloves as approved and supplied by management PVC/Rubber
- Hard hat with visor
-

Additional measures for social distancing COVID-19

All Staff in contact via two way radios Radio communications between front gate staff and queuing coordinators.

Body cameras on main gate staff and queuing coordinator.

Disposable gloves and personal alcohol gel for all employees

Mask's on request

Clear displayed information & warning signage around site (Remain in vehicle with Windows up please display residential permit, ensure 2 meters social distancing).

Traffic controlled at main gates by 2 staff members at all times, if violence erupts gates will be locked and police called.

Residents Permit MUST be shown in car windscreen clearly visible from the outside (no permit, no tip rule).

8 Designated 2 metre coned off bays for resident's to use to allow social distancing

All waste types accepted Household/Bulk waste, green garden waste WEEE electrical wastes

Sites staffed by 4 staff members (No lone working). 4 staff including a Supervisor on site at all times

Monitoring officer designated to monitor queuing traffic and non-compliant vehicles outside of the sites boundaries.

Site lockdown procedure in place for situations beyond control.

RISK LEVEL AFTER CONTROL MEASURES

How would you classify the risk of an accident occurring?

LOW

What is likelihood of a significant injury occurring?

HIGH

Is there still a significant risk YES / NO

NO

List significant hazards and risks requiring further control

Members of the public not maintaining social distancing therefore putting our staff at risk

Probability of injury occurring H/M/L

M

New control measures needed and target date for implementation

Maintain social distancing and traffic management control on and off site at all times

Date introduced

11th May 2020

RISK ASSESSMENT FORM – THREE IN A CAB

Part A

DEPARTMENT/ SERVICE			Place- Waste Collection services		
Assessor/ Person(s) assisting with the assessment		David Crabb		DATE	22 nd May 2020
TASK / ACTIVITY (Include duration and frequency of task activity)		Multiple-person crews sharing vehicle cab during the day. Up to 2 hours per day including travel time to and from depot and transfer loading station (TLS). Also including movement between streets/areas throughout the day.			
Likelihood of Occurrence 1 Very Unlikely 2 Unlikely 3 Possible 4 Probable 5 Very Likely	Severity of Outcome				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)
	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)
	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)
LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)	
Persons / groups at risk					
A	Employees	E	General Public / Pupils		
B	New Employees	F	Visitors		
C	Contractors / Sub-Contractors	G	Volunteers		
D	Young person / Work experience	H	Clients / Service users		
Likelihood of occurrence X Severity of outcome = Risk Rating					
Example:					
Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)					

Part B

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
Time crewmembers spend in the vehicle cab together increasing possible risk of infection.	A,B	<ul style="list-style-type: none"> Encouraging crew members to start and finish onsite and not in depot. Encouraging one crewmember only to travel to Transfer Loading Site (TLS) or depot with driver. 	9	<ul style="list-style-type: none"> The issuing and use of face masks to all crewmembers whilst in vehicle cab. Limit use of RPE (Respiratory Protective 	4

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
		<ul style="list-style-type: none"> • Crew to structure daily route to minimise need of getting in the cab between locations. • Maintain consistent/same crew members in each team. • If not reasonable or practicable crew members continue to follow the primary control measures in place using a high standard of hygiene through available materials. 		Equipment) to the vehicle cab.	
Risk of contamination and infection from outside of the vehicle.	A,B	<ul style="list-style-type: none"> • Wearing of P.P.E gloves and practicing good glove discipline and additional good hygiene measures. 	9	<ul style="list-style-type: none"> • Regular inspection and tests from managers/vehicle enforcement officers to check that crews are following good hygiene standards of safety. • Posters, leaflets and other materials are available for display. • Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 	
Risk of contamination and infection from cab area/surfaces.	A,B	<ul style="list-style-type: none"> • Cabs to have alcohol or soap-based cleansing and/or wipes available for all surfaces and to be cleaned periodically 	9	<ul style="list-style-type: none"> • Scheduled vehicle deep clean prior to new weekly shift commencing. 	4

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating <small>(refer to chart)</small>	Further action required to eliminate or reduce the risk <small>(who by and Date)</small>	Residual risk rating <small>(refer to chart)</small>
		<p>throughout the day and at the end of each shift.</p> <p>Open cab windows to encourage airflow.</p>		<ul style="list-style-type: none"> Posters, leaflets and other materials are available for display. 	
<p>Crewmember develops symptoms of COVID-19</p>	<p>A,B</p>	<ul style="list-style-type: none"> Crew member showing symptoms to be sent home immediately. The cab to be decontaminated or the vehicle parked-up for at least 72 hours. This must be done immediately even if it means aborting the collections round. 	<p>6</p>	<ul style="list-style-type: none"> Posters, leaflets and other materials are available for display 	
<p>Adverse reaction from public including aggression and violent behaviour.</p>	<p>A,B</p>	<ul style="list-style-type: none"> Bodycams are worn by crewmember. Works Procedures stipulate that crews leave area or contact management and police if situation escalates. 	<p>4</p>		

Part C

<p><i>Links to other risk assessments and or safe working instructions - please state</i></p>	<p>Individual risk assessments Waste Collection Works Procedures Government guidance for maintaining social distancing in the workplace</p>		
<p><i>Name and Sign</i> <i>When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented</i></p>	<p>David Crabb</p>		<p>Date</p>
			<p>22nd May 2020</p>
<p>Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid.</p>			
<p>For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?</p>			
<p>Please record any changes required and or action taken, then date and sign</p>			
<p>Reviewer Name & Date</p>		<p>Notes</p>	
<p>Reviewer Name & Date</p>		<p>Notes</p>	
<p>Reviewer Name & Date</p>		<p>Notes</p>	
<p>Reviewer Name & Date</p>		<p>Notes</p>	

RISK ASSESSMENT FORM – HARRIS STREET DEPOT

Part A

DEPARTMENT/ SERVICE					Place- Waste Collection Services			
Assessor/ Person(s) assisting with the assessment			David Crabb				DATE	21 st May 2020
TASK / ACTIVITY (Include duration and frequency of task activity)			Social Distancing Harris Street Depot					
					Persons / groups at risk			
					A	Employees	E	General Public / Pupils
					B	New Employees	F	Visitors
					C	Contractors / Sub-Contractors	G	Volunteers
					D	Young person / Work experience	H	Clients / Service users
					Likelihood of occurrence X Severity of outcome = Risk Rating			
					Example: Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)			
Likelihood of Occurrence	Severity of Outcome							
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe			
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)			
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)			
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)			
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)			
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)			

Part B

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
Social distancing must be observed where possible in the workplace. Failure to do so	All staff and visitors within our	Peak times 05.45 to 06.30 for staff starting waste collection rounds, Poster and signs have been put up,	15	Social distancing has been adopted	10

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
could result in a COVID-19 outbreak amongst our workforce	buildings A,B,C,E,F.	with continues updates to signage.			
Staff who are not fit to work, COVID-19 type symptoms or who have COVID-19	A,B,C,E,F.	Stay at home and contact NHS111 follow advice	15	For symptoms contact line manager who will arrange a test for you or family member	10
The office layout and positioning of furniture does not readily allow social distancing to be observed.	Staff	A number of staff are working from home to allow social distancing in the office.	15		10
Entrances and exits to some buildings are too narrow to allow 2m social distancing of people passing in opposite directions	Staff and visitors entering or leaving premises	People are instructed to observe social distancing where possible. Path ways and corridors are marked out with yellow tape at 2 metre intervals.	15	Office hatch is operated as one person at a time. i.e one person in as one comes out.	10
Corridors and circulation areas are too narrow for 2m social distancing of people passing in opposite directions, or to pass a person stood in the area.	All staff and visitors within a building	People are instructed to observe social distancing where possible. Occupancy levels are very low, mitigating the likelihood.	15	One way systems and no stopping rules to be introduced in such buildings. The direction of travel to be clearly marked using signage on floors, walls and doors.	10
Officers manned increases the risk of infection spreading between people.	Staff	At present only key workers delivering essential services are permitted to attend, thereby reducing the likelihood.			10
Non-compliance with social distancing during an emergency evacuation and requirement for	All staff and visitors	At present only key workers delivering essential services are permitted to attend, thereby reducing	15	In the event of an emergency evacuation the priority will be to vacate the building, which will impact on social distancing. Fire	10

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
people at assembly points to remain 2m apart.		the likelihood.		warden and fire marshall training and advice to be reviewed and amended accordingly.	
Staff with a Personal Emergency Evacuation Plan (PEEP) which requires physical assistance during an emergency evacuation will not be able	Staff with a PEEP requiring physical assistance during an evacuation	At present only key workers delivering essential services are permitted to attend, thereby reducing the likelihood and impact.	15	[Advice to be obtained from HR]	10
Toilets may be too small to accommodate 2m of social distancing.	All staff and visitors	At present only key workers delivering essential services are permitted to attend, thereby reducing the likelihood and impact.	15	Bradford depot toilets for men are multi occupancy. At peak times 05.45 am to 06.30 am all staff are asked to limit number of occupants at any one time.	10
At present the majority of toilets use powered air units to dry hands. These units blow air around a room and could spread COVID-19 virus should the virus be present on surfaces within a toilet.	All staff and visitors	Powered hand dryers to be temporarily decommissioned and paper towel dispensers to be installed in all toilets.	15	Hand towels ordered	10
Some kitchens and tea points are too small to accommodate social distancing.	All staff	At present only key workers delivering essential services are permitted to attend, thereby reducing the likelihood.	15	Kitchens and tea points to be assessed for maximum occupancy (likely to be 1 in most cases). Appropriate signage to be placed on doors and 2m queuing areas	10

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
With the exception of certain larger rooms across the depot, it will be difficult to maintain 2m of social distancing within meeting rooms.	All staff and visitors	At present meeting room use is discouraged and capacities have been reduced by 50%	15	to be marked nearby. Each meeting room to be reviewed and chairs put 2m apart, with the remainder to be removed. Protocols for usage to be implemented including face to face meetings only to be held when there is no alternative. People entering meeting rooms and moving to the furthest away available chair. Circulation during meetings to be discouraged.	10
Stairwells in most buildings are too narrow for people to pass 2m or more apart.	All staff and visitors	At present only key workers delivering essential services are permitted to attend, thereby reducing the likelihood and impact.	15	Stairwells at Harris Street operate traffic light system over seen by a Manager at peak times 05.45 am to 06.30 am	10
Risk of contamination and infection from surfaces and waste.	All staff and visitors	Cleaning levels have been increased across the depot and deep cleans are implemented on request.	10	More regular treatment of high touch surfaces such as door handles, railings, locks cleaned daily	10
Staff and visitors not washing or sanitising their hands often enough could lead to an outbreak.	All staff and visitors	Staff are encouraged to wash hands through signage. Hand sanitizer is available in receptions.	15	Installation of hand sanitizer dispensers at each building entrance and exit. Consideration to be given to installation of hand washing	10

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
				stations, although noting that this may lead to reduced capacity.	
An increase in occupation will lead to an increase in staff going outside to smoke or vape. Often people smoking or vaping sometimes gather around entrances and exits, which could lead to instances of social distancing rules being broken.	All staff and visitors	Not working at full capacity at present and only key workers delivering essential services are permitted to attend, thereby reducing the likelihood and impact.	15	Rules for smoking and vaping currently advise staff to do so away from buildings in designated areas.	

Part C

<i>Links to other risk assessments and or safe working instructions - please state</i>	Individual Building risk assessments. Fire Safety Strategy Individual building fire risk assessments Government guidance for maintaining social distancing in the workplace		
<i>Name and Sign</i> <i>When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented</i>	David Crabb		Date
			21 st May 2020
Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?			
Please record any changes required and or action taken, then date and sign			
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	

