

RISK ASSESSMENT

Updated Risk Assessment for: Risk of transmission of COVID-19 virus (Home to School and/Vulnerable Adult Transport)

Date 18/08/2020

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Sources: WHO, NHS, DFE, Intranet and Population Health (TMBC)

This Risk Assessment must be used in conjunction with the Councils Guidance on Home to School Transport Issued to Parents September 2020, as per Appendix 1 of this document.

| What are the hazards | Who might be harmed and how | Risk rating without controls in place | Current control measures | Risk Rating with control measures in place | Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures) | Action required by Whom | Date action required by |
|---|--|---------------------------------------|--|--|---|-------------------------|-------------------------|
| <p>1. Direct transmission of COVID -19 virus from being in close proximity to people/SEN Pupils or Vulnerable Adults with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body)</p> <p>(COVID-19 related deaths related will likely increase the risk that immediate family members will have been exposed to the virus.)</p> | <p>1.Driver 2.Escort/Passenger Assistant 3.Other Passengers Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p> | H | <p>1. Drivers and escorts must not work if they or any member of their household is displaying symptoms of COVID 19 or isolating as per government advice. Transport will only be provided if social distancing can be complied with. Numbers of passengers must be reduced to ensure compliance.</p> <p>Any pupil/adult displaying symptoms of COVID 19 or have a positive diagnosis will not be transported; parents/carers must be advised that they should be self-isolating.</p> <p>If a driver or escort believes they have been in contact with someone with symptoms of the virus then they must wash their hands thoroughly for 20 seconds with soap and water or use hand sanitiser.</p> <p>If the person suspected to have the symptoms has been in a vehicle that provides transport then a thorough clean of the vehicle must be undertaken as per items 9 and 10 below.</p> <p><u>See, vehicle type and passenger numbers Matrix at bottom of this assessment</u></p> <p>2. Where practical to do so, drivers/escorts to use the same vehicle each day</p> <p>3. Driver/Escort /children and young people must follow enhanced sanitisation regime re hand washing and use of alcohol sanitiser, before boarding transport and again on disembarking</p> <p>4. Drivers/escorts to use alcohol hand rub or sanitiser throughout the journey.</p> <p>5. All physical contact with passengers/parent or carers to be avoided, on occasions where this is not possible (such as when securing wheels chairs and seat belts/harnesses or handling passengers property) then drivers and escorts must sanitise after each and every</p> | M | <p>Managers/Operators/Employers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> | | |

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| | | | <p>contact with passenger/parent/carer,</p> <p>6. Driver/Escorts to be provided with face covering or masks of the linen type, It is expected that Drivers and Escorts due to the nature of their roles will wear this protection at all times whilst transporting passengers.</p> <p>7. Drivers and escorts should ensure good vehicle ventilation is achieved by either opening windows where appropriate or by correct use of any climate control system that will extract and replenish internal air continually.</p> <p>8. All vehicle points of contact sanitised after every journey using antibacterial/virus wipes (all door handles, handrails, seat grabs and seat belts etc.)</p> <p>9. All vehicle surfaces including floor to be fully cleaned once a day using a mix soap and water / disinfectant solution / anti-bacterial/virus wipes.</p> <p>See also https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> | | | | |
| 2. Direct transmission of Covid 19 virus following general contact when securing passengers in to seats via applying seat belts. | 1, Driver 2. Escort/Passenger Assistant Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | H | <p>1. See and implement all the above points wearing when necessary the appropriate PPE including face coverings/masks, gloves.</p> <p>2. Where possible Parents to secure pupils into seats, and School staff to remove securing belts on arrival, process reversed for return journey. Where this is not possible, see point 3-8 above.</p> | M | Managers/Operators/Employers should regularly refer to latest guidance https://www.gov.uk/coronavirus | | |
| 3. Direct transmission of COVID 19 virus due to Pupil/Adults SEN or condition/disability which may be caused by the service user spitting, or non-intentional spraying/emitting of saliva or coughing onto or in vicinity of Driver/Escort or other passengers. | 1, Driver 2. Escort/Passenger Assistant 3. Other passengers Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even | H | <p>Each SEN/Adult passenger to be assessed for complex needs. A decision by the ITU will be made as to whether safe transport can be provided, this will be done on a case by case basis</p> <p>For any passengers with complex needs who struggle to maintain good respiratory hygiene, for example those that may spit uncontrollably or use saliva as a sensory stimulant. Additional safeguards must be used.</p> <p>1. Any passenger falls under this section/category of the RA, then consideration must be given to individual transport. <u>See, vehicle type and passenger numbers Matrix at bottom of this assessment</u></p> <p>2. In all occasions of SEN pupils or vulnerable adults in</p> | M | Managers/Operators/Employers should regularly refer to latest guidance https://www.gov.uk/coronavirus | | |

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| | death) | | <p>this category significant consideration must be given to the escorting function being carried out by a parent or carer.</p> <p>4. Drivers and escorts would not normally wear PPE in the course of their duties, however the issue and use of full face protection re face covering and visor is mandatory for the transporting of passengers in this category.</p> | | | |
| 4. Indirect transmission of COVID-19 virus from hands and via contact with contaminated surfaces | <p>1, Driver 2. Escort/Passenger Assistant 3 Other Passengers Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p> | H | <p>As per direct transmission and in addition:</p> <ol style="list-style-type: none"> Where possible drivers/operators will use the same vehicles on each shift/day. Parts of the vehicle such as; door handles, mirrors, steering wheels and instruments that are touched regularly are cleaned and disinfected before the start and at the end of each shift, as part of daily vehicle checks. Regularly touched parts of vehicles are also cleaned and disinfected before being used by anyone else. Drivers/escorts to be provided with a disinfectant solution and disposable cloths in order to clean and disinfect regularly touched surfaces. Vehicles bodies/exteriors are cleaned as per normal regimes. Vehicles that have been used by persons with known or suspected Coronavirus (COVID-19) will be quarantined for 72 hours to reduce the risk of passing the infection on to other people. After 72 hours the vehicle will be cleaned in accordance with government guidelines for non-clinical settings. see https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings | M | <p>Managers/Operators/Employers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> | |
| 5 Indirect transmission of COVID-19 virus from incorrect donning, doffing and disposal of PPE/ Antibacterial wipes | <p>1, Driver 2. Escort/Passenger Assistant 3 Other People who may handle or come into contact with used PPE. Ill health (E.g. Respiratory symptoms, fever, consistent cough, shortness of breath and in more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p> | H | <ol style="list-style-type: none"> All drivers and escorts must be briefed on the safe donning and removal of PPE, gloves, masks, aprons and visors. All used PPE and bacterial wipes must be double bagged for safe disposal. All bagged up PPE safely stored in designated receptacle for 72 hours before collection and permanent disposal. (if no designated space exists then bags must be safely stored in an appropriate location) For ITU drivers, escorts a designated receptacle collection regime is in place, to facilitate 72hour storage criteria. for information re the safe removal and disposal of PPE see the web address below https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879105/PE_COVID-19_Doffing_gown_version.pdf | M | <p>Managers/Operators/Employers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>See video link from Public health England for donning and doffing PPE. https://www.youtube.com/watch?v=-GncQ_ed-9w</p> | |
| 6. Stress and anxiety | <p>Employees Stress related ill Health</p> | M | <p>Employees are encouraged to discuss any issues/problems they may have with their Manager/Supervisor</p> | L | | |

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| | | | For TMBC Manager there is guidance on the intranet. | | | | |
| 7. Irritant Contact Dermatitis | Employees Exposure through excessive hand washing. | M | Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils. | L | Early detection can prevent more serious dermatitis from developing. | | |
| 8. Ignition of alcohol based hand sanitizer | Employees Burns to the hands as a result of ignition of sanitizer vapour | M | Employees are asked to wash their hands with soap and water if possible. If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces. | L | | | |

| Review Date | Reviewed By | Amendment |
|-------------|---------------------------------------|---|
| 18 /08/2020 | Mark Ellison/Garry Parker H&S Unit | 1, General heading referencing review and Home to School Transport Guidance 2, Hazard 1, control measure items 1, 3, 4, 7 and 8 (plus indexing corrections) 3, Hazard 2, control measure 1 and 2 4, Hazard 3, control measure 1, 2, 3, 4 and 5, 5, Operational guidance for vehicle types and passenger numbers 6, Inclusion of ** reference to educational bubbles 7, Inclusion of Home to School Transport Guidance appendix 1 |
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| Risk Ratings | Example impact (Including but not limited to) |
|---------------|--|
| High | Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury |
| Medium | Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries. |
| Low | Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence |

OPERATIONAL GUIDANCE FOR VEHICLE TYPE AND PASSENGER NUMBERS

| Index No | VEHICLE TYPE/DESCRIPTION | OPERATION | OPERATIONAL RESTRICTION/ COVID 19 |
|----------|--------------------------|--------------|---|
| 1 | Saloon Car 4 Seats | Private Hire | A saloon car is only viable as a transport option if 1 metre distancing is achievable then two persons/passengers can be transported (** see educational bubbles below) |

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| 2 | TX Black cab 5 Seats | Hackney Carriage | 1 Student + Escort or two passengers may be transported using diagonally opposing seats. If from same household then this number can be increased in which case the escort must be family member or parent/carer.** |
| 3 | MPV 7 Seats | Private Hire | Due to the varying configurations or seating layouts in MPV vehicles, a max of 4 passengers may be transported at any one time. The operator must assess the lay out of the seating to ensure a minimum of 1 metre social distancing is achieved.** However ever. If from same household then this number can be increased in which case the escort must be family member or parent/carer.** |
| 4 | E7 or 8 Seat MPV or small 8 seat minibus | Hackney /PH | 4 Students + Escort or 5 passengers where a minimum 1 metre social distancing can be maintained. If from same household then this number can be increased in which case the escort must be family member or parent/carer. ITU to view and assess.** |
| 5 | Larger Mini Bus 8 Seats | PCV | 4 Students + Escort or 5 passengers where a minimum 1 metre social distancing can be maintained depending on seating layout, ITU to view and assess.** |
| 6 | Large Bus up to 16 Seats | PCV | 5 Students + Escort or 6 passengers where a minimum 1 metre social distancing can be maintained/ depending on seating layout, ITU to view and assess.** |
| 7 | Welfare Bus up to 16 Seats | ITU Section 19 | 6-8 Students + Escort or 9 passengers where a minimum 1 metre social distancing can be maintained/ depending on seating layout, ITU to view and assess.** |
| 8 | TFGM Yellow Bus | PCV | TBA (awaiting detail TFGM) but anticipate 10 pupil/2 escorts. |

- If service user poses additional risks as per item 3 of the above assessment then individual transport will be required using vehicle types 3,4,5,6 and 7 only.
- Operators must communicate to parents that any pupil/adult displaying symptoms of COVID 19 or have a positive diagnosis will not be transported, and that they should instead be self-isolating.

** - Educational Bubbles

If all passengers being transported are listed in a recognised educational bubble then the above minimum passenger limits may be increased with the approval of the Council's Integrated Transport Unit

APPENDIX 1

GUIDANCE ON HOME TO SCHOOL TRANSPORT – SEPTEMBER 2020

(ref- <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#part-b-guidance-for-dedicated-transport-to-schools-and-other-places-of-education-for-autumn-term-2020>)

The government guidance referenced above, sets out risk controls that are grouped into prevention measures and response to infection measures.

THE PREVENTION MEASURES ARE:

1 Minimise contact with individuals who are unwell

- If your child or anyone in your household has symptoms of coronavirus (COVID 19), your child must not travel on home to school transport. You must then follow the 'stay at home' guidance
- If your child or young person develops symptoms whilst at school or their place of education, they will be sent home. They must not travel on home to school transport. The school or place of education will contact you and you should make arrangements for your child or young person's journey home. In exceptional circumstances, transport may be provided.
- Drivers or escorts must not work if they have or someone in their household has symptoms of coronavirus (COVID 19). You may therefore experience some disruption to your driver or escort.
- Children, young people, drivers and escorts who have been in contact with someone who has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless (one of these):
 - they develop symptoms themselves (in which case, they should arrange a test)
 - the symptomatic person subsequently tests positive and they were in contact within 48 hours of them first displaying symptoms
 - if they have been requested to do so by NHS Test and Trace
- People must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact with someone who has symptoms.

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- If a person with symptoms has been in a vehicle that provides home to school transport, the vehicle will be cleaned following the 'cleaning of non-healthcare settings guidance'.

2. Clean hands thoroughly more often than usual

- Children, young people, drivers and escorts must clean their hands before boarding transport and again on disembarking.
- Drivers and escorts will use alcohol hand rub or sanitiser at intervals throughout the journey, and will always do so after performing tasks such as helping a child into the vehicle or handling a child's belongings.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- Children should be encouraged to carry tissues on home to school transport.
- Some children and young people with complex needs will struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered when deciding what safeguards should be put in place in order to support these children and young people and the staff working with them.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

- Our transport providers will follow government guidance on keeping public modes of transport clean

5. Minimise contact and mixing

- We have worked with our schools and transport providers to try and reflect school bubbles on our transport where possible. However, we are also mindful of any additional stress this may cause for our children and young people, particularly with increased journey times and so some journeys will carry on as they were before.
- Wherever vehicle capacity allows, distancing between individual children or groups of children, is helpful. It is particularly desirable where children with complex needs, for example, those that spit uncontrollably
- We will work with schools, places of education and transport providers to draw up seating arrangements so that, where we can, children and young people understand where they need to sit on home to school transport - ensuring the same children always sit together will help to minimise the number of contacts each child has - for example:
 - allocating specific seats
- We will avoid the use of face to face seating on home to school transport wherever possible
- We will ensure there is good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open.
- We will work with schools to put in place appropriate queuing or other arrangements needed for picking up and dropping off children and young people, to ensure they are able maintain distancing when waiting for, boarding and alighting from transport

Face coverings

In accordance with advice from Public Health England, from the autumn term, the government guidance recommends that we advise children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. **This does not apply to people who are exempt from wearing a face covering on public transport.**

Until the start of the autumn term, children and young people have not been expected to wear face coverings on dedicated transport, for example on school buses, although they have been able to if they wish.

A face covering is a covering of any type which covers your nose and mouth. Reusable or single-use face coverings are available for parents and carers to buy. A scarf, bandana, religious garment or hand-made cloth covering may also be used but these must securely fit round the side of the face.

Face coverings:

- may be particularly useful where measures such as distancing and sitting in bubbles or year groups are not possible
- may help children to feel more confident about using home to school transport, and parents to feel more confident about their child using home to school transport
- **should not be worn by those who may not be able to handle them as directed (for example, young children, or those with SEND) as it may inadvertently increase the risk of transmission**
- are not a substitute for other protective measures such as good hand hygiene

We are aware that some children and young people with SEND will not be able to use a face covering properly and should not be expected to do so as this may increase the risk of transmission. Some children may be distressed by wearing a face covering, or by others wearing them. Others may become distressed if they and other people do not wear them. We will be aware of this and take appropriate measures to eliminate any distress.

Ensure that any additional risk associated with their use is identified, for example, children and young people will need to understand how to handle their face covering properly.

Children under 11 may wear a face covering if they are able to handle it as directed. For more information, read how to wear a face covering.

Some children and young people may need to be able to lip-read, or see people's faces, in order to communicate. There are companies now making lip-reading friendly face coverings.

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Schools should have a process for children and young people to remove face coverings when they arrive at school. This should enable them to wash their hands immediately on arrival (as is the case for all pupils) and then wash their hands again after removing their face covering. Disposable face coverings should be disposed of in a covered bin. They should not be put in a recycling bin. Children should keep reusable face coverings in a plastic bag they can take home with them.

Face coverings are not a substitute for other protective measures such as good hand hygiene.

6. Personal protective equipment (PPE) is not normally needed on home to school transport

By PPE, we mean equipment such as fluid-resistant surgical face masks, disposable gloves, disposable plastic aprons and eye protection such as a face visor or goggles. We do not mean face coverings,

- Drivers and escorts will not normally require PPE on home to school transport, even if they are not able to maintain a distance from the children and young people on the transport. This is because children and young people with symptoms of coronavirus (COVID-19) must not board home to school transport.
- If the care a child or young person usually receives on home to school transport requires the use of PPE that should continue.

RESPONSE TO ANY INFECTION

7. Engage with the test and trace process

- We expect drivers and escorts to book a test if they display coronavirus (COVID-19) symptoms
- We would expect families to get a test if children and young people are displaying symptoms.
- We will ensure that drivers, escorts and families, on behalf of children, understand that they will need to be ready and willing:
 - to provide details of anyone they have been in close contact with if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 - to self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

8. Manage confirmed cases of coronavirus (COVID-19)

Swift action must be taken when someone tests positive for coronavirus (COVID-19). We will contact local health protection teams. They will identify people who have been in close contact with a person who tests positive for coronavirus (COVID-19) and tell them what they need to do. Further information is available on the NHS website.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected individual