



Risk Assessment Working Safely During Coronavirus – Parking and Enforcement

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Scope	<p>Review of the risks associated with the Parking and Enforcement Service including:</p> <ul style="list-style-type: none">• Making Payment at Pay and Display Machines (where applicable)• Car Park Inspections• Car Park Enforcement• Management of Waste• Maintenance of Pay and Display Machines (where applicable)
Related Documents:	<p>Linked Risk Assessments</p> <p>Site specific risk assessments RA01 – RA07</p> <hr/> <p>Applicable Safe Systems of Work</p> <p>IPSERV Parking and Enforcement Induction SSW02 - Winter Procedure for Car Parks SSW01 - Battery Charging and Handling SSW03 - Adverse Weather</p> <hr/> <p>Procedures / Policies / Forms Applicable</p> <p>Coronavirus Guidance:</p> <p>https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control</p>

	Outstanding actions required as a result of this assessment
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Task Element	Hazard Identified and Potential for Harm	Person at Risk	Initial Risk Rating (Without controls in place)			Control Measures in place	Residual Risk Rating (With controls in place)		
			Severity	Likelihood	Risk		Severity	Likelihood	Risk
Purchasing parking tickets from pay and display machine	Contracting and / or spreading Covid-19 through touching the pay and display machine	Employees, customers, members of the public	4	3	12	Machines will be opened for card payment only and will be sanitised fortnightly using Zoonoo sanitisation chemical	3	2	6

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Cash collections	Contracting and / or spreading Covid-19 when collecting cash from the machines.	Contractor	4	3	12	Close pay and display machines for cash payment and provide only RingGo payment & card payment for parking sessions.	4	2	8
							4	1	4
In person enforcement activities	Contracting and / or spreading Covid-19 when carrying out in person enforcement.	Contractor	4	3	12	Contractor to be requested to ensure social distancing is maintained and wear disposable gloves. Request a copy of the contractors Risk Assessment of the activity.	4	2	8

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Customers extending their parking stay via tablets at retail unit / customers premises	Contracting and / or spreading Covid-19.	Customers, members of the public	4	3	12	Introduce a phone number / email address to call to extend your parking stay.	4	1	4
Carrying out fortnightly Car Park Inspections	Contracting and / or spreading Covid-19 during car park inspections	Contractor	4	3	12	Contractor to be asked to wear gloves when completing car the park inspections. Request a copy of the contractors Risk Assessment of the activity.	4	2	8
Pay and display machine maintenance	Contracting and / or spreading Covid-19 during routine maintenance	Contractor	4	3	12	Contractor to be asked to wear gloves when completing car the park inspections. Request a copy of the contractors Risk Assessment of the activity.	4	2	8

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Employee contacted by NHS Track and Trace	Providing colleague contact details, GDPR implication	Employees	2	3	6	<p>If an employee is contacted by NHS Track and Trace and asked to provide contact details for people they have been in contact with they should contact their Manager.</p> <p>The IPSEV Manager will contact the IPSEV Employee Relations Manager who will advise on this.</p>	2	1	2

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Travelling to work and between customer sites	Contracting and / or spreading Covid-19	Employees, customers, members of the public	4	3	12	<p>Travel to sites alone wherever possible.</p> <p>Non surgical face covering is advised where / if social distancing can not take place.</p> <p>Wash hands or use sanitiser before entering and leaving a customer premises.</p> <p>Avoid public transport if possible and walk, cycle or drive to and between site.</p> <p>Wherever possible avoid sharing cars with people not from your family.</p>	4	2	8

Risk Matrix for calculating risk ratings		HAZARD SEVERITY				
		1. Negligible Very minor injury or absence from work	2. Slight Minor injury requiring first aid treatment	3. Moderate Injury leading to a lost time accident	4. High Involving serious injury or a single fatality	5. Very High Multiple deaths or catastrophic failure
Likelihood of Occurrence	1.1.1 Very Unlikely 1. An unlikely combination of factors would be required for an incident to happen	LOW	LOW	LOW	LOW	LOW
	1.1.2 Unlikely 2. A rare combination of factors would be required for an incident to occur	LOW	LOW	LOW	MEDIUM	MEDIUM
	1.1.3 Possible 3. Could happen if all the factors are present, but still not likely	LOW	LOW	MEDIUM	MEDIUM	HIGH
	1.1.4 Likely 4. Not certain but an additional factor may resulting an incident	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	1.1.5 Very Likely 5. All the indications are there that an accident will occur	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

