

Risk assessment SCHOOL TRANSPORT SEN/HTS – COVID 19

Company name: SOLUS TRAVEL LTD

Assessment carried out by: Lucy Garratt

Date of next review: August 2021

Date assessment was carried out: July 2021

Activity	Who is at Risk?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Students waiting at pick up points for Home to School Transport	Students are not placed in the schools 'Bubbles' and are gathered in a large groups until boarding	Government Social distancing should be in place and students (over 11 yrs of age) to wear face coverings for the safety of themselves and other travellers	SCC and Parents to ensure students are correctly informed whilst waiting for the transport	SCC and Parents	NOW	
Students Boarding the Transport and Travel	Students, P.A and Driver – infection from close contact/ cross contamination	Passengers to wear face coverings. Face covering provided to driver.	One driver to one vehicle at all times and scheduled maintenance to work around this to avoid disruption	The driver to follow company guidelines. SCC to ensure parents are	NOW	

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	<p>from hard surfaces</p>	<p>Hard surfaces cleaned and disinfected throughout the day.</p> <p>Hand sanitizer supplied for use by passengers when boarding.</p> <p>Separate sanitizer provided to the driver.</p>	<p>Drivers to disinfect and refill hand sanitizer.</p> <p>Passengers picked up first are to board from the back and disembark from the front and so on for each pick up point to avoid further contact</p> <p>Students to remain in the same seat throughout every journey to help minimise risk to each other.</p> <p>Windows/vents open to aid ventilation on board. Air conditioning units to be set to 'Fresh' at all times.</p>	<p>informed of the rules for safe travelling of the students</p> <p>Awaiting FULL guidance from SCC of structure to follow so that we can support the driver who will be single handily trying to control a large number of students for them to maintain the transport guidance requests.</p> <p>Solus to ensure adequate PPE, sanitizer and cleaning materials are provided to the driver/P.A</p>		

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			Face coverings to be worn throughout the journey.			
Eating and Drinking whilst travelling	Students, Drivers and Cleaners	No eating and drinking allowed on vehicle	Clear signage	SCC needs to inform parents of this rule. Driver to implement it	NOW	
Picking up discarded rubbish and PPE	Drivers/Cleaners and Students	No eating and drinking on the vehicle. Gloves and Face mask for drivers and cleaners	Any discarded PPE should be double bagged, the driver should wear gloves and mask and use a bag to pick up the disposed items. These should be put in the under carriage lockers and disposed of in the exterior bin at the depot. Good hand hygiene to be carried out by the driver during this process.	Driver and Cleaners SCC/SCHOOL needs to advise parents for children not to litter the vehicle.	After each Journey	

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Cleaning of vehicles	Passengers, Drivers, Cleaners	Clear guidance provided for the use and cleaning of vehicles.	Vehicles are cleaned in between each journey and a thorough deep clean carried out at the end of each working day by the company cleaning staff	Cleaners, Drivers, to be overseen by management.	After each Journey and at the end of each day.	
Passenger Interactions (Spitting/ close interactions) Vulnerable Students and those who need assistance	P.A's Drivers, Students	P.A's/Drivers provided with full PPE, Disinfectant wipes and Hand sanitizer due to very close contact with travelling students. Drivers/P.A's who need to assist by lowering ramps or hand rails should	Ensure SEN passengers are securely in place and the PA is provided with a face shield incase the facemask is causing distress and the ability of understanding for the passengers not being able to lip read etc. One driver to one vehicle at all times and to work scheduled maintenance as not to interfere with transport	Solus to provide all the relevant PPE required to P'A's and drivers and COVID-19 related additional cleaning products	When Transport is required Solus to ensure sufficient supplies are in place for required PPE and	

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		wear gloves and sanitize hands before and after interaction. Gloves double bagged and disposed of at the Depot external bin.		Maintain cleaning schedule at all times. Driver and assistance to ensure adequate PPE on board vehicle at all times	COVID-19 related cleaning products	
Emergency Situation in transit	Students, Drivers, pedestrians and other road users – Cross contaminations, contact with body fluids?	PPE supplied to driver/P.A If evacuation of the vehicle is required, contact emergency services, and the depot. Ensure safety of all passengers and maintain social distance from pedestrians recovery etc, and	Each emergency situation is different and should be dealt with by the driver/P/A and then by the depot where further support and advice will be given.	Ensure adequate PPE on the vehicle. Drivers and P/A are to be fully up to date with the driver handbook supplied by SCC for handling of different emergencies, but taking into consideration, social	Prior to any transport	

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Covid-Testing for staff	All staff	follow the procedure as per the SCC Guide book Offering home testing kits for all staff	Offer information on external testing sites/opportunities for those not comfortable with home testing	Solus Travel Ltd	Ongoing	
Staff members displaying symptoms of Coronavirus (Covid 19)	Passengers and fellow staff members.	Notices are in place throughout the depot displaying the Government advice with regards to Track and Trace and advice regarding isolating. Staff members that	Ensure the premises are deep cleaned throughout including all vehicles on top of the current additional cleaning. Contact SCC to inform what routes the driver/P.A	Solus need to ensure the safety of all staff and passengers travelling on the vehicles and that advanced cleaning and social distancing is observed within the depot at all times	Prior to Transport	

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<p>Passengers displaying symptoms of Coronavrius (Covid-19)</p>	<p>Drivers, P.A,s, Fellow Students and the schools.</p>	<p>have come into contact are also advised to isolate as per government guidelines.</p> <p>If a driver/P.A believes a passenger prior to entry is displaying symptoms of Covid-19, transport will be refused and the office will be notified immediately so the school/ SCC can be contacted to inform the parents. If SEN transport. The P.A will notify the parent at the</p>	<p>has travelled on so it is clear with whom they have come into contact with as No social distancing is required on school tranport!</p> <p>Ensure good hygiene is followed at all times.</p>	<p>Good communication required with staff and management at all times</p> <p>Driver/P.A</p> <p>SCC/School/Parents to make sure the students are aware and following Government guidance with regards to symptoms to look out for.</p>		

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<p>School Bus passes</p>	<p>Drivers/Fellow Students</p>	<p>time for them to return the child home.</p> <p>If the student is displaying symptoms whilst in transit. The student will be taken to their pick up/drop off point or to the school which ever is closest. School/depot notified immediately</p> <p>Ensuring passes are shown to the driver so it can be clearly seen they are accessing their correct transport</p>	<p>The remainder of the journey will be aborted and no further students collected. those students on board will be taken to the school for the school to contact their parents and to keep them in a socially safe place from other students.</p> <p>Only transporting those students with the route number displayed for their relevant transport. Incorrect route number,</p>	<p>Parent – Make sure the student is NOT sent to school if displaying Symptoms</p> <p>Parents/SCC to make sure students are aware they must travel on their allotted route ONLY</p>		

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<p>Drivers/P.A concerns of work and Covid 19</p>	<p>Drivers/P.A</p>	<p>Ensuring Drivers and P.A are provided with adequate PPE and cleaning products for their safety.</p> <p>Making ourselves available at all times to discuss drivers/P.A concerns regarding COVID-19 and their roles within their jobs.</p> <p>Protecting those staff that are most vulnerable.</p>	<p>transport will be refused to help with Track and Trace service</p> <p>Guidance on Mental Health and well being is being issued to all staff upon the return to work</p> <p>Company procedures for the 'New Normal' with regards to COVID- 19 with signage and notice boards displaying the latest government advice</p>	<p>Management</p>	<p>On Going</p>	

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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/