

COVID-19 Specific – HW Community Bus Reinstatement of Services Risk Assessment

COVID-19 is a new illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.

Name of Assessor:

Karyn Reid, Executive Clerk

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COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.

This is a **Risk Assessment** for dealing with COVID-19 for the Council and employees operating, and for Passengers using the Hartley Wintney Community Bus.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> Council staff inc. Drivers Volunteers Cleaners Contractors Passengers inc. Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions Anyone else who physically encounters the bus and its services 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Where hand washing facilities are in place, stringent hand washing methods with soap and water See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels Gel sanitisers in any area where washing facilities not readily available 	<p>Staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels, where possible.</p> <p>Use of hand sanitisers available for both drivers at Pale Lane and on bus. Hand Sanitiser for passengers will also be available on the bus at the entrance and exit points.</p> <p>Posters to remind to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available for use however passengers will be informed to dispose any used tissues once they have alighted from the bus.</p> <p>Encourage council staff to report any problems and carry out skin checks as part of a skin surveillance programme.</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p>	<p>Executive Clerk</p> <p>Drivers</p> <p>Executive Clerk</p>	<p>Immediate</p> <p>Top up during bus safety checks</p> <p>Regular intervals</p>	

		<p><u>Cleaning & avoid Cross-contamination</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, seat rails and entrance / exit points using appropriate cleaning products and methods.</p> <p>Fogging used for internal disinfecting of bus after each shift</p> <p>External bus cleaning rota each week as usual</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Drivers to record cleaning as part of daily safety checks for bus</p> <p>Drivers to keep on top of cleaning product stock levels and report to Community Bus Administrator when more items are required.</p>	<p>Executive Clerk</p> <p>Community Bus Admin. (CBA)</p> <p>Executive Clerk</p> <p>Drivers</p>	<p>Regular intervals</p> <p>Prior to start</p> <p>Regular intervals</p> <p>Prior to start of shift</p>	
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	<p>Avoid cross contamination by use of contactless payments only or bus pass – No Cash</p> <p>Social Distancing Social Distancing - Reducing the number of persons in any enclosed area to comply with the 1m gap plus with use of appropriate PPE recommended by the Public Health Agency.</p> <p>Redesigning processes to ensure social distancing in place, such as removal of seats on bus so that passengers are at least 1m away from each other and/or driver instruction on where passengers are to be seated.</p> <p>Modifications in place of Perspex screening to ensure Drivers are suitability distanced from passengers whilst on the vehicle.</p> <p>Maintaining records of all passengers using the bus by way of registration for all services. All services will also need to be booked in advance.</p>	<p>Payment can be scanned through Perspex screening. Driver to encourage Passengers to use the same seats on return journeys.</p> <p>Council staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. All passengers will be reminded of the need to socially distance by way of posters on the bus.</p> <p>Services will be bookable only including S22 public timetable to Meadows and all passengers must be registered as a bus user prior to accepting bookings. Drivers will not be permitted to accept any passengers waiting at public stops without bookings.</p> <p>Any additional assistance will need to be discussed and agreed with the Community Bus Administrator at the time of booking.</p>	<p>Drivers</p> <p>Executive Clerk & CBA</p> <p>Council</p> <p>CBA</p>	<p>Each shift</p> <p>Regular intervals</p> <p>Prior to start</p> <p>Regularly reviewed</p> <p>As required</p>	
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		<p><u>Symptoms of Covid-19</u></p> <p>If any employee becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance. Senior staff will maintain regular contact with council staff members during this time.</p> <p>If advised that a member of council staff or public has developed Covid-19 and were recently on your premises (including where a member of the council has visited other premises), the management team of the council will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>reduce contamination and how to dispose of them safely.</p> <p>Council staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Senior staff will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>Executive Clerk</p> <p>Executive Clerk</p> <p>Executive Clerk</p>	<p>Regular intervals</p> <p>As required</p> <p>As required</p>	
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		<p>Drivers will be requested to undergo a temperature check prior to the start of their shift and report any of the following symptoms to the Community Bus Administrator; High temperature New & persistent cough Changes to taste and/or sense of smell.</p> <p>Drivers agree to taking a Rapid Flow Test the day prior to their first shift of the week and reporting the response to the Executive Clerk</p> <p>Passengers will be asked the following questions at the time of booking; Are you or have you been previously shielding? Do you have any of the following symptoms: High temperature New & persistent cough Changes to taste and/or sense of smell</p> <p>If after using our service, we are notified that a Passenger has tested positive for COVID19, we will follow</p>		<p>Drivers</p> <p>Drivers</p> <p>CBA</p> <p>Executive Clerk</p>	<p>Start of shift</p> <p>Prior to first shift of week</p> <p>At time of booking</p> <p>As required</p>	
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		<p>the Public Health Authority to discuss the case.</p> <p>A concise record of all passengers and their contact details will be kept.</p> <p>Mental Health Council management will promote mental health & wellbeing awareness to council staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>CBA</p> <p>Executive Clerk & Council</p>	<p>Always</p> <p>Regular intervals</p>	
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Any views or opinions expressed in this document are for guidance only and are not intended as a substitute for appropriate professional advice. We have taken all reasonable steps to ensure the information contained herein is accurate at the time of writing. In relation to any particular risk assessment issues, readers are advised to seek specific advice.

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