

RISK ASSESSMENT



Location/Premises/School: Neighbourhood Services and Transport	Date: 14th August 2020
Completed by: Kyle Phillips/ Emma Reed	Review date: As revised guidance emerges or if not revised guidance October half term
Activity / Area / Description: Provision of School/College Transport Services from start of September Term 2020 (during the COVID19 pandemic)	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
The transport of Learners between home and school/college during the COVID19 Pandemic.	Who: Drivers, Passenger assistants, Passengers/Learners How: Potential spread of infection through face to face contact/ contaminated surfaces, etc.	<ul style="list-style-type: none"> Operators and Passenger Transport staff will monitor guidance from WG and review this risk assessment regularly. Contractors/Operators will be advised to ensure they are fully conversant with current national guidance and legal requirements. Contractors will be advised to ensure that their risk assessment identifies suitable Drivers and Passenger Assistants (special consideration will be given to protecting older or potentially vulnerable staff). Driver will ensure ventilation within vehicle at all times by opening window(s)/ventilators/roof lights (where applicable). On all vehicles, air conditioning/ climate control shall not be used as forced air ventilation should be avoided on PSVs (no recycling of air). Where possible the seats directly behind the driver to be kept free and cordoned off or filled up last if the vehicle is at capacity. School will supply site instructions to contractors, 	Monitor all WG guidance.		Before resuming service (Sept 2020)	

		<p>with instruction to drivers to comply fully.</p> <ul style="list-style-type: none">• Drivers will ensure they park thoughtfully, to minimise contact between occupants.• When collecting and dropping Learners, all staff to maintain minimum distance between Parents, Staff and other Learners of 2m at all times unless unable to do so due to pupils needs (in which case appropriate PPE shall be worn).• While at their premises and especially while at schools/colleges, Drivers shall not congregate with other Staff (either school or other Drivers/ Passenger Assistants).• Drivers are permitted to leave the vehicle (unless it states in school site instructions not to do so) before Learners board and alight and to keep a minimum of 2m outside the vehicle, provided that the vehicle is first made safe by the driver• Operators wishing to use the back rather than from service doors on smaller vehicles (e.g. minibuses/eight seaters) must provide a specific risk assessment to balance the risk of slips/trips, use of unanchored steps, picking up on the highway facing oncoming traffic, etc. and have discussed this with a Transport Officer.• The environment in which each PA is required to work will be individually assessed and appropriate control measures put in place for that setting. This will include buckling/unbuckling of seatbelts and assisting Learners in and out of the vehicles (unless it states in school site instructions not to do so), particularly those with ALN, so they must wear appropriate PPE.• When there are no Learners in the vehicle, PA will sit more than 2m away from the driver and also do so wherever practical while Learner(s) is in vehicle.• The vehicle operator will consider the fitting of screens on coaches which is optional (the operator will ensure such fitting is not in contravention of				
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		<p>PSV regulations, fitness, MOT standards and is acceptable in writing with their insurers)</p> <ul style="list-style-type: none">• Vehicle operators will consider the fitting of screens on Hackneys where not provided by the vehicle manufacturer when new, and on private hire vehicles is optional provided as a minimum that the contractor ensures such fitting (a) is not in contravention of an MOT, (b) is approved and agreed by the appropriate licensing authority, and (c) is acceptable in writing with their insurers• Parents have received instructions regarding their children's use of school transport which states that by using school transport they and their children agree to the revised conditions and that failure to comply with guidance/protocols will result in immediate withdrawal of transport. Contractors will report behavioural problems/breeches to Passenger Transport promptly. Immediate bans will be given if pupils do not adhere to what is expected of them.• In order to identify as easily and quickly as possible breeches and issues on board, each vehicle with more than 16 passenger seats shall have a working, compliant CCTV system on board.• Schools and colleges will be responsible for ensuring that vehicles are boarded one at a time, with those Learners not called to their vehicle waiting and controlled in an area away from the loading area.• Schools and colleges will be encouraged to stagger start and finish times where practicable to minimise loadings and associated difficulties. However, transport will be only once in the morning to take Learners to school and once in the afternoon to take Learners home.• No food or drink to be consumed while on school/ college transport.• Failure to follow COVID guidelines can result in immediate termination of contract for the service				
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		concerned.				
Hygiene & Cleanliness of Transport vehicles	<p>Who: Drivers, Passenger assistants, Passengers/Learners</p> <p>How: Potential spread of infection through contaminated surfaces, etc.</p>	<ul style="list-style-type: none"> Contractors will clean vehicles extensively once per day Contractors will wipe down internal and external touch points etc. between trips to a prescribed standard (virucidal spray/wipes) Contractor will ensure driver has sufficient supplies of acceptable strength virucidal spray and wipes for use before, during and after each journey. All internal and external handles and other potential touch points e.g. stanchions to be wiped before and after each journey. PAs to apply sanitiser frequently including during the journey. The use of gloves by staff shall be at the contractor's discretion. The contractor and drivers shall be mindful of the correct method to remove and dispose of gloves 			Before resuming service (Aug 20)	
Access to Welfare Facilities for Drivers/ Passenger Assistants	<p>Who: Drivers, Passenger assistants, passengers/Learners, any other close contacts</p> <p>How: Potential spread of infection through lack of handwashing and welfare facilities.</p>	<ul style="list-style-type: none"> Drivers and Passenger assistants should be allowed access to suitable welfare facilities at School (depending on the school site instructions) /other sites visited, to enable rigorous handwashing using hot water and soap. Drivers and Passenger assistants will be provided with suitable hand sanitisers/hygienic wipes by their employer 			Before resuming service (Sept 2020)	
Driver/Passengers with potential COVID19 Symptoms (High temperature, new and persistent cough, loss of taste and/or smell).	<p>Who: Drivers, Passenger assistants, passengers/Learners, any other close contacts</p> <p>How: Potential spread of infection through lack of social distancing, very close proximity seating,</p>	<ul style="list-style-type: none"> Any Learners displaying symptoms of COVID19 will not be permitted to travel on the school transport. Parents are required to ensure that Learners do not travel if displaying COVID19 symptoms or any other seasonal illness. This also applies if any other member of their household is displaying COVID19 symptoms – following Welsh Government recommendations on steps to follow. For those contracts picking up at home addresses, 			Before resuming service (Sept 2020)	

	<p>physical contact, face to face contact and contaminated surfaces.</p>	<p>staff have the option to ask Parents/Carers /Learners daily if the Learner or anyone in the household is COVID19 symptomatic. If so, the management instruction is for the Learner not to travel. At a learner's home, driver/PA are empowered to refuse travel to the Learner. Driver/PA will report refused travel due to COVID19 symptoms to School Staff and PT Team.</p> <ul style="list-style-type: none"> • If learner becomes symptomatic during the journey, on smaller vehicles, learner will be returned home and no further pick-ups made. Learner may only be taken to school if there is no one at home to receive them. Staff will report position to school and contractor to Passenger Transport. Staff to wash hands, change and wash clothes upon entry to home. Staff then needs to self-isolate until result of learner COVID test known (Passenger Transport team to advise of next steps). • Staff will consider their own fitness before each trip. If displaying symptoms, they will not work and will contact their employer/contractor. The Contractor must provide a change of driver/escort and use an alternative vehicle which has been cleaned. 				
<p>Full compliment of Learner Passengers (100% seating in use)</p> <p>(All passengers will be school age children in addition to Driver and possible Passenger Assistants)</p>	<p>Who: Drivers, Passenger assistants, passengers/learners, any other close contacts</p> <p>How: Potential spread of infection through lack of social distancing, very close proximity seating, physical contact, face to face contact and contaminated surfaces.</p>	<ul style="list-style-type: none"> • All Learner/Drivers/Assistants using the transport vehicles are authorised travellers with recorded contact details to enable 'Track, trace and protect' in the event of a COVID19 infection. • The use of face coverings is not currently required by WG for any Learners being transported between home/school on dedicated school transport. (WG does recommends the use of three-layer face coverings for all passengers (aged 11+) on Public transport). • The Vale of Glamorgan Council is making it mandatory for Learners of secondary school age and Drivers and Passenger Assistants to wear face masks while travelling (if there are any health reasons that make it not possible for the pupil/driver/passenger assistant to wear a face mask this needs to be declared to the Passenger Transport team). Any Learner who attempts to get 	<p>Constantly review the situation with outbreaks</p>		<p>Before resuming service (Sept 2020)</p>	

		<p>into a contract school transport vehicle without a face mask will be refused travel. Face masks to be provided by parent/carer for pupils and employer for driver/escort.</p> <ul style="list-style-type: none">• The Council recommends the use of face coverings for primary school Learners and Learners with additional learning needs who cannot social distance (2m). There may be circumstances where the additional learning needs of the child or young person would make it inappropriate to wear a face mask and in these circumstances a risk assessment should be undertaken to mitigate any additional risk.• The efficiency of the face covering cannot be guaranteed, e.g. homemade/inappropriate coverings with less than 3 layers.• To avoid potential cross contamination, a plastic waste bag will be available for discarded face coverings and disposed of as normal waste after each journey.• The use of a face coverings may be used by Drivers if desired.• Learners will be encouraged to wash their hands immediately before travel and again after school before boarding their vehicle.• It is recommended that Learners have their own hand sanitiser provided by Parents/Carers.• Learners will be encouraged to follow good hygiene practices for coughs and sneezes (Catch it, bin it, kill it).• Learners will be encouraged to sit in year groups where practicable.• Face to face seating will not be used.• Information and instructions on travel arrangements will be provided for Learners and Parents.				
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