

READING & WOKINGHAM COVID-19 Risk Assesment 2020

| List The Hazards | Who might Be harmed and How | What are you already Doing to Lower Risk? | Any Further Action Needed? | Action By Whome? | Action By When? | Date Complete | |
|-----------------------|--|---|--|--------------------|-----------------------------|---------------|--|
| Transport Requirement | Drivers, Passengers when using transport as may pass on the corona virus | Advise Parents to transport children themselves as limits the of spread and only use school transport when necessary. Suggest alternatives such as cycling or walking. All Passengers to be aware of COVID symptems and not use transport if displaying any. Drivers to monitor passengers and alert parents and school if they notice symptoms | Reading & Wokingham to have Checklist of symptoms and to advise all employees of these details | Transport Managers | Prior to contract operating | Ongoing | |

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| Hand Washing if not performed in the correct manner | Driver, Passengers when using transport as may pass on the corona virus. If handwashing guidelines are not followed there is a greater risk of contagion. | Drivers to wash hands before starting the journey and once the journey is complete. Passengers to be informed to wash their hands before travelling and when they arrive at their destination. Vehicles and areas for staff that don't have access to handwashing facilities hand sanitizer will be provided by Reading & Wokingham Coaches. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands | Reading & Wokingham Coaches and schools to display signs/posters with hand washing instructions displayed. | Reading & Wokingham Coaches & Schools | Ongoing | Ongoing |

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| Social Distancing on Transport | Drivers and passengers when using transport may pass on the virus if not adhering to social distancing measures | A barrier can be used between the driver and passengers. Passengers can be spaced out for social distancing | Where vehicle capacity allows, distancing to be applied between individual passengers or groups of passengers. Notice to be displayed on vehicles by Reading & Wokingham Coaches to inform passengers of the seating arrangements. Reading & Wokingham Coaches to avoid face to face seating. Reading & Wokingham Coaches to ensure good ventilation wherever possible. Reading & Wokingham Coaches to try and use the same driver where possible. | Reading & Wokingham Coaches Ltd. | Ongoing | Ongoing |
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| Bus Stops | Passengers and other members of the public if not adhering to social distancing. | Social distancing to be observed where possible. Posters highlighting social distancing displayed at high usage bus stops. On PSVAR vehicles destination displays to have messages displayed on all services. | None | Councils | N/A | N/A |

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| Boarding & Alighting | Drivers and Passengers when using transport may pass on the corona virus if not adhering to social distancing. | Passengers to maintain social distancing when boarding or alighting the vehicle. If a year group or bubble established seating plan is not being used passengers to be advised to fill the seats from the rear of the vehicle first and disembark in reverse order, passengers remain seated until there is space available for them to leave safely with social distance from the fellow passenger. | Reading & Wokingham Coaches to supply staff with sufficient PPE to meet their responsibility for health and safety of employees. Drivers consider leaving the vehicle to maintain social distance while passengers are getting on and off. | Transport Manager drivers | Ongoing | Ongoing |

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| Illness or possible side effect of medication not identified as symptom of COVID 19 | Driver , Passenger may become ill if in contact with passenger who becomes ill during the journey | Passenger to be assisted as necessary by the driver. PPE may be used but is not compulsory. Drivers to be informed of the symptoms of covid 19. Drivers to be made aware of any illness or side effects of medication that passenger may have. Vehicle to be cleaned appropriately if there is a possibility of any presence of bodily fluids | Reading & Wokingham Coaches to provide staff with sufficient PPE to meet their responsibilities for health & Safety of employees. HTST team to inform Reading & Wokingham Coaches Limited of any relevant information regarding passenger illness and side effects of medication. | Transport Managers Transport Service Offices | Ongoing | Ongoing |

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| Signs Of COVID 19 infection | Driver , Passengers when using transport as may pass on corona viris | Drivers to ask passengers or parents about symptoms they notice related to covid 19. Access to vehicle to be restricted if symptoms are suspected, if before a homeward trip The school/group are to notify parents or relatives. If symptoms become apparent when passenger on the vehicle No further passengers to be allowed to board. the passenger to be asked to wear a face covering and face away from fellow passengers and also the driver. | Reading & Wokingham Coaches to supply staff with sufficient PPE to meet their responsibility for health and safety of employees. Passengers to Engage with the NHS test & Trace. Driver and all passengers who have been in contact with someone who has developed symptoms do not need to go home to self-isolate unless (one of these) 1: They develop symptoms themselves 2: The symptomatic person tests positive and they were incontact within 48Hrs of them first displaying symptoms. 3: They have been requested to do so by NHS track and trace. 4: Are part of the same household as the symptomatic passenger. All passengers to wash their hands for 20 seconds with soap and runniig water or use hand sanitizer after contact with someone who has symptoms. | | | |

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| Personal Protective Equipment (PPE) | Driver. Passengers as they may pass on or contract the Corona Virus | Driver and passengers should use face coverings and or gloves in line with Government Guidelines. If a passengers shows COVID 19 symptoms the driver and passengers should use PPE which should be available to them. Disposal of any used PPE shuld be in a plastic bag which can be sealed. A face covering should cover the mouth and nose and applied with freshly washed hands or after use of hand sanitiser. Staff should take into account the needs of passengers, particularly those with hearing impairment and those who lip read, and remove the face covering as necessary to provide advice, information or assistance. | Reading & wokingham Coaches to provide staff with sufficient PPE to meet their resonsibilities for health and safety of employees. | Transport Managers | Ongoing | Ongoing |

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| Face Coverings | Driver. Passengers as they may pass on or contract the Corona Virus | Passengers on transport reminded that it is now the law to wear face coverings unless they are in an exempt group | Passengers on dedicated school transport advised to wear face coverings, unless they are exempt or are unable to handle them correctly. Families to be provided with guidance on how to fit these properly. Drivers to be made aware some young people(including those with SEND) may need to be able to lip read or see peoples faces, some may be distressed if the people around them wear face coverings others may become aditated if people do not wear a face covering. | Transport Officers - Transport Managers | Ongoing | Ongoing |

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| Hand Sanitiser | Driver, Passengers when using transport may pass on corona virus | Hand sanitiser will be provided on vehicles by Reading & Wokingham Coaches for the use by drivers and passengers. Hand Sanitisers should be used when boarding and alighting the vehicle if it is not possible to wash their hands with soap and water. Care should be taken when using alcohol-based hand sanitisers over the risk of burns from static electricity. The liquid should be fully evaporated before touching surfaces or undertaking any activity involving a spark or flame. store gel away from direct sunlight (i.e. Windows/dashboard of a vehicle) and remove all alcohol based hand sanitiser products from the vehicle when not in use. | Reading & Wokingham Coaches to provide staff with sufficient PPE to meet their responsibilities for health and safety of employees. Hand sanitisers should be used after performing tasks such as helping a passenger or assisting a child with their belongings. | Transport Manager & Drivers | Ongoing | Ongoing |

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| Cleaning Of Vehicles | Driver, Passengers when using transport may pass on corona virus | Vehicles to be cleaned between journeys. All surfeces that have been touched to be wiped down with alcohol based wipe or disposable cloth and spray. Vehicles to be cleaned at least daily. | Reading & Wokingham Coaches will provide necessary cleaning materials for drivers to ensure the correct procedures can be followed. | Transport Managers | Ongoing | Ongoing |

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| Rubbish on Vehicles | Driver, Passengers when using transport may pass on corona virus | Sealable plastic bags will be provided to dispose of rubbish at the end of each journey. | Reading & Wokingham will provide disposable bin bags | Transport Manger | Ongoing | Ongoing |

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| On site at base | Drivers and office based staff | Social distancing will be in force while on site Reading & Wokingham Coaches will provide cleaning equipment for office staff and drivers alike to keep the premises clean. Hand washing signage to be displayed and notice board to be updated with relivant information. | All staff to be made aware of notices and amendments. Drivers made aware of the need to keep drivers room clean and tidy. | Transport Manager Drivers | Ongoing | Ongoing |