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| Activity being assessed: | T-Line Travel recommencing school transport | Location affected: The whole site | T Line Travel  Bowley Court  Melton Mowbray  Leics LE13 | T Line Travel |
| Person completing assessment: | Trevor Makins | Date original assessment completed: | 8/7/20 |
| Date of review: |  | Review completed by: |  |

**T-Line Travel COVID-19 Risk Assessment**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus.

Symptoms can be mild, moderate, sever or fatal.

It is now thought that children can be infected by the virus and in many cases their symptoms are mild, however coronavirus can manifest itself as a type of toxic shock syndrome in children. With this in mind you should make yourselves aware of this disease and be vigilant as to any of your service users displaying symptoms.

Children can also carry the virus and, it is thought, pass it on to adults. For this reason alone, you should ensure the safety of your drivers and passenger assistants.

These are generic guidance notes to explain what T-Line Travel expects as a minimum requirement and should be used in connection with each school’s Covid-19 risk assessment that uses T-Line Travel.

Public Health England (PHE) recommends trying to keep 2 meters away from people, where possible, as a precaution. However, this is not a rule and the science is complex. It is recognised that compliance with the ‘2 metre social distancing rule’ is impossible on transport in most cases, but action must be taken to minimise the risk.

It is important to bear in mind that service providers have a duty to ensure individuals with a protected characteristic, such as a physical disability or learning difficulties, are not disadvantaged in any way, as all equality and discrimination law continues to apply. It is therefore necessary to ensure that any action taken as a result of assessments do not disproportionately impact those with protected characteristics. It is also essential to ensure that any measures taken as a result of attempting to increase protection against the Covid-19 pandemic do not result in non-compliance with Health and Safety legislation.

**If a passenger or anyone within a household displays any symptoms of Covid-19 then they must not be placed on home to School Transport and must isolate for the advised period** (currently 7 days with symptoms and 14 days if been in contact with someone displaying symptoms).

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| ***Potential Hazards*** | ***Groups of people at risk*** | ***What are you already doing?*** | ***Risk Priority*** | ***Additional controls required to minimise risk*** |
| Spread of Covid-19 Coronavirus  Boarding and alighting  Fitting of car seat/ equipment  Accident  Transporting a passenger home that has started displaying Coronavirus symptoms whilst at School | School staff  Drivers  Passengers  Passenger assistants  Vulnerable groups-those with underlying health conditions  Anyone else who physically comes in contact with you in relation to your business  School staff  Drivers  Passengers  Passenger assistants  Vulnerable groups-those with underlying health conditions  Passengers  Passenger assistants  Drivers  Passengers  Passenger assistants  Vulnerable groups-those with underlying health conditions  Drivers  Passengers  Passenger assistants  Vulnerable groups-those with underlying health conditions | Hand washing facilities with soap and water in place.  Drying of hands, preferably with disposable paper towels rather than blown air hand dryers.  Gel sanitisers in any area where washing facilities not readily available eg. On vehicle  **Cleaning (see appendix A)**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly by multiple users- door handles, seat backs, seat belts etc particularly in areas of high use using appropriate cleaning products and methods.  **Social Distancing**  Social distancing-reducing the number of persons in any work area to comply with the 2-metre rule recommended by the HM Gov.  Ensuring sufficient rest breaks for staff.  Social distancing also to be adhered to in any office Wearing Gloves  **PPE**  At present guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. However it should also be used by transport personnel who will come into close contact with service users.  It is a legislative requirement that employers provide the necessary PPE to undertake tasks safely. PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment.  **(see Appendix C)**  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they should be sent home and advised to follow the self isolating guidance. Those reporting loss of smell or taste should also be sent home to self- isolate.  Managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and was recently on your vehicle, the management team at TSS should be informed immediately by calling 01270 371 485 in order to track and trace other service users who may have come into contact with a potentially infectious person.  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.  Consider the boarding and alighting arrangements taking in to account where passengers should be seated to minimise passing or contact  Driver to direct passengers / families on where they should be seated.  Driver to open / close car door and ensure regular cleaning of touch points.  Families / school staff seat the passenger where necessary – with the exception of wheelchair users.  Sanitizer and disinfectant available in the vehicle.  Touch points (door handles, arm rests, etc.) cleaned after every trip. Seats sprayed with disinfectant.  Families / school staff to be responsible for fitting of seat belts where necessary – with the exception of wheelchair users.  Drivers and PA’s to endeavour to face away from passenger when fitting harnesses / securing wheelchairs.    If alighting the vehicle is required, ensure passengers are moved to a safe place and social distancing measures are followed where possible.  Should do one of the following:  •  Use a vehicle with a bulkhead  •  The driver and passenger should maintain a distance of 2 metres from each other   * The driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so | **H / M**  **M**  **H**  **L**  **H** | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels or blown air hand dryers. They will also be reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, and Kill it – and to avoid touching face, eyes, nose or mouth with unclean hands.  Tissues should be made available throughout the workplace including in all vehicles. Posters on Hand washing and drying to be placed around the building including in toilets, locker rooms and restrooms.  Rigorous checks should be carried out by managers to ensure that the necessary procedures are being followed.  Cleaning of all vehicles must take place after each journey. This must include cleaning all hard surfaces regularly touched by service users – hand rails, seat tops, seat belts (including webbing), door handles, and any WTORS equipment used if transporting a wheelchair user.  Social distancing rules must be followed as far as it is practicable to do so. This may result in operator’s vehicles carrying fewer service users on each journey to ensure that the 2-metre rule is being adhered to.  **(see Appendix B)**  **Operator’s vehicle windows should be opened for ventilation whilst travelling.**  Staff to be reminded that wearing of gloves is not a substitute for good hand hygiene, wash with soap and water for at least 20 seconds, dry thoroughly after removing gloves, or in the absence of soap and water, the use of Hand Gel is recommended.  Face masks, face shields and protective gloves should be used when coming into close contact with individuals who may not be in control of their own actions such as sneezing and coughing. Please refer to individual risk assessments in these cases and pay particular attention to safe use and disposal. This is to ensure, as far as possibly practicable, the safety of drivers and PA’s.  Use of internal communication channels and cascading of messages through managers should be carried out regularly to reassure and support employees in a fast changing situation.  Managers should offer support to staff who are affected by Coronavirus or have a family member affected.  Regular communication of mental health information and an open door policy for those who need additional support. |

**HIGH: Accident likely with possibility of causing serious injury or loss**

**MEDIUM: Possibility of accident causing minor injury or loss**

**LOW: Accident unlikely with control measures in place**

**APPENDIX**

**A) Sanitisation of Vehicles**

Operators’ vehicles would need to be sanitised after each run. Hard surfaces most often touched, such as handrails, seat tops, seatbelts (buckles and webbing) and WTORS equipment used when transporting wheelchairs, would need to be thoroughly cleaned with an antibacterial cleaning agent. Drivers and passenger assistants would need a constant supply of protective gloves, face masks and face shields where necessary. HM Gov are now advising that face coverings should be worn in enclosed public spaces where social distancing is not possible and where you will come into contact with people you do not normally meet. Face coverings may also help passengers feel at ease whilst being transported, however in some cases children may be scared by a face covering and this would need to be addressed on an individual basis and form part of their risk

**B) Social Distancing Adaptations**

Minimise physical contact and keep as much distance from passengers, and between passengers, as possible. Apply social distancing as best possible with the space allowed. Where social distancing is not possible, keep time in close proximity to others to a minimum, avoiding face-to-face contact.

Where possible, alter seating arrangements to ensure as much distance as possible between vehicle occupants. This may include: in buses and coaches block off seats that are in close proximity to the driver; remove any face-to-face seating; use floor tape, signs or paint in passenger areas to help people keep 2 metres, or as far as possible, apart, always keeping in mind the particular needs of each passenger.

Consider the use of screens or barriers where possible.

**C) Face Coverings**

The new mandatory requirement does not require staff to wear a face covering. However, face coverings offer some benefits in situations where [social distancing](https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#social-distancing) is difficult to manage. For example, when working in passenger facing roles including when providing assistance to disabled passengers.

Public health advice is that staff wear a face covering when they are unable to maintain social distancing in passenger facing roles, recognising that there will be exceptional circumstances when a staff member cannot wear a face covering, or when their task makes it sensible (based on a risk assessment) for them not to wear a face covering.

If staff do wear a face covering it is important that they follow the [guidance on face coverings](https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings). You should support them in using face coverings safely. This means telling workers:

* wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
* avoid touching your face or face covering, as you could contaminate them with germs from your hands
* change your face covering if it becomes damp or if you’ve touched it
* continue to wash your hands regularly
* change and wash your face covering daily
* if the material is washable, wash in line with manufacturer’s instructions - if it’s not washable, dispose of it safely
* practise social distancing wherever possible

Workers should be made aware face coverings can prevent some disabled people from accessing oral information and instructions (from staff and fellow passengers).

**Face covering use by passengers**New regulations mean passengers must wear a face covering when travelling by public transport services including bus and coach. People should make or buy their own face coverings and will be breaking the law if they fail to comply and could be liable for a fine.

Surgical masks or respirators used by healthcare and other workers as part of PPE should continue to be reserved for people who need to wear them at work. However, passengers will comply with regulation if they are wearing these.

Specific [exemptions apply](https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings), including for health, equality or age reasons.

**This requirement does not apply to school transport services.**

**Further Advice**

**Further advice and guidance can be found in HM Government ‘Working Safely During Coronavirus (COVID 19) in or from a vehicle. Guidance for employers, employees and the self-employed dated: 11 May 2020’. This 29 page comprehensive document is available to download from HM Government on line.**