


PROPERTY RISK ASSESSMENT FORM

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING					
Directorate	Park Services						
Team	Ranger Services						
Title of risk assessment		Car Park opening COVID 19					
Details of activity: Risk assessment for re-opening public car parks							
Location of activity	Grassington, Linton, Kettlewell, Buckden, Aysgarth, Hawes, Horton, Stainforth, Clapham & Malham car parks						
Risk assessment log ref	Car Parks Covid19						
Other risk assessments cross-referenced	GRA YDNPA Toilet blocks 2020 RA Property Inspections during Covid 19						
Workplace Instruction reference	n/a						
Date of assessment	13/05/20 reviewed 22/5/2020						
Name of person carrying out assessment	Alan Hulme						
Name of employee(s) consulted on activity	Corporate Services						
Senior Management Team's approval		Date					
Kathryn Beardmore		22/5/20					
		POTENTIAL OUTCOME				LIKELIHOOD	
		Catastrophic	Fatal injury/permanent disability		Highly likely	More likely to occur	
		Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence		Likely		
		Moderate	RIDDOR reportable over 7 day injury		Possible		
		Minor	Minor injury (requiring first aid)		Unlikely		
		Insignificant	Minor injury		Remote	Less likely to occur	
		POTENTIAL OUTCOME					
		Catastrophic	5	10	15	20	25
		Major	4	8	12	16	20
		Moderate	3	6	9	12	15
		Minor	2	4	6	8	10
		Insignificant	1	2	3	4	5
			Remote	Unlikely	Possible	Likely	Highly Likely
		LIKELIHOOD					
		Risk rating		Action			
			HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)			
			MEDIUM	Review/add controls (as far as reasonably practicable) & monitor			
			LOW	Monitor control measures			

Hazard and related activity <i>Eg slip – wet floor</i>	Persons at risk <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i>	Existing control measures <i>Eg workplace instructions, training, authorised user, competent person, PPE – give specific references</i>	Risk rating after existing control measures <i>Potential Outcome x Likelihood = Risk (eg Minor x Unlikely = Low)</i> <i>If High, and no additional controls practicable, notify H&S Team</i>	If any additional control measures required – what are they? <i>Eg documented observational monitoring</i>	Residual risk rating after additional control measures <i>Potential Outcome x Likelihood = Risk (eg Minor x Unlikely = Low)</i> <i>If High notify H&S Team</i>
Transmission of Covid 19 – from people at car park	EMPLOYEES, SERVICE USERS & VISITORS	<ol style="list-style-type: none"> Any person who has symptoms of covid-19 infection or who has been in close contact with another person with symptoms (or a confirmed covid-19 infection) is required to self-isolate as directed by national guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Information for individuals on mitigation measures are posted on the Authority's website Adjacent properties are suitable distances away from normal activities occurring within the car park Cars park in a random manner in different and quieter areas (spaces) of the car park and occupants leave site. When cars arrive and park or leave together normal courtesy occurs of allowing people to leave or enter vehicles. Social distancing occurs naturally around the car park. Car parks have wide open areas to exit and wide pathways 	LOW	All persons (employees, contractors and public) are expected to exercise personal responsibility for themselves and others for whom they are responsible and to follow national guidance https://www.gov.uk/coronavirus	LOW
Transmission of Covid 19 – car park infrastructure	EMPLOYEES, SERVICE USERS & VISITORS	<ol style="list-style-type: none"> Signage in place to advise on measures to mitigate spread of Covid 19 include: <ul style="list-style-type: none"> Washing hands (toilet facilities available on site) Maintaining 2m social distancing Minimising contact with surfaces where possible Contactless payment option on car park machine 	LOW	2m spacing stickers applied to walls and floors around car park ticket machines as required	LOW

		<p>3. Cleaning of the ticket machines added to cleaning contractor duties, for twice daily clean - prioritising cleaning of touch points such buttons and cash slots</p> <p>4. 2m spacing signs applied to walls and floors around car park ticket machines as required</p> <p>5. Monitoring of levels of car park use by volunteers. Separate guidance provide to individual volunteers but key point no interaction for volunteers with the public using car parks.</p>			
Transmission of Covid 19 – cash collection contractors	EMPLOYEES, SERVICE USERS & VISITORS	<p>1. Contractors updated their Risk Assessments to include:</p> <ul style="list-style-type: none"> ○ Social distancing measures and safe practises ○ Relevant PPE where assessed as necessary ○ Cleaning surfaces before and after opening or maintenance of the machine 	LOW	<p>Contractors instructed and Risk assessments reviewed</p> <p>Processes monitored and reviewed on a weekly basis</p>	LOW

ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Position	Date	Signature	Date
1	<i>Signage created and installed</i>	<i>Alan Hulme</i>	<i>Head of Park Management</i>	<i>15/05/20</i>	<i>AHulme</i>	<i>15/05/20</i>
2	<i>Information posted on Authorities website</i>	<i>Mark Sadler</i>	<i>Communications Manager</i>	<i>15/05/20</i>	<i>MS</i>	<i>15/05/20</i>
3	<i>Contractors instructed and Risk assessments reviewed</i>	<i>Jon Tighe</i>	<i>Estates Manager</i>	<i>15/05/20</i>	<i>By 19/05/20 before cash contractors on site</i>	

ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Further control measures to reduce risks so far as is reasonably practicable		Name	Position	Date	Signature	Date
4	<i>Flowbird app set up for contactless payment option. Investigated and dismissed as an option to introduce due to practical difficulties of implementing and monitoring. In addition cost implication which need further investigation.</i>	<i>Alan Hulme</i>	<i>Head of Park Management</i>	<i>22/05/20</i>	<i>AHulme</i>	<i>22/05/20</i>
5	<i>Processes monitored and reviewed on a weekly basis</i>	<i>Alan Hulme</i>	<i>Head of Park Management</i>	<i>Ongoing</i>	<i>n/a</i>	<i>n/a</i>
6	<i>Look at options to further improve on social distancing at various specific sites</i>	<i>Alan Hulme</i>	<i>Head of Park Management</i>	<i>Ongoing</i>		

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated, and any other comments and information

Document sent to Senior Management Team for sign off. Document sent to relevant staff at the Authority and published on website.

Scheduled date of next review <i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	Are there any changes to the activity since the last review? <i>Clarify that all the controls are still in place and are monitored on a regular basis.</i>	Signature of manager	Date of review
<i>Weekly from 15/05/20</i>	<p>2m spacing signs applied to walls and floors around car park ticket machines as required</p> <p>Monitoring of levels of car park use by volunteers. Separate guidance provide to individual volunteers but key point no interaction for volunteers with the public using car parks.</p> <p>Flowbird app for contactless payment option. Investigated and dismissed as an option to introduce due to practical difficulties of implementing and monitoring. In addition cost implication which need further investigation.</p>	<i>Alan Hulme</i>	<i>22/5/20</i>