

## Motability Risk Assessment Sheet - 004

<p><b>SECTION 1: CONTROL DATA</b></p> <p><b>DEPARTMENT :</b> Field Team, Grants</p> <p><b>RISK – Access and Egress of Assessment/demonstration vehicle to include COVID 19</b></p> <p><b>LOCATION OF RISK:</b> Assessment/demonstration vehicle at various customer locations</p>	<p><b>RISK ASSESSOR:</b> Jackie Smith</p> <p><b>ASSESSMENT DATE:</b> 21st January 2020 reviewed date 14/05/2020 due to COVID 19</p> <p><b>PLANNED REASSESSMENT:</b> As further guidance on Covid-19 becomes available, at the latest 19th January 2021</p>
<p>Motability assessors are required to help applicants in and out of vehicles in order to assess and determine the most suitable mobility solution.</p> <p>The risk assessment is completed to minimise the risk of harm or injury to anyone involved in the vehicle assessment.</p> <p>Covid-19 makes the vehicle assessment more difficult and a further risk assessment was conducted (14<sup>th</sup> May 2020) to determine how best to assist applicants with access and egress from the vehicle.</p>	

### Section 2: INITIAL ASSESSMENT

#### Section 2: Q1 DESCRIPTION OF RISK & POTENTIAL HARM:

1. Incorrect use of lift/ramp/access adaptations – crushing injury, falling, tripping, fatality
2. Tipping of wheelchair – crushing injury, bruising, cuts
3. RTI (road traffic incident) - serious physical injury or fatality
4. Assisting customers to access vehicle – musculoskeletal injury.
5. Repositioning six-way driver’s seat. - musculoskeletal injury.
6. Weather conditions – crushing injury, falling, tripping, fatality.

#### Section 2: Q2 WHO IS EXPOSED TO THIS RISK:

MDA (Mobility & Driving Advisor), customer, family members, general public, Motability staff.

#### Section 2: Q3 CONTROLS CURRENTLY IN PLACE TO MINIMISE THIS RISK

1. MDA/demonstrator to give verbal instructions and demonstration of adaptations. Constant observation by MDA. Check measurements during assessment to ensure suitability of vehicle. Safety exit mirror provided in Motability assessment vehicle. Safety cut off button on lift/ramp control. Yellow guidance lines on lift. MDA to assess weight involved and compare with the Weight limit notice on lift.
2. MDA to assess situation before accessing/egressing. Verbal instructions. Constant observation by

MDA.

3. MDA to assess the surrounding environment for safe access/egress of vehicle. High visibility jackets MUST be worn at all times when on the public highway.
4. Manual handling training. MDA to assess the situation before assisting.
5. Manual handling training. Suitable Motability assessment vehicle provided.
6. Rock salt provided, umbrellas, non-slip footwear provided.
7. Carry out periodic spot inspections to see that control measures are being applied.

## Section 2: Q4 WHAT IS OUR INITIAL ASSESSMENT OF RISK:

Current risk is **medium**.

Medical assistance is likely to be required in the event of an incident, and it is possible to likely that an incident could arise.

## SECTION 3: THE RE-ASSESSMENT – 14<sup>th</sup> May 2020

### Section 3: Q1 WHAT NEW RISKS HAVE BEEN IDENTIFIED?

The risks originally identified remain, however as a result of the Covid-19 pandemic a further review has given rise to the following additional risks:

1. Applicants or their family enter the vehicle with Covid-19 or symptoms – contaminating the vehicle.
2. Applicants or their family enter the vehicle and transmit Covid -19
3. Multiple customers access the vehicle each day – increasing the spread of the virus.

### Section 3: Q2 WHAT NEW CONTROLS HAVE BEEN PUT IN PLACE

The controls as originally identified remain, however in response to Covid-19 pandemic the following additional controls have been implemented to reduce the potential for contamination and transmission of Covid-19.

1. MDA will advise the customer during the initial call of what will happen during the assessment..
2. Ensure customer is made aware that only those who are needed attend the assessment – if they have requirements to be assessed or they are assisting with communication needs.
3. MDA to advise the customer that the windows will be down as much as possible during the assessment to allow for ventilation, and therefore they may want to wrap up warm as it might be cooler in the vehicle.
4. Advise the customer to wear clothing that is suitable and covers their arms and legs to minimise the risk of contamination or transmission. If the customer does not have a face covering and gloves the MDA can provide this and will dispose of this with their own PPE.
5. Ensure that the customer is provided with hand sanitiser ready for the assessment. Explain that you have also just cleaned your hands with hand sanitizer, and that both of you should avoid touching your face and hands.

6. Before getting into the assessment vehicle advise the applicant of what control measures/ cleaning you have put in place, antibacterial or bleached the windows and mirror controls, seat and head restraints, seat belt and its connection, gear lever, steering wheel, indicator and wiper stalks, car keys etc.
7. Ensure the vehicle is well ventilated – leave the windows and doors open. Avoid using the air-conditioning if possible however if it is used do not set it to recirculate the air in the vehicle.
8. MDA to sit in the driver's seat facing the rear of the vehicle towards the customer (who enters through the rear doors) ensuring that social distancing of 2m is observed as much as possible.
9. When and if you have to carry out a physical assessment, you will need to go within 2m and have direct contact with a customer you must ensure that you are wearing PPE, gloves, apron and FFP 2 face mask or equivalent.
10. Once the assessment has finished and the customer is in their home the MDA will need to clean the vehicle inside with house hold products such as antibacterial spray, detergents and bleach.
11. On completing the cleaning of the vehicle all the cloths, wipes and PPE must be placed in a black bag, tied and kept for 72 hours before placing it in the household rubbish.
12. Assessments will be kept to a minimum, one per day, to minimise the level of transmission or contamination.

### Section 3: Q3 - AFTER THE RE ASSESSMENT - HOW HAS THE RISK CHANGED?

Further measures have been implemented in order to create a safer environment for both employees and beneficiaries during the Covid-19 pandemic.

The risk has been identified as **medium**, beneficiaries are likely to be vulnerable to Covid-19 and could suffer major reactions as a result, and the likelihood of contamination and transmission is possible.

We will continue to monitor the guidance provided and review the risks to ensure we minimise exposure where possible.

### Section 3: Q4 - WHO WAS INVOLVED IN THE REASSESSMENT

Jackie Smith – Solutions Manager  
Cheryl Hodgson – Risk, Controls & Compliance Manager  
Paul Venter – Health and Safety Advisor

Presented to Health & Safety Committee on 28<sup>th</sup> May 2020.

## SECTION 4: FURTHER RE-ASSESSMENT – DATE

### Section 4: Q1 - AFTER THE RE ASSESSMENT - HOW HAS THE RISK CHANGED?

**Section 4: Q2 - WHAT NEW CONTROLS HAVE BEEN PUT IN PLACE?**

**Section 4: Q3 - AFTER REASSESSMENT HOW HAS RISK CHANGED?**

**Section 4: Q4 - WHO WAS INVOLVED IN THE REASSESSMENT?**

**Risk Assessment Matrix**

		Severity				
		Fatal Injuries	Major Injuries	7 Day Injuries	Medical Treatment	Minor Injuries
Likelihood	Very Likely	High	High	High	High	Medium
	Likely	High	High	High	Medium	Medium
	Possible	High	Medium	Medium	Medium	Low
	Unlikely	Medium	Medium	Medium	Low	Low
	Very Unlikely	Medium	Low	Low	Low	Low

  

<b>H = Intolerable Risk</b> Action - STOP Activity
<b>M = Tolerable if ALARP</b> Action - REVIEW Risk Level
<b>L = Broadly Acceptable</b> Action - MONITOR Risk Controls

This Initial Risk Assessment is Medium

Assessors Name:  Jackie Smith	Signed: Jackie Smith	Date: 5 <sup>th</sup> June 2020
Department Manager:  Lisa Jones	Signed: Lisa Jones	Date: 5 <sup>th</sup> June 2020
Facilities Office:  Steve Wright	Signed: Steve Wright	Date: 5 <sup>th</sup> June 2020

Re-assessment of risk is MEDIUM

Assessors Name: Jackie Smith	Signed: Jackie Smith	Date: 5 <sup>th</sup> June 2020
Department Manager: Lisa Jones	Signed: Lisa Jones	Date: 5 <sup>th</sup> June 2020
Facilities Office: Steve Wright	Signed: Steve Wright	Date: 5 <sup>th</sup> June 2020