

Staying COVID-19 Secure

We confirm we have carried out a risk assessment in line with the government COVID secure guidelines, approved by Mike Curran, Health & Safety Manager, Tower Transit, and Joe Welch, Company Convenor, Unite the Union

The assessment identified the extensive initiatives and support measures already in place - below is a summary of the key headings addressed and results in terms of actions identified

TT COVID secure Risk Assessment Summary - Key Areas and Resulting Actions

1. Carrying out a risk assessment in conjunction with workforce representatives

This notice confirms indicating we have followed the Government guidance and compiled the Risk Assessment.

2. Who should go to work,

Objective: If people can, they should work from home

2.1 Protecting people who are at higher risk.

2.2 Staff who need to self-isolate

2.3 Equality in the workplace and on the services

Many Policies and procedures already in place for equality, vulnerable groups and self-isolation

Some further actions will include consideration of a risk assessment process is currently being considered to evaluate suitability for return to work for staff in vulnerable groups if / when appropriate, and the provision of further information for staff explaining the testing arrangements for COVID19.

3. Social distancing at work

Objective: Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling.

3.1 Coming to work and leaving work

Objective- to maintain social distancing wherever possible on arrival and departure and to ensure and availability of hand washing facilities and hand sanitising

3.2 Moving around building and worksites.

Objective: To maintain social distancing as far as possible while people travel through the workplace.

3.3 Workplaces and workstations

Objective: To maintain social distancing between individuals when they are at their workstations

3.4 Meetings

Objective: To reduce transmission due to face to face meeting and maintain social distancing in meetings.

3.5 Common areas

Objective: To maintain social distancing while using common areas.

A lot of work has already been carried out throughout the workplace, and further actions will include addressing the points identified in the recent Occupational Hygienist report, and the implementation of additional social distancing measures in depots are being communal areas and office areas. We will also review the numbers of drivers to be safely carried in ferry vehicles and with mentors / instructors, and we will formalise a COVID safe recruiting processes.

4 Workforce planning

Objective: to reduce transmission from face-to-face interaction and enable social distancing in the workplace.

4.1 Manage Contacts

4.2 Providing and explaining available guidance

Objective: To make sure people understand what they need to do to maintain safety.

A lot of advice and equipment has been issued including hand sanitiser and wipes etc, and a trial move to washable facemasks is planned in the coming weeks. The cleaning regime has been greatly enhanced, and further focus will be put on the management of the cleaning contractors.

5. Queues and protecting passenger flows

5.1 Bus capacity – passengers and social distancing

5.2 Regulatory Compliance by TT with on-bus Social distancing guidelines

Obviously the Mayor / TfL as the overall provider of transport in London, and set the framework in which TT operates. TfL is discussing with Bus operators and the Union representatives to agree proposals for bus passenger capacities and mitigations to enable safe distancing – this will include bus passenger loading limit stickers, and guidance notes on these potential social distancing problems on buses in service – including how to deal with buggies and wheelchairs. We will also scope advice for drivers during live changeovers to avoid unnecessary close contact with passengers

6 Accidents, security and other incidents

Objective: to prioritise safety during incidents.

In addition to the extensive existing safety measures and processes, we will revise existing guidance to drivers in an emergency, to reduce any potential virus exposure as far as possible, and guidance will be reviewed for any instances of spit landing on a driver (the ongoing full sealing of the cab screens will prevent this in most cases). We will also confirm appropriate advice for First aiders in respect to COVID19

7. Cleaning the workplace

Objective: To make sure that any site or location that has been closed or partially operated is clean

- **An assessment for all sites, or parts of sites, that have been closed, before restarting work.**
- **Carrying out cleaning procedures and providing hand sanitiser before restarting work.**

7.1 Keeping the workplace Clean

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.

7.2 Hygiene – handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene through the working day.

7.3 Changing/locker rooms and showers

Objective: To minimise the risk of transmission in changing rooms and showers.

Cleaning regimes have been extensively enhanced during the crisis, including complete daily antiviral cleaning of all buses and drivers cabs, and constant rolling anti-viral cleaning of depot areas. There will be an ongoing monitoring of cleaning contractors and confirmation of updated procedures, and a review to rationalise cleaning / fogging / spraying is planned to aim to make the process more sustainable and cost effective while retaining appropriate levels of protection

8. Ventilation

In office areas we will create Signage for staff to use natural ventilation wherever possible, and in vehicles advice has already been issued to open windows whenever possible. Air con systems that used recycled air are being converted to use fresh air intakes with temporary fans in place in the meantime

9 Communications and Training

A comprehensive range of communication has been issued to staff throughout the crisis to staff including posters, emails, and the provision of a dedicated email advice line and a COVID advice centre containing a library of information. We are also going to consider more use of DASWEB to send reminders on information issued.