

## COVID 19 RISK ASSESSMENT – HEALTH FOR ALL

**This Risk Assessment is for the return to work of Transport staff; it is specific for the controls of covid 19 contamination and does not replace the transport risk assessments. All staff to have completed the online “Covid 19 awareness” and “the infection Prevention & control” courses prior to returning to work.**

<b>ACTIVITY / LOCATION: Community Transport Services/local journeys and day trips</b>
<b>Office based staff to comply with the relevant building Covid 19 risk assessment</b>

<b>Activity and associated hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are we already doing? Control measures</b>	<b>What further action is needed?</b>	<b>Action by whom?</b>	<b>Action by when?</b>
First time use of vehicles, Maintenance including MOT etc. Contaminated surfaces	All transport staff Contact with contaminated surfaces following maintenance work	All drivers to undertake an induction on covid 19 transport training, Check maintenance garage are following covid 19 government guidelines, carry out a thorough clean of vehicle prior to use for passengers	Ensure an adequate supply of sanitiser, wipes and cleaning materials are available	Transport Manager,	Prior to commencing and following any maintenance work
Boarding and alighting the bus Contact with fellow passengers, contaminated surface	Drivers and passengers. Covid infection from close contact with passengers Contact with contaminated surfaces	Driver to ensure social distancing is followed restrict number of passengers allowed on bus (initially 50% capacity) adopt a “first on last off” approach i.e. first on sit at the back. Ensure face masks are worn, provide hand sanitiser gel by the door, clean all surfaces at the end of each journey	Remind drivers to ensure passengers wear face masks, check sanitiser gel available	Transport Manager and Drivers	Ongoing

During the journey. Contact with driver and fellow passengers contaminated surfaces	Driver and passengers Covid infection from close contact with passengers Contact with contaminated surfaces	Driver to ensure allocated seating is followed with adequate space between passengers, polythene screen for driver segregation, face masks to be worn at all times, passengers to remain in their seat for the duration of the journey, hand sanitiser provided, posters on buses to remind passengers of the risk of covid 19 infection and to comply with government guidelines	Remind drivers to ensure passengers follow the control measures	Transport Manager	Ongoing
Food parcel and food bank deliveries Surface contact and cross contamination	Drivers, food bank and parcel staff Contamination from fellow workers and public, contamination from surface contact	Ensure social distancing as government guidelines, use hand sanitiser prior to and after handling parcels, no contact with recipient, parcels left on door step	Ensure adequate supply of hand sanitiser available	Transport Manager	Ongoing
Wellbeing and Welfare issues Stress, fearful, mental health issues	Drivers and transport staff Concerns of catching covid 19, anxiety, have vulnerable family members	Encourage staff to communicate with managers Encourage staff to be open and provide reassurance that help is available. Ask staff to self identify if they feel they are high risk or vulnerable or clinically vulnerable	Liaise with the HR department to contact staff to identify if they or family have covid symptoms	Transport Manager	Ongoing
Personal Hygiene	Drivers and Transport staff Cross contamination passing on a virus	Encourage staff to wash hands regularly as government guidelines, carry a tissue for coughs or sneezes, use sanitisers as provided avoid touching mouth nose and eyes as much as possible, if not feeling well do not go to work!	Remind drivers and staff and of good hygiene procedures	Transport Manager	Ongoing

Assessment by K Wadsworth

Date – July 2020

Review date (if applicable)

The assessment is to be reviewed for any relevant government guidelines changes and the inclusion of special needs passengers