




Reference Number:	Risk Assessment Record				
Assessed by: Tony Dawson	Signature: 			Position: Transport Manager	
Approved by: Claire Snowdon	Signature: 			Position: H&S Manager	
Activity: Use of Foundation vehicles and home to school transport during Covid 19	Date: 28/7/2020	Review Dates: 25/08/2020	14/09/2020		

Risk assessment to be reviewed at least annually or following an accident, incident or near miss.


Task/s	Persons at Risk	Named Hazard/s	Controls in Place	Risk Rating L x S = R			Additional Controls Required	Risk Level (H,M,L)
Use of Foundation vehicles during C19 pandemic	Students Residents Service Users Staff	Spread of infection leading to illness and in severe cases death	<p>All vehicles have been treated with 'Safe2Stay' room sanitiser which is effective for 30 days, programme in place to reapply as required.</p> <p>Foundation Drivers and the Transport Manager will ensure that frequently touched items in vehicles are cleaned after each and every trip and have been provided with a supply of antibacterial wipes (or spray and hand towel if wipes are</p>	2	5	10	<p>Where a Foundation vehicle has had to been used to transport a symptomatic individual it should be deep cleaned following the safe system of work with staff wearing appropriate PPE.</p> <p>Managers to support completion of Fleetcheck and raise with staff where they are not compliant.</p>	Medium

			<p>no longer readily available), these would include:</p> <p>Steering wheel Door handles Indictor and windscreen wipes stems Sat nav/radio buttons or screens Seat belt fasteners Handbrake Gearstick Ramp/platform/handrails controllers on tailgates Clamping systems (to wipe with damp paper towel and ensure system is not emersed in fluid).</p> <p>Fleetcheck system has been updated to include records of cleaning.</p> <p>Ventilation of fresh air to be maximised at all times (windows or ceiling vents).</p> <p>A limited number of passengers should be determined for each vehicle (consider removing seats in minibuses where necessary or placing signage on seats to say they are out of use).</p> <p>Records of staff, students/residents and service users using</p>					
--	--	--	--	--	--	--	--	--

			<p>Foundation must be maintained in order to support test and trace.</p> <p>Avoid the use of face to face seating.</p> <p>Where possible ensure passengers are all from the same bubble or cohort however it is recognised that this will not always be operationally possible.</p> <p>Where bubbles or cohorts cannot be maintained social distancing must be maintained. Bubbles/cohorts to be grouped together on the vehicle.</p> <p>Those aged 11 and over should wear a face covering (unless exempt) on home to school transport when travelling to secondary school or College.</p> <p>Arrangements must be in place to dispose of or safely store coverings/masks on arrivals at the PHS setting.</p> <p>Where transporting those from our adult residences or</p>					
--	--	--	---	--	--	--	--	--

			<p>adult services a IIR face mask should be worn at all times by the driver (this is not required in children's residential or education settings unless the child is symptomatic).</p> <p>Passengers should be discouraged from singing, shouting or speaking loudly.</p> <p>Ensure that passengers get on and off the vehicle in a controlled manner to prevent bottle necks, last on first off.</p> <p>Consider markers to support social distancing when queueing for transport.</p> <p>2 metres social distancing should be adhered to wherever possible.</p> <p>Where possible use a vehicle with a bulkhead or partition that separates the driver and passenger</p> <p>Where transporting someone who is symptomatic the driver should use PPE, and the</p>					
--	--	--	---	--	--	--	--	--

			<p>passenger should wear a face mask if they are old enough and able to do so</p> <p>Where working in a transient role pocket size handgel should be carried.</p> <p>Ensure a plentiful supply of disinfectant wipes and tissues are held on the vehicle along with an appropriate mean of disposing of used wipes/tissues.</p>					

Reference Number:	Risk Assessment Record	
--------------------------	-------------------------------	---

LIKELIHOOD
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

SEVERITY (CONSEQUENCE)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (Lost time injury, illness, damage, lost business)
4. High (Major injury / damage, Lost time business interruption, disablement)
5. Very High (Fatality / Business closure)

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

SUMMARY		SUGGESTED TIMEFRAME
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so