

General Risk Assessment (Team / Service) - Passenger Transport (Covid-19)

Assessed by:	Mandy Walker & Toni Keane	Date First assessed:	14 August 2020
Reviewed by:		Date last reviewed:	As and when required
Revision No.:		Next review scheduled:	

Number (from HSF01)	Task or Activity (from HSF01)	Who is affected? Person / Group	Hazards - How might people be harmed	Existing Control Measures - Describe actions to mitigate risks	Existing Risk Rating			Additional Control Measures - Describe actions to mitigate risks2	Residual Risk Rating			Action Monitored by WHOM + WHEN
					Likelihood	Severity	Risk level		Likelihood.	Severity.	Risk level.	
1	Scheduling School Rotues and vehicle set up for September 2020	Crew, other passengers & other school pupils.	Catch / transmit Covid-19	<ul style="list-style-type: none">•Routes to be scheduled "as normal" (no social distancing) as this is dedicated transport and children will travel in a "transport bubble" to enable track and trace. It is not possible to transport in school bubbles.•Once children / young people are in their "transport bubble" they must not be transferred to another route as this would mean they are joining a different "transport bubble".•New referrals for transport can be added to a bubble.•To allow for the above, an appropriate number of seats to be left spare on the vehicle for new referrals, to account for challenging behaviour and on certain routes risks due to spittle/drool•Staff must remain consistent on routes (with the exception of sickness/absences) as they are part of the "transport bubble" (where possible with a spare, not somebody from another bubble)•Where possible, if children are transported together from different school sites the children from each site should sit together (not with those from another site)•Passengers must sit in the same seat, next to the same person each day.•Year / age groups to sit together eg. ascending year groups - front to back, youngest to oldest.	2	3	6				0	
	Transporting passengers to/from school and other establishments from September 2020 with on-going Covid-19 concerns.	Crew, other passengers & other school pupils.	Catch / transmit Covid-19	<ul style="list-style-type: none">•Children to be allocated a regular seat and only use that seat.•Where a parents believe it is appropriate, they will be advised to arrange face coverings for passengers aged 11 and over. Passengers have SEN, some have additional health issues and it may not be appropriate.•Display sign on the vehicle in prominent place asking all parent/schools to ensure all passengers hands have been thoroughly washed / sanitised prior to boarding. Parents/carers to use hand sanitiser on children prior to boarding at pick up points. Schools responsible for hand washing / sanitising prior to boarding in the afternoon.•Keep the vehicle ventilated by slightly opening windows and ceiling vents. NOTE: please take into consideration the behaviour of passengers and if there's a risk do not open windows open the roof window. Air conditioning NOT to be used.•Children/young people who get up out of their seat, physically assault others or who spit, regularly vomit etc must be reported immediately to the transport office so measures can be put in place or where appropriate a risk assessment can be carried out.•If passenger can secure their own seatbelt they should be allowed to do so. The crew to check that all seatbelts are correctly secured prior to departing. <p>Staff to use PPE in line with Government Guidance for "Transport to school and other places of education: autumn term 2020" -and any subsequent guidance.</p> <p>~ Mask (?). New mask per journey and a spare to be carried should it be needed during the journey. Do not touch face while wearing. Only masks/face shields issued must be used. Personal face masks not to be used while transporting passengers.</p> <p>~ Carry hand sanitizer and use regularly (do not use to sanitize gloves as this is not effective).</p> <p>~ Disposable gloves. NOTE: if assisting a passenger eg. wiping nose, mouth etc gloves to be disposed of immediately (unless working one to one with a passenger). Hand sanitiser to be used regularly on gloves during the journey.</p> <p>~ Disposable apron. These only need to be worn on routes where passengers require additional care and support. Where children do not need additional assistance they are not required (eg. wiping noses, mouth etc). However, always ensure that some are available on the vehicle should they be needed in an emergency</p> <p>•PPE, in addition to used tissues etc MUST be bagged and disposed of appropriately after each journey (in the bins around Bridge Road Depot). Disposed of items MUST be stored safely and away from passengers during the journey and never left on the vehicle.</p>	2	3	6				0	
				<ul style="list-style-type: none">•Wash hands thoroughly with soap for 20 seconds as regularly as possible (prior to boarding the vehicle and after the run). Hand sanitiser should be used at intervals throughout the journey and after performing tasks such as helping a child into the vehicle, helping a child during the journey, handling a child's belongings etc.•Crews MUST NOT accept any passenger who are unwell or displaying symptoms associated with Covid-19 (or if a family member is displaying symptoms / self isolating). Where possible, crew to call ahead and check with the family.•Parents at pick up points, Schools and crews to work together to ensure safe practices are in place for alighting and boarding vehicles. Passengers must board and alight one at a time and school procedures and guidance to be followed.•Display sign on the vehicle in prominent place asking all parent/schools to ensure all passengers hands have been thoroughly washed prior to boarding. Inform parents/carer/school staff.•School staff to report immediately to Hounslow's Transport team if they have concerns regarding transport eg. PPE not being appropriate, vehicles not cleaned, inconsistent crew.•It is imperative that the crew clean the vehicle after each run using the disinfectant spray allocated to each vehicle- including door handles (inside and out), hand rails, windows and all areas around where individuals have been seated (disposable tissue roll in the hanger). In addition, thoroughly clean inside the vehicle every 5 days (including floors) and the outside of the vehicle every 10 days.•For the foreseeable future, an internal professional clean of all vehicles will be carried out on a rota basis. This has been arranged by facilities/Nviro.			0				0	
				<ul style="list-style-type: none">•Staff who have symptoms or live with somebody who has symptoms must go to be tested as a key worker (the member of household displaying symptoms should go for testing). Staff should self isolate until they have the results of the test and for 10 days if positive. The office team will provide further details regarding this testing.•Drivers/Attendants who have been in contact with someone who has developed symptoms whilst at school or on home to school transport do not need to self-isolate unless they develop symptoms, the person has subsequently tested positive and they have been in contact with them within 48 hrs or if you have been requested to do so by NHS Test and Trace.•Schools to advise transport immediately if they become aware that a child or member of their family has been confirmed as positive for Coronavirus.								
4	Staff returning from shielding	Person returning	Anxiety	Risk assessment will be carried out prior to their return.			0				0	
5							0				0	

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