**RISK ASSESSMENT FOR DURING COVID 19 OUTBREAK** 

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| **Date of Risk Assessment** | | 08/07/20 | | | | **Date RA Authorised** | |  | | | | |
| **Location / Project** | | Use of Minibuses | | | | **Date of Activity** | | From 13/7/20 | | | | |
| **What are the hazards?** | **Who might be harmed and how?** | | | **What are you already doing (existing Control Measures)?** | | **Do you need to do anything else to manage this risk (Additional Control Measures)?** | | | **Action by whom?** | | **Action by when?** | **Done** |
| **Risk of Infection of Covid 19 through travelling on minibus** | Staff, young people, or families who have underlying health conditions | | | Cleaning procedures:  Staff are asked to wash their hands / use hand sanitiser before entering the vehicle. Drivers have been issued  with anti-bacterial wipes to clean door handles before entering the vehicle.  Staff are to wear a face covering when in the vehicle at all times (even when not transporting passengers).  Drivers will use anti-viral or disinfectant spray/wipes to clean all door handles (inside and out), the drivers cockpit area (steering wheel, gearstick, handbrake, all dash equipment, air vents, window winding switches, arm rests, seat belts/buckles and seat covers) as well as all grab rails, window latches, door handles, seat belts/buckles and seat covers in the rear of the bus.  This cleaning regime will be carried out at the start and end of every journey, using hot soapy water at the end of the day where possible.  Before setting off:  When conducting the exterior elements of their walk-round / first-use vehicle checks, drivers should be aware of other staff / members of the public around them and maintain social distancing and clean all touch points before and after checks.  Seats to be used will be marked with numbers 1 – 5 from back to front and those that cannot be used will be marked with a cross so it is clear when passengers are able to sit.  Drivers should open all windows to allow fresh air to enter the vehicle and circulate.  Health of drivers and passengers:  All staff and young people are required to complete a medical consent form before attending any S4S session or using the transport.  Where possible the same vehicle and same Driver is used on the same route to enhance familiarity of procedures to young people and to reduce the risk of cross contamination.  Staff, young people and volunteers are not to attend any session or use transport if they have any symptoms of Covid-19 or anyone in their household, or anyone they have been in close contact with has symptoms or tested positive, for 14 days  All drivers and passengers are required to wear a face covering before entering the minibus and for the duration of the journey.  Possible travel sickness:  Awareness of young people susceptible to travel sickness. If known to driver, seat that young person in the front passenger seat. If multiple passengers the seats closest to the front will be allocated to these passengers and the bus will be loaded from the rear door if necessary. Remind passengers to inform the driver if they feel unwell  Pick up / drop off’s and loading the vehicle:  Ensure all young people are aware not to congregate at a pick up point (unless from the same household) when pick up times are issued.  Ensure all young people are wearing face coverings before they enter the vehicle.  The first young person picked up will be asked to be the door monitor and will be the only person touching the side door handle inside and outside the bus. This individual will get out of the bus at the pick up point and stand at least 1m away from the other passengers, holding the door open when loading one at a time. The same arrangement will be in place for the return journey.  Each passenger enters one at a time and proceeds to their allocated seat filling from the back of the bus first.  Passengers are reminded that they must stay in their seat for the duration of the journey and keep their face coverings on at all times.  In case of vehicle breakdown / accident:  Drivers to call for a second member of staff to support immediately.  Clear procedures for what to do in the event of a vehicle breakdown and accident detailed in driving for work policy document.  Passengers must leave the vehicle – if safe to do so they should maintain social distancing and wait in the safest place possible with the member of staff.  If any first aid is required this should be administered by a qualified first aider using their personal first aid kit | | Drivers are responsible for notifying the charity director if cleaning supplies or disposable masks are becoming depleted, in good time and before they run out.  A small supply of disposable and material face coverings are to be kept in the minibus for use if the driver does not have their own. Disposable masks must be placed in the rubbish bag along with the cleaning waste once they have been used. This bag will be tied and removed from the vehicle at the end of each journey. If the driver uses a washable mask they are responsible to taking it home and washing it before it is used again.  All cleaning waste is to be disposed of in a plastic bag, tied once used and removed from the bus at the end of each day. Bags are to be placed in the marked waste bin in Mere YC.  Survey area before commencing checks. Clean all touch areas (bonnet catches, dip stick, bottle tops) before and after use.  Seat covers fitted and marked  If young people ask for windows to be closed, explain the reason why they need to be open and if they are getting wet, part close if necessary.  Contact young people or their carer to ensure they are aware of the requirements and that using transport does present an increased risk.  A small supply of disposable and material face coverings are to be kept in the minibus for use if a young person does not have their own. Disposable masks must be placed in the rubbish bag along with the cleaning waste once they have been used. This bag will be tied and removed from the vehicle at the end of each journey. Washable masks are to be place in a separate bag at the end of the session which will be tied and double bagged and returned to the charity director for washing.  If a passenger is physically sick on the vehicle, the vehicle must be thoroughly deep cleaned and sanitised before further use. All cleaning waste must be double bagged and placed in the marked waste bin at Mere YC  Remind young people of procedures in pick up text  Offer a disposable or washable mask if they do not have one of their own.  Check first passenger is willing to do this, if not the driver will need to open the door for the second passenger (cleaning the handle before use). They can then ask the second passenger to take on this role. If young people are not willing to do it, the driver will need to do it.  Give clear instructions to each passenger boarding so they are aware of expectations  On call system in place when minibuses are being used.  Follow procedures  Follow HSE procedures for giving First Aid during Covid-19 pandemic | | | All Staff  All drivers  All drivers  Driver  WR60FRC-JF, RH-HJ08 YVM  Driver  Lead Worker  Driver  Driver  Lead worker  Driver  Driver  Driver  All Staff  Driver  Driver | | On day of session  13/07/20 and ongoing on day of use  On day of use  On day of use  13/7/20  On day of use  Before session  On day of use  At start of journey  Before Session  On day of session  On day of session  On day of session  Before journey  One day of journey  On day |  |
| **Risk of transmission when dealing with a sick or injured child or staff member** | Staff & young people | | | First Aiders advised to follow HSE guidelines – keeping a safe distance for as long as possible.  First Aid Kits now include additional PPE: Face Shield, a fluid-repellent surgical mask and a disposable apron and these items should be used when treating any person during this time – it is assumed that any casualty could be carrying Covid-19  If a young person is displaying coronavirus symptom (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell) they will not be permitted on the minibus.  S4S attendance records detail all staff and young people involved in any face to face activity and who has travelled in S4S vehicles. If we become aware that anyone involved in any of our activities has tested positive for Covid-19 we will notify anyone else who may have come into contact with them. | | Print out HSE First Aid Guidelines and issue to all staff  All staff are to have their own first aid kit with additional PPE with them when in a vehicle and at a session  If the casualty requires urgent medical treatment call 999.  Any incident / suspected case of coronavirus must be reported to the charity director and recorded.  If advised that a member of staff or young person has developed Covid-19 and they were recently in contact with S4S, the Charity Director will contact PHE. All individuals who have been in contact with the infected person will need to be contacted and advised to self-isolate for 14 days.  If a parent/carer is required to sign a form (accident, medical etc.) this will be brought out to them – if they do not their own pen, use one from the office which must then be cleaned or binned.  Deep clean of the entire vehicle that the unwell passenger has travelled on.  Double Bag any used PPE or cleaning materials used in this incident and place it marked waste bin in the woodwork room. Complete the high risk waste log and ensure the charity director is notified. This waste must not be placed in general waste until 72 hours have passed – or removed and incinerated | | | JF  All Staff  All Staff  All Staff  JF  All Staff  All Staff  All Staff | | Before session  Before session  When needed  On day of incident  On day of test result  On day of test result  On Day of incident  On day of incident |  |
| **Frequent night driving and rurally isolated roads** | Staff, young people, other road users, pedestrians and animals | | | Colleagues aware of each other’s driving plans. Driver carrying mobile phone. Driver and passengers to use seatbelts and driver to observe traffic laws | | Ensure headlights are clean.  Share knowledge of any wildlife hotspots, specific physical hazards, road closures with other drivers | | | All Drivers | | Before journey |  |
| **Road Traffic Accident** | Staff, young people, other road users, pedestrians and animals | | | All minibus drivers:  -are 21 years of age or older  -have held a full UK driving license for at least 2 years  -have category D1 on their license  -have completed a Minibus Driver Awareness Scheme (MIDAS) course or a PCV D1 test within the last 3 years  -have completed the S4S driver declaration form within the past 12 months  -Meet the ‘Group 2’ medical standards if aged over 70 years | | Check of driver’s licenses through DVLA  Adherence to traffic laws and seatbelt use  Remain alert to hazards when driving and if feeling tired or unwell stop or take a break | | | JF  All drivers  All drivers | | Annually  Ongoing  Ongoing |  |
| **Mechanical Failure** | Staff, young people, other road users, pedestrians and animals | | | All vehicles are subject to Regular PSV Safety Inspections (every 10 – 12 weeks) as well as drivers carrying out daily vehicle checks before use. Vehicles have valid MOT, tax, insurance, breakdown cover, and drivers carry a mobile phone | | Thorough vehicle checks carried out and recorded before use  Procedures for breakdown or road accident (detailed in the S4S driving for work policy) should be followed. | | | All drivers | | Ongoing |  |
| **Driver Illness / tiredness – long working hours, personal commitments, family circumstances, etc.** | Staff, young people, other road users, pedestrians and animals | | | Driving time included in staff working hours wherever possible.  Paid sick leave for staff  Regular communication between drivers and managers to enable opportunity to raise concerns or issues | | Personal awareness of own limits and feelings and staff are asked not to drive if not up to it, staff aware of working hours & driving regulations. | | | All Drivers | | ongoing |  |
| **Other Road Users including pedestrians and animals** | Staff, young people, other road users, pedestrians and animals | | | All drivers are appropriately trained and have experience.  Drivers have awareness of local roads, accident hotspots, hazardous bends, wildlife hotspots which is shared with other drivers | | Drivers adhering to traffic laws and ensuring appropriate seatbelt use  Driving speed is adjusted and increased awareness in known areas of increased risk | | | All drivers | | Ongoing |  |
| **Adverse weather conditions** | Staff, young people, other road users, pedestrians and animals | | | All drivers to be aware of forecast before setting out, try to anticipate conditions and take on board any weather warnings / advisories. | | If caught out in adverse conditions, stop driving and park in a safe place until conditions improve, logging in with colleague if lone working. | | | All drivers | | Before each journey |  |
| **Passenger behaviour** | Staff, Young People and other road users | | | All drivers are youth workers and have relationship with young people. There are clear boundaries/ rules set out and agreed. A second worker will be on the bus if there are known difficult groups. | | If there are unresolved issues with behaviour do not continue with journey – call parent/ carer to collect offending yp or call colleague for back up. | | | All drivers | | Ongoing |  |
| **Travel sickness** | Staff, Young People and other road users | | | Before setting out check with passengers if they know they suffer with travel sickness and seat passenger taking this into account.  Ensure there are cleaning materials and plastic gloves in the minibus | | Take breaks in journey and ensure there is good ventilation. | | | All drivers | | Before journey |  |
| **Risk Assessment completed by:** Jaki Farrell | | | | | **Signed:** | | | | | **Date:** | | |
| **Risk Assessment agreed by staff** | | | | | **Signature** | | | | | **Date** | | |
| Jaki Farrell | | | | |  | | | | |  | | |
| Rob Haynes | | | | |  | | | | |  | | |
| Rose Salmi-Wright | | | | |  | | | | |  | | |
| Tony Nye | | | | |  | | | | |  | | |
| Date Reviewed | | | Signature | | | | Role | | | | | |
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