

Task / Activity:	Passenger assistants and drivers working in Home to School Travel during COVID 19 from September 1st 2020	Ref:	Version 6
-------------------------	---	-------------	------------------

Directorate:	Place	Date of Assessment:	05.08.20
Business Unit:	Business Unit 6	Manager Responsible for Basic Activity:	Sally Killips
Service / Function:	Home to school transport	Lead Risk Assessor for Basic Activity:	Jane Vaughan
Location:	Smithies depot	Risk Assessment Team Members ((e.g. employees, supervisors, managers, safety reps etc)	Travel assistant coordinators

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
COVID 19 contact	Potential for Covid-19 to pass from person to person during transportation	<p>No passengers, drivers or passenger assistants must present themselves if they show any signs of COVID and must inform the service and self-isolate if symptoms develop during their shift. These are:</p> <p>A high temperature A new and continuous cough A loss or change to your sense of smell or taste</p> <p>Public Health England (PHE) guidance is that social distancing in dedicated school transport does not apply. Good hygiene remains the key to non-transfer of the virus.</p> <p>Where ever possible the children, passenger assistant and driver to remain the same on a day to day basis within the vehicle so that they form a “bubble”. The only time a change is to be made is if the driver or passenger assistant is unable to work and a replacement has to be found. Or a passenger starts at the school and has to be</p>	<p>Staff and families to be informed of this requirement</p> <p>Parents and carers to be informed.</p> <p>Ensure only essential changes are made</p>	

		<p>introduced onto the route.</p> <p>As well as the bubble of the driver, PA and pupils where practicable a “One route – One School” system will be put in place to form a second “bubble”</p> <p>The transport bubble that is formed in the vehicle will enable it to be easier to test and trace individuals as there will be a record of everyone that is on the vehicle.</p> <p>Where it is practicable on certain routes the front seat will not be occupied by pupils.</p> <p>Passenger Assistants to be provided with PPE consisting of IIR masks, gloves, visors, aprons and hand sanitiser. Masks to be worn at all times. Gloves to be worn if the PA or driver has to physically intervene with a child such as putting the seat belt on, moving a wheelchair, strapping wheelchair in etc. Visor and aprons to be worn if the child is likely to spray bodily fluid such as spitting or vomiting.</p> <p>Passengers that are, for example, prolific spitters may need to be placed into a single occupancy taxi with a PA and driver to enable 1m+ to be observed where possible and</p> <p>If there is a need to attend to an individual child (such as ensuring seat belt is securely fastened) the PA to wear gloves but remove them before touching any personal items or face.</p> <p>Any used PPE must be bagged and disposed of after every completed journey</p> <p>Drivers to be provided with masks and must wear them if they are helping out with passengers away from the wheel. If they are behind a screen whilst driving they need not wear the masks and if they are not behind screen they should wear a mask unless it is unsafe to do so.</p> <p>Passengers aged 11 or over to wear a mask or face covering supplied by themselves (unless exempt). SEND students maybe</p>	<p>PPE including IIR type masks to be provided and used if the situation requires this. Hand sanitiser to be minimum of 60% alcohol.</p> <p>Single occupancy taxi to be provided where required.</p> <p>IIR type masks to be provided to drivers</p> <p>Parents and carers to be informed.</p>	
--	--	---	--	--

		<p>exempt for a variety of reasons and these passengers will not be expected to wear a mask or face covering.</p> <p>The wearing of masks by PAs and drivers can make certain SEND pupils anxious, and even possibly frightened, and in such circumstances visors must be worn by the PA rather than masks Where routes involve transporting pupils that are deaf and rely upon lip reading then visors rather than masks must be worn</p> <p>Good hygiene practices should be in place as per PHE guidance. Soap and warm water should be used but where this is not possible then hand sanitiser and hand gel should be used.</p> <p>Wash hands (and encourage children/teachers to do the same) prior to getting on a vehicle and as soon as you leave the vehicle in accordance with PHE guidance.</p> <p>Ensure the transport provider has instructions on how to keep the vehicle sanitised at the end of each working day.</p> <p>Where it is suspected that an individual on the route has symptoms of Covid-19, report this immediately to the Travel Assistance Team</p> <p>A standard risk assessment for associated tasks performed by PA and drivers in non-COVID scenario is in place and been communicated.</p>	<p>PA's to be provided with hand sanitiser/hand gel/wipes</p> <p>Guidance has been sent to all providers with details on how they must clean the inside of the vehicles each day. Paying particular attention to contact areas such as handles, windows, etc</p> <p>PA to inform Travel Coordinator</p>	
--	--	--	---	--

Manager's Assessment Acceptance Statement

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.

Manager's Signature

Date

Date of planned review (not to exceed 12 months)

Date of planned full re-assessment (not to exceed 24 months)