

Sefton Health and Safety Risk Assessment Form

A	Name of Assessor	April Waterson	Date	March 2021
B	Time		Work area	Travel Support
C	Task being assessed		Work activity	Transporting Pupils to Education Settings
D	Review date	May 2021	Assessment No	V6
Signature		Tanya Wilcox		

Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/monitored by whom?	Action / Monitored by when?
			L	C	R		L	C	R		
<p><i>Review hazards and controls</i> <i>NB: All accidents, incidents and near misses must be reported on the Sefton Council online reporting system: http://ext.smbc.loc/incidentreporting/</i> <i>Consider people affected, especially those with vulnerable characteristics - https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</i></p>			<p><i>Complete risk ratings and where further action is required. The aim is to reduce the likelihood / consequence of harm or loss. Monitoring will be carried out by cyclist and may involve line manager (as with other travel during work time).</i></p>								
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Children and Young People Drivers Personal Assistants School Staff	Spread of Covid – 19 Coronavirus	<p>Hygiene</p> <ul style="list-style-type: none"> Every vehicle to be equipped with hand sanitiser, disposable tissues and a bag or container into which used material can be dropped into for secure disposal later. 	4	4	16	<ul style="list-style-type: none"> Staff training should include hand-washing, use of hand-gel, disposal of contaminated material and how to take off disposable gloves without 	2	4	8	<ul style="list-style-type: none"> Contractors Drivers Personal Assistants 	April 2021

<p>Vulnerable Groups</p> <p>Parents and Carers</p>		<ul style="list-style-type: none"> • Used tissues should be disposed of immediately into a bag or container and hands washed or sanitised afterwards. • Drivers and Personal Assistants should wash hands with soap and water or sanitiser gel often, especially when they go into work and arrive home and in between journeys. • Drivers and Personal Assistants should cover their mouth and nose with a tissue or sleeve when they cough or sneeze. • Drivers and Personal Assistants should wash hands with soap and water or sanitiser gel when they blow their nose, sneeze or cough. • Children and Young People should wash their hands with soap and water or sanitiser gel often, especially prior to travelling and when they arrive at school/home and when they blow their nose, sneeze or cough. 		<p>touching the outer surface.</p> <ul style="list-style-type: none"> • Employees to be reminded on a regular basis of effective infection and protection control measures • Employees should be reminded on a regular basis of the public advice • Employees should be updated on actions being taken to reduce risks of exposure in the workplace • Employers should ensure staff know how to spot symptoms of coronavirus and are clear on any relevant process, for example sickness reporting and procedures in case someone in the workplace is potentially infected • Employers and staff should promote the 'catch it, bin it, kill it' approach • GOV.UK guidance 					
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		<ul style="list-style-type: none"> Children and Young People should be encouraged to cover their mouth and nose with a tissue or sleeve when they cough or sneeze. Children and Young People to be encouraged not to touch their mouth, eyes and nose. 									
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Children and Young People Drivers Personal Assistants School Staff Vulnerable Groups Parents and Carers	Spread of Covid – 19 Coronavirus	Cleaning <ul style="list-style-type: none"> Employers and staff should establish a robust cleaning regime of vehicles. Clean/disinfect frequently touched objects and surfaces before and after every journey using standard products, such as detergents and bleach. Pay attention to: <ul style="list-style-type: none"> Door handles (inside and out) Handrails 	3	4	12	<ul style="list-style-type: none"> GOV.UK guidance Staff should use gloves and a face covering when cleaning and keep the vehicle well ventilated. Undertake a deep clean if an occupant has displayed symptoms of or tested positive for COVID 19. 	2	4	8	<ul style="list-style-type: none"> Contractors Drivers Personal Assistants 	April 2021

		<ul style="list-style-type: none"> • Head rests • Seat grab handles • Seat backs • Seat belts (tongue, buckle and webbing) • Steering wheel. All manual and electronic fittings 									
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Children and Young People Drivers Personal Assistants School Staff Vulnerable Groups Parents and Carers	Spread of Covid – 19 Coronavirus	Social Distancing Local authorities are not required to uniformly apply social distancing guidelines on dedicated school or college transport. However social distancing should still be put in place whenever possible and it is recommended that: <ul style="list-style-type: none"> • Children and young people from each school should sit together as a group • Children and young people should sit with their bubble or the same group of children/young people each day 	3	4	12	<ul style="list-style-type: none"> • GOV.UK guidance • Remind staff that wearing of gloves is not a substitute for good hand washing. • Remind staff to wash hands or use hand sanitiser before putting a face COVERING on and after taking it off and to avoid touching their eyes, nose, or mouth and store used face coverings in a plastic bag until they have an opportunity to wash them. 	2	4	8	<ul style="list-style-type: none"> • Employers • Drivers • Personal Assistants • Parents Carers School Staff 	April 2021

		<ul style="list-style-type: none"> Schools and transport providers should put in place arrangements for organised queuing and boarding Distancing between individual passengers is maximised Ensure good ventilation of fresh air wherever possible by keeping windows on home to school transport open. Keep travelling times as short as possible Avoid unnecessary physical contact wherever possible. If physical contact is required staff should practice good hygiene infection and protection control measures, for example, sanitise hands before and after contact. 				<ul style="list-style-type: none"> Remind staff that face coverings must be worn over the nose. Employees and staff should review government guidance regularly to adhere to recommendations around face COVERINGS and medical PPE. 					
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Children and Young People Drivers	Spread of Covid – 19 Coronavirus	Personal Protective Equipment (PPE) and face COVERINGS: A face COVERING (commercial or homemade) is not the	3	4	12	<ul style="list-style-type: none"> GOV.UK guidance Remind staff that wearing of gloves is not a substitute for good hand washing. 	2	4	8	<ul style="list-style-type: none"> Employers Drivers Personal Assistants 	

<p>Personal Assistants</p> <p>School Staff</p> <p>Vulnerable Groups</p> <p>Parents and Carers</p>		<p>same as the surgical face MASKS or respirators used by healthcare and other workers as part of personal protective equipment.</p> <ul style="list-style-type: none"> • In accordance with advice from PHE, children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school or college. This does not apply to people who are exempt. • Children under 11 may wear a face covering if they are able to handle it as directed. • 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. • Face MASKS and other medical personal protective equipment is not recommended for general use by staff or pupils. • Face MASKS and other medical PPE is only 			<ul style="list-style-type: none"> • Remind staff to wash hands or use hand sanitiser before putting a face COVERING on and after taking it off and to avoid touching their eyes, nose, or mouth and store used face coverings in a plastic bag until they have an opportunity to wash them. • Remind staff that face coverings must be worn over the nose. • Employees and staff should review government guidance regularly to adhere to recommendations around face COVERINGS and medical PPE. 			<ul style="list-style-type: none"> • Parents Carers School Staff 	
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		<p>required in specific circumstances identified in a pupil's individual risk assessment.</p> <ul style="list-style-type: none"> • Face COVERINGS for all staff are recommended, especially when they are unable to maintain social distancing in passenger facing roles, for example when aiding a passenger. This does not apply to people who are exempt. • Staff must wear a Face COVERING when on school premises. This does not apply to people who are exempt 									
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<p>Children and Young People</p> <p>Drivers</p> <p>Personal Assistants</p> <p>School Staff</p> <p>Vulnerable Groups</p> <p>Parents and Carers</p>	Spread of Covid – 19 Coronavirus	<p>Symptoms</p> <ul style="list-style-type: none"> • Staff should avoid contact with anyone with Covid – 19 symptoms • Staff know how to spot symptoms of coronavirus and are clear on any relevant process, for example sickness reporting and procedures in case 	2	4	8	<ul style="list-style-type: none"> • GOV.UK guidance 	2	4	8	<ul style="list-style-type: none"> • Employers • Drivers • Personal Assistants • Parents Carers School Staff 	April 2021

		<p>someone is potentially infected</p> <ul style="list-style-type: none"> Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend educational settings 									
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<p>Children and Young People</p> <p>Drivers</p> <p>Personal Assistants</p> <p>School Staff</p> <p>Vulnerable Groups</p> <p>Parents and Carers</p>	Spread of Covid – 19 Coronavirus	<p>Parents/Carers</p> <ul style="list-style-type: none"> Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend educational settings. Clean and disinfect children and young people's aids, equipment and belongings before and after each journey. Limit bags containing school resources and/or personal items to one per pupil. 	2	4	8		2	4	8	<ul style="list-style-type: none"> Employers Drivers Personal Assistants Parents Carers School Staff 	April 2021

		Explain to children and young people about social distancing and hygiene and why the driver and personal assistant may be wearing a face covering.									
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Impact of Covid – 19 Coronavirus on Mental Health and Wellbeing	Drivers Personal Assistants	Mental Health and Wellbeing <ul style="list-style-type: none"> Employers will promote mental health and wellbeing awareness to staff and offer whatever support they can to help 	4	2	8		4	2	8	<ul style="list-style-type: none"> Employers 	April 2021
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Children and Young People Drivers Personal Assistants School Staff Vulnerable Groups Parents and Carers	Spread of Covid – 19 Coronavirus	Testing, Track and Trace and Reporting Covid 19 <ul style="list-style-type: none"> Refer to SEFTON Case Management Guidance Clients, drivers and personal assistants must not board transport if they, or a member of their 	3	4	12	GOV.UK guidance SEFTON Case Management Guidance	2	4	8	<ul style="list-style-type: none"> Employers Drivers Personal Assistants Parents Carers School Staff 	April 2021

		<p>well. They can stop isolating as long as:</p> <ul style="list-style-type: none">• they are well• no-one else in their household has symptoms or has tested positive for COVID-19• they have not been advised to self-isolate by NHS Test and Trace <ul style="list-style-type: none">• Clients, drivers and passenger assistants who have been in contact with someone who has developed symptoms whilst at centre or on transport do not need to go home to self-isolate unless:<ul style="list-style-type: none">• They develop symptoms themselves• The person they were in contact with subsequently tests positive								
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		<ul style="list-style-type: none">• If they have been requested to do so by NHS Test and Trace• If a person with symptoms has been in a vehicle that provides home to school transport, the vehicle must be cleaned with normal household disinfectant to reduce the risk of passing on the infection to other people.• If informed of a confirmed case of COVID – 19 by NHS Test and Trace, a member of staff, a passenger or your local Public England Health Protection Team (PHE HPT) you must immediately contact your local PHE HPT for help and advice. <p>Candmhpu@phe.gov.uk; PHE.candmhpu@nhs.net</p>								
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		<p>Telephone 0344 225 0562</p> <p>Out of hours advice 0151 434 4819</p> <p>Your local PHE HPT will work with you to assess the risks and advise of what actions to take</p>								
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Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely		
Consequences						20-25	Stop – stop activity and take immediate action
5. Catastrophic	5	10	15	20	25	15-19	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
4. Major	4	8	12	16	20	11-14	Action – improve within specified timescale
3. Moderate	3	6	9	12	15	6-10	Monitor – look to improve at next review or if there is a significant change
2. Minor	2	4	6	8	10	1-5	No action – no further action but ensure controls are maintained and reviewed
1. Insignificant	1	2	3	4	5		

LINKS TO GUIDANCE

[Transport to school and other places of education: 2020 to 2021 academic year https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators>

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Safe working in education, childcare and children's social care](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Working safely during coronavirus \(COVID-19\) in or from a vehicle](#)

[Covid-19 decontamination in non-healthcare settings](#)

<https://www.gov.uk/government/publications/coronavirus-covid-19-safety-screens-for-taxis-and-phvs>

<https://www.gov.uk/guidance/coronavirus-covid-19-taxis-and-phvs>