

SECTION 1: SCHOOL TRANSPORT RISK ASSESSMENT

Levels of Risk: Low – Medium – High

What are the hazards?	Risk Level	Who might be harmed and how?	Control Measures	Additional Controls	Who	New Risk Level
Spread of Covid – 19 Coronavirus	M	Children and Young People Drivers School Staff Vulnerable Groups Parents and Carers	Hygiene <ul style="list-style-type: none"> • Every driver to be equipped with hand sanitiser, disposable gloves, disposable wipes and a bag or container into which used material can be dropped into for secure disposal later. • Used tissues should be disposed of immediately into a bag or container and hands washed or sanitised afterwards. • Drivers and 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 should cover their mouth and nose with a tissue or sleeve when they cough or sneeze. • Drivers and should wash hands with soap and water or hand sanitiser when they blow their nose, sneeze or cough. 	Hygiene <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 touching the outer surface. • 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 	<ul style="list-style-type: none"> • Drivers 	L

				<p>actions being taken to reduce risks of exposure in the workplace</p> <ul style="list-style-type: none"> • 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 		
Spread of Covid – 19 Coronavirus	M	<p>Children and Young People</p> <p>Drivers</p> <p>School Staff</p> <p>Vulnerable Groups</p> <p>Parents and Carers</p>	<p>Hygiene</p> <ul style="list-style-type: none"> • Children and Young People are encouraged to 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. • Children and Young People should be encouraged to cover their mouth and nose with a tissue or sleeve when they cough or sneeze. 	<ul style="list-style-type: none"> • GOV.UK Guidance 	<ul style="list-style-type: none"> • Drivers • Parents Carers • School Staff 	L

			<ul style="list-style-type: none"> Children and Young People to be encouraged not to touch their mouth, eyes and nose. 			
Spread of Covid – 19 Coronavirus	M	<p>Children and Young People</p> <p>Drivers</p> <p>School Staff</p> <p>Vulnerable Groups</p> <p>Parents and Carers</p>	<p>Cleaning</p> <ul style="list-style-type: none"> Employers and staff follow 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 Head rests Seat grab handles Seat backs Seat belts (tongue, buckle and webbing) 	GOV.UK guidance	<ul style="list-style-type: none"> Drivers 	L
Spread of Covid – 19 Coronavirus	M	<p>Children and Young People</p> <p>Drivers</p> <p>School Staff</p> <p>Vulnerable Groups</p> <p>Parents and Carers</p>	<p>Social Distancing</p> <ul style="list-style-type: none"> Reduce the number of passengers per vehicle and increase the amount of space between occupants wherever possible – regulations now allow each row to be used, one person per pair of seats unless in a bubble together. (DFT / CPT / MERSEYTRAVEL New Distancing rules from Wednesday 8th July) Communicate with school needs and requests, for example : <ul style="list-style-type: none"> Introduce staggered start and finish times to reduce congestion, Introduce double or triple runs to reduce the number of occupants per vehicle 	GOV.UK guidance	<ul style="list-style-type: none"> Schools Local Authority 	L

			<ul style="list-style-type: none"> • Continuity of driver to minimise contact and mixing • Cordoning of seats and eliminating face to face seating, where vehicle capacity allows • Substituting smaller vehicles with larger ones, or commissioning additional vehicles where possible • Encourage children and young people to avoid direct physical contact • Vehicles should be well ventilated, windows should be open or partially open if it is safe to do so. • All occupants should avoid unnecessary physical contact wherever possible. If physical contact is required, staff should wear disposable gloves and practice effective infection and protection control measures • Maintaining continuity of driver, and groupings of pupils wherever possible to prevent pupils mixing with other pupils and staff. • Schools to communicate replicate groupings of pupils wherever possible to prevent pupils mixing with other pupils and staff. 			
Spread of Covid – 19 Coronavirus	M	Children and Young People Drivers School Staff	<p>Personal Protective Equipment (PPE) and face COVERINGS: A face COVERING (commercial or homemade) is not the 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"> • Staff to be reminded that wearing of gloves is not a substitute for good hand washing 	<ul style="list-style-type: none"> • Employers • Drivers • Parents Carers 	L

		<p>Vulnerable Groups</p> <p>Parents and Carers</p>	<ul style="list-style-type: none"> • 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 required in specific circumstances identified in a pupil's individual risk assessment. • Face COVERINGS and the wearing of gloves for staff is optional. • Face COVERINGS for children and young people are not recommended and should not be worn by those unable to handle them as directed; for example, young children and pupils with special educational needs and disability. <p><i>Face COVERINGS are mandatory for all passengers on PUBLIC transport from 15th June 2020 – this excludes exclusive school transport / private hire / children under 11 / police/emergency services / full list at gov.uk government publication.</i></p> <p>We would still recommend children over 11 wear as face mask on board all vehicles.</p>	<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. • Employees and staff should review government guidance regularly to adhere to recommendations around face COVERINGS and medical PPE. • Drivers strongly encouraged to wear face covering whenever in service with passengers. • GOV.UK guidance 	<ul style="list-style-type: none"> • School Staff • Drivers & Staff 	
Spread of Covid – 19 Coronavirus	M	Children and Young People	Ventilation	<ul style="list-style-type: none"> • Keep all windows open 	<ul style="list-style-type: none"> • Drivers 	L

		<p>Drivers</p> <p>School Staff</p> <p>Vulnerable Groups</p> <p>Parents and Carers</p>	<p>Where possible, ensure that a fresh air supply is consistently flowing through vehicle.</p>	<p>whilst out on service.</p>		
<p>Spread of Covid – 19 Coronavirus</p>	M	<p>Children and Young People</p> <p>Drivers</p> <p>School Staff</p> <p>Vulnerable Groups</p> <p>Parents and Carers</p>	<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 someone is potentially infected • 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 	<p>GOV.UK guidance</p>	<ul style="list-style-type: none"> • Employers • Drivers • Parents Carers • School Staff 	L
<p>Spread of Covid – 19 Coronavirus</p>	M	<p>Children and Young People</p> <p>Drivers</p> <p>School Staff</p> <p>Vulnerable Groups</p>	<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. 	<p>GOV.UK guidance</p>	<ul style="list-style-type: none"> • Drivers • Parents Carers 	L

		Parents and Carers	<ul style="list-style-type: none"> • Limit bags containing school resources and/or personal items to one per pupil. • Explain to children and young people about social distancing and hygiene and why the driver may be wearing a mask. 			
Impact of Covid – 19 Coronavirus on Mental Health and Wellbeing	L	Drivers	<p>Mental Health and Wellbeing</p> <ul style="list-style-type: none"> • Employers will promote mental health and wellbeing awareness to staff and offer whatever support they can to help 		<ul style="list-style-type: none"> • Employers 	L