

Coronavirus Risk Assessment for Care Providers

Location/Dept: Transport			Date Assessed: 15.07.2020			Assessed by: Andy Pearson				
Task/Activity: Transportation of service users during Covid 19						Reference Number:				
			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/ Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Controls Measures Required	
Working in the care environment	Corona virus	Employees Contractors Visitors	3	5	15	<p>Emergency Action Plan (EAP) in place and communicated to all employees and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.</p> <p>All employees instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						<p>Ellis Whittam's Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.</p> <p>Employees encouraged to download NHS COVID-19 app on personal phones and follow instructions received.</p>				
Working in the care environment	Contact with persons who may have been exposed to coronavirus – foreign travel	Employees Contractors Visitors	3	5	15	<p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>Employees who have returned from foreign travel should quarantine themselves, even if they do not show any symptoms. Follow government advice as to which countries are deemed not to require quarantine on return from a foreign country.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Transporting day care attendees. Transport numbers.	Corona virus	Employees, Service users	3	5	15	<p>Families are to be asked to provide transport for attendees at the centre.</p> <p>Where this is not possible the centre will endeavour to provide transport, this may not be possible due to the need to reduce bus capacity to enable social distancing of 2m.</p> <p>The number of service users that can be transported safely will vary depending on the needs of service users and their understanding of the behaviours required to minimise the risk of infection from Covid 19. Where people using the transport are unable to wear facemasks, the transport will need a lower capacity than when all passengers can wear a mask.</p> <p>Where the use of face masks cannot be maintained the maximum people to travel is limited to 4 service users and 1 driver.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Transport to centre via Taxi	Corona virus	Employees, Service users, Taxi driver	3	5	15	<p>Parents or carers are responsible for ensuring that adherence can be maintained by service user in accordance with Taxi companies travelling restrictions and Covid -19 control measures when booking taxi.</p> <p>Service users are to wash hands prior to entering and after departure from the taxi.</p> <p>Taxi driver is instructed on designated arrival and pick up / departure points.</p> <p>Staff member will direct service user from Taxi and provide health checks and ensure that hand washing/ sanitisation takes place.</p> <p>Staff member will show service user the route to their designated day care placement and explain movement restrictions.</p> <p>Staff member will direct service user to designated transport collection point for return journey.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Transport to centre via personal transport	Corona virus	Employees, service users, Parent/carer	3	5	15	<p>Parent/carer to ensure service user washes hands prior to journey.</p> <p>Parent/carer is instructed on designated arrival and pick up/departure points.</p> <p>Staff member will direct service user from transport and provide health checks and ensure that hand washing/ sanitisation takes place.</p> <p>Staff member will show service user the route to their designated day care placement and explain movement restrictions.</p> <p>Staff member will direct service user to designated transport collection point for return journey.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Protocol for vehicle modification	Corona virus	Driver Service user	3	5	15	<p>Seats that are not in use, and used to enforce social distancing are to be taped off to ensure seat cannot be used.</p> <p>Driver to ensure the correct social distancing is maintained.</p> <p>Service users to be informed of restrictions in place.</p> <p>Service users are encouraged to wear and maintain the use of face coverings where possible.</p>	1	5	5	
Vehicle cleaning protocol	Corona virus	Driver, Service user	3	5	15	<p>Driver is to ensure that adequate cleaning materials are on board for daily cleaning routine.</p> <p>Before entering the vehicle, exterior door handles are sanitised.</p> <p>Keys to be sanitised on collection or before use.</p> <p>Interior door handles, steering wheel, seat belts and buckles to be sanitised before picking up passengers.</p> <p>Driver and passenger seats and surrounding areas to be sanitised before picking up passengers.</p> <p>Cleaning regime to be repeated after delivery of passengers to destination.</p> <p>Any body fluids transferred to seats will be deep cleaned using designated spill kit and PPE.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released</p>
Transportation of passengers in company vehicle/ minibus.	Corona virus	Driver, Service users	3	5	15	<p>Each vehicle has a 'Vehicle Cleaning and Hygiene Routine' check list, driver to make themselves familiar with this and adhere to its instruction.</p> <p>Driver should ensure adequate vehicle ventilation (windows, roof vent) throughout the journey.</p> <p>Any personal belongings of service user should be kept securely with the service user and sanitised at the end of the transport journey.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released</p>

					<p>Service users or other passengers are to sanitise hand's before entering the bus.</p> <p>Passengers are given advice on the importance of covering the mouth when coughing or sneezing.</p> <p>Driver will assist any passenger who has difficulty entering the bus because of a disability, driver will wear face covering, gloves or sanitise before and after giving assistance.</p> <p>Driver will give instruction to passengers to seating arrangements and ensure that social distancing takes place.</p> <p>Driver will provide information to service user on the importance of social distancing and the need to wash hands.</p> <p>Passengers are encouraged to use a toilet before setting off. If a stop is required driver will ensure that social distancing takes place and hands are sanitised before and after visiting toilet.</p> <p>Driver will fill up with fuel when bus is empty of passengers when possible and follow petrol station guidance and control measures. When refuelling wear gloves, wipe down petrol lid and cap, wipe down petrol nozzle handle before use. Wipe down any cards used for payment.</p> <p>Driver is made aware of the centres drop off / collection point.</p> <p>On arrival at destination, Driver to ensure that no one leaves the transport until a member of staff is available to give health checks and sanitise hands.</p> <p>Driver to ensure that evacuation of the transport is always carried out to enable 2m social distancing.</p>			
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						<p>Designated staff will provide health check and direct service users to workstation and explain social distancing routes.</p> <p>Staff will direct service users to vehicle for return journey only when driver is available to ensure all corona virus control measures are in place.</p>				
Catching corona virus	Corona virus	Driver, Passengers, Parent/carers, Other staff	3	5	15	<p>Contact records are kept of passenger's parent/carer/ taxi company/staff.</p> <p>In the event of a passenger who has travelled on the bus displaying signs of corona virus or is known to have contracted corona virus all other passengers and driver will follow government advice and guidelines to self-isolate.</p> <p>Vehicle will undergo a deep clean, cleaner will wear full protective disposable suit and gloves and mask when cleaning transport after possible contamination.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released</p>
Personal protective equipment	Corona virus	Driver	3	5	15	<p>Driver does not have to wear a face mask but can if they want to.</p> <p>Driver will wear disposable gloves and apron when sanitising the vehicle.</p>	1	5	5	
Emergency breakdown	Corona virus	Driver, Passengers, Breakdown recovery staff.	3	5	15	<p>In the event of a vehicle breakdown, contact the centre of management immediately to arrange emergency transport of service users, contact breakdown company. Follow all guidance and maintain social distancing.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released</p>

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost care provider)
4. High (major injury / damage, lost time care provider interruption, disablement)
5. Very High (fatality / care provider closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date