

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1992 and 1999



Covid-19 Risk Assessment - Passenger Transport

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Date of Assessment	- 12th August 2020
Review Date	- 24th September 2020



DESCRIPTION OF CORONAVIRUS

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

4. Risk assessment table

Risk	Hazards Identified	Driver	Passenger	Staff	Visitors	Control Measures in Place to Remove/Reduce Hazards	Notes/Links to Further Action Required to Control the Risk
Coronavirus (Covid-19) - General							
Covid-19 Symptoms- High temperature, a new continuous cough, a loss or change to sense of smell or taste	Risk of contact or respiratory droplets from work colleagues and customers	✓	✓	✓	✓	<p>Anyone showing symptoms should self-isolate for at least 10 days.</p> <p>Anyone living with someone showing symptoms or tested positive for the virus, their whole household should self-isolate as per Government guidelines.</p> <p>All staff are subject to random temperature checks via non-contact thermometer upon arrival on site. All staff are strongly encouraged to wear a face covering wherever possible.</p> <p>Drivers outside the coach on school or clients premises will wear a face covering unless they have a legitimate reason not to.</p> <p>On private hire all passengers aged 11 and over must wear a face covering unless they are exempt for health and disability reasons.</p> <p>Provision of sanitiser products for passengers and drivers on vehicles.</p> <p>Provision of sanitiser products and soap and water provided around depot for all staff.</p> <p>Provision of PPE for staff if they require it.</p> <p>Good hygiene measures to be maintained.</p> <p>Posters and signage on display regarding hand washing techniques.</p> <p>All staff and managers aware of main symptoms to look out for.</p> <p>Roof hatches and windows to be kept open on vehicles where possible to maintain good ventilation.</p> <p>Enhanced cleaning regimes in place.</p> <p>All staff should stay 2 metres apart from other colleagues, or 1 metre with extra precautions in place.</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>
Poor hygiene	Risk of contact or respiratory droplets from work colleagues and customers	✓	✓	✓	✓	<p>Provision of sanitiser products for passengers and drivers on vehicles.</p> <p>Provision of sanitiser products and soap and water provided around depot for all staff.</p> <p>Good hygiene measures to be maintained.</p> <p>Posters and signage on display regarding hand washing techniques.</p> <p>When coughing and sneezing cover mouth and nose with flexed elbow or tissue - throw tissue away immediately and wash hands.</p> <p>Avoid close contact with anyone who has a fever and cough.</p> <p>Employees advised to request a testing kit if they have symptoms, to self-isolate and to seek medical care if necessary.</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>
Staff member taken unwell	Risk of contact or respiratory droplets from work colleagues and customers	✓	✓	✓	✓	<p>Any member of staff showing symptoms of Covid-19 must inform management immediately. Confidentiality to the staff member to be maintained.</p> <p>Employee to be sent immediately home if showing symptoms.</p> <p>Employee advised to request a testing kit if they have symptoms, to self-isolate and to seek medical care if necessary.</p> <p>Identify who else may be at risk after having prolonged close contact with an infected person.</p> <p>Employee advised to request a testing kit and remain off work until a negative test is returned.</p> <p>Staff members to return to work if a negative test is returned.</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</p>

Risk	Hazards Identified	Driver	Passenger	Staff	Visitors	Control Measures in Place to Remove/Reduce Hazards	Notes/Links to Further Action Required to Control the Risk
Passenger taken unwell	Risk of contact or respiratory droplets from driver and customers	✓	✓	✓		Any passenger showing symptoms will be refused travel. All other passengers showing symptoms prior to boarding will be refused travel. Any passenger starting to show symptoms during the journey must inform the driver. Driver to contact the Transport Office (01992 463688) for advice. Contact to be made with school/local authority on home to school services.	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Identifying the true facts about Coronavirus	All staff, particularly those classified by Public Health England as being vulnerable including those over 70 and/or with a underlying medical conditions (moderate risk and high risk)	✓	✓	✓		Regular monitoring of latest updates from WHO, Public Health England, the Government and the Confederation of Passenger Transport on a daily basis. Communicate the latest guidance and facts to management, staff and passengers.	https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ https://www.gov.uk/coronavirus
Coaches							
Passengers on board vehicle	Risk of contact or respiratory droplets from driver and customers	✓	✓	✓		Any interaction between passenger and driver will occur off the coach in the open air. Where required signs indicating which seats are available to passengers given social distancing measures put in place. Provision of sanitiser products for passengers and drivers. On private hire all passengers aged 11 and over must wear a face covering unless they are exempt for health and disability reasons. Passengers are encouraged to bring own personal hand sanitiser. Drivers are strongly encouraged to wear a face covering wherever possible. Passengers requested to use safe system of boarding/alighting i.e. taking seats from back to front when boarding and from front to back when alighting where possible and keeping to the social distancing guidelines in place. Passengers advised not to stand prior to the coach stopping. All passengers should stay 2 metres apart from other colleagues, or 1 metre with extra precautions in place.	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coveringsCommunication https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own
Communication	Customers not aware of constraints around safe travel. Customer receives mixed messages. Language barriers.	✓	✓			Clear messages to be given by driver prior to passengers boarding vehicle and whilst on the vehicle. Where required signs indicating which seats are available for passenger use given social distancing measures put in place. Use all available social media platforms and website to communicate consistent messages.	

Risk	Hazards Identified	Driver	Passenger	Staff	Visitors	Control Measures in Place to Remove/Reduce Hazards	Notes/Links to Further Action Required to Control the Risk
Driver on vehicle	Risk of contact or respiratory droplets from work colleagues and customers	✓	✓	✓	✓	Where required signs indicating which seats are available to passengers given social distancing measures put in place. Where required seats behind driver taken out of use. Provision of sanitiser products for passengers and drivers. Drivers provided with appropriate PPE when required and cleaning products. Drivers are strongly encouraged to wear a face covering wherever possible. Where possible drivers should stay 2 metres apart from passengers, or 1 metre with extra precautions in place.	https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators
Touching the steering wheel and cab equipment such as handbrake, seat, window, mirror etc.	Contact risk from previous driver or contamination risk from passengers in close proximity when boarding/alighting	✓	✓	✓	✓	Provision of appropriate PPE including gloves and sanitiser products for cleaning vehicle. Efforts to ensure continued access to wash facilities during a shift. Reminders to clean/disinfect high contact areas on work tickets. Enhanced cleaning regime including cab area and access controls in place.	https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators
Normal engagement with customers	Risk of contact or respiratory droplets from customers	✓	✓	✓		Driver allowed to disembark at each stop and maintain a 2m distance from passengers. Where possible and only when safe to do so passengers to board/alight via the centre off side middle door. Pupils on home to school services have annual passes to show driver. No cash payments permitted on school services or private hire.	
Luggage	Risk of contact or respiratory droplets from customers	✓	✓	✓		Passengers will be required to drop luggage away from driver to maintain social distancing. Drivers provided with appropriate PPE when assisting passengers and handling luggage. Drivers can choose to wear facemasks if they wish and will be supported if they do.	https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/
Hard surfaces	Risk of contact from hard surfaces	✓	✓	✓	✓	All appropriate PPE and sanitising products provided for the purposes of cleaning the vehicle and the transfer of luggage. Enhanced cleaning regime in place which is regularly monitored.	
Cleaning vehicle in between journeys	Internally coming into contact with touch points, rubbish and passenger belongings	✓	✓	✓	✓	Driver to undertake additional cleans of cab area, access controls and touch point between journeys. Provision of hand sanitiser products, hard surface cleaner and disposable wipes provided for driver. Reminders to clean/disinfect high contact areas on work tickets. Additional cleans of cab area, access controls.	https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators

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Changeover and passengers boarding/alighting vehicle	Risk of contact with relief driver, customer or general public	✓	✓	✓	✓	<p>When queuing to board the coach, passengers are requested to adhere to social distancing guidelines.</p> <p>On private hire all passengers aged 11 and over must wear a face covering unless they are exempt for health and disability reasons.</p> <p>Driver to alight vehicle and socially distance before passengers board and driver can wear a facemask if they choose to do so.</p> <p>When boarding and alighting, all passengers must adhere to the social distancing guidelines. Passengers must use a safe system of boarding/alighting, taking their seats from the back to the front and alighting from front to back where possible.</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>
Facemasks, Shields and Face coverings	Risk of contact or respiratory droplets from customers/colleagues	✓	✓	✓	✓	<p>On private hire all passengers aged 11 and over must wear a face covering unless they are exempt for health and disability reasons.</p> <p>The Department of Education advises children and young people to wear a face covering when travelling on dedicated school transport.</p> <p>All staff are strongly encouraged to wear a face covering wherever possible.</p> <p>Drivers outside the coach on school or clients premises will wear a face covering unless they have a legitimate reason not to.</p>	<p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coveringsCommunication</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p>
Toilets	Risk of contact or respiratory droplets from customers/colleagues	✓	✓	✓	✓	<p>Passengers advised to only use the toilet if absolutely necessary.</p> <p>Toilet to be out of use on short services.</p> <p>Enhanced cleaning regime in place.</p> <p>Sanitiser and cleaning products and appropriate PPE provided to ensure toilets are thoroughly and regularly cleaned.</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators</p>
Breaks off site	Risk of contact with others if social distancing is not maintained	✓	✓	✓	✓	<p>Staff to adhere to social distancing and third party rules when off site.</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/</p>

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Breakdown/recovery/drivers travelling in cars/vans together	Risk of transfer from colleagues or contaminated surfaces	✓	✓	✓	✓	<p>Additional cleaning of support vehicles in place.</p> <p>Driver taking the replacement vehicle out must clean down the cab area prior to handover.</p> <p>Appropriate PPE and sanitising products provided.</p> <p>If passengers remain on the vehicle, encourage them to remain in their seats.</p> <p>Evacuate vehicle, if safe to do so and wait outside, socially distanced rather than keeping passengers on coach.</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/</p>