

Sefton Council

Home to School Travel Support Risk Assessment: Coronavirus (COVID – 19)

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REVIEW: SEPTEMBER 2020	MANAGER: APRIL WATERSON	HEAD OF SERVICE: TANYA WILCOX	

SECTION 1: GENERIC 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 Personal Assistants School Staff Vulnerable Groups Parents and Carers	<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. • 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. 	<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 	<ul style="list-style-type: none"> • Contractors • Drivers • Personal Assistants 	L

			<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. • Children and Young People to be encouraged not to touch their mouth, eyes and nose. 	<ul style="list-style-type: none"> • 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 Section 3 		
Spread of Covid – 19 Coronavirus	M	Children and Young People Drivers	Cleaning <ul style="list-style-type: none"> • Employers and staff should establish a robust cleaning regime of vehicles. Clean/disinfect frequently touched objects 	<ul style="list-style-type: none"> • GOV.UK guidance Section 3 	<ul style="list-style-type: none"> • Contractors • Drivers 	

		Personal Assistants School Staff Vulnerable Groups Parents and Carers	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) 		<ul style="list-style-type: none"> • Personal Assistants 	
Spread of Covid – 19 Coronavirus	M	Children and Young People Drivers Personal Assistants School Staff Vulnerable Groups Parents and Carers	Social Distancing <ul style="list-style-type: none"> • Maintain social distancing wherever possible by: <ul style="list-style-type: none"> ○ Staggered start and finish times to reduce congestion and vehicle occupants ○ Double runs to reduce the number of occupants per vehicle ○ Maintain continuity of driver and escort to minimise contact and mixing ○ Maintain continuity of pupil groups to minimise contact and mixing ○ Encourage schools to replicate transport groupings of pupils to minimise contact and mixing ○ Cordoning of seats and eliminating face to face seating, where vehicle capacity allows ○ Encourage children and young people to avoid direct physical contact 	<ul style="list-style-type: none"> • GOV.UK guidance Section 3 	<ul style="list-style-type: none"> • Contractors • Schools • Local Authority 	L

			<ul style="list-style-type: none"> ○ Substituting smaller vehicles with larger ones, or commissioning additional vehicles where possible ● Keep travelling times as short as possible ● Keep vehicles well ventilated, windows should be open or partially open if it is safe to do so. ● 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. 			
Spread of Covid – 19 Coronavirus	M	<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>	<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"> ● 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 	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Employers ● Drivers ● Personal Assistants ● Parents Carers ● School Staff 	L

			<p>as directed; for example, young children and pupils with special educational needs and disability.</p> <ul style="list-style-type: none"> • Face COVERINGS are recommended when staff are unable to maintain social distancing in passenger facing roles, for example when aiding a passenger. 	<p>an opportunity to wash them.</p> <ul style="list-style-type: none"> • Employees and staff should review government guidance regularly to adhere to recommendations around face COVERINGS and medical PPE. • GOV.UK guidance Section 3 		
Spread of Covid – 19 Coronavirus	M	<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>	<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 Section 3</p>	<ul style="list-style-type: none"> • Employers • Drivers • Personal Assistants • Parents Carers • School Staff 	L
Spread of Covid – 19 Coronavirus	M	<p>Children and Young People</p> <p>Drivers</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 	<p>GOV.UK guidance Section 3</p>	<ul style="list-style-type: none"> • Drivers • Personal Assistants 	L

		Personal Assistants School Staff Vulnerable Groups Parents and Carers	someone in their household who does, do not attend educational settings. <ul style="list-style-type: none"> • 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. • Explain to children and young people about social distancing and hygiene and why the driver and personal assistant may be wearing a face covering. 		<ul style="list-style-type: none"> • Parents Carers 	
Impact of Covid – 19 Coronavirus on Mental Health and Wellbeing	L	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 		<ul style="list-style-type: none"> • Employers 	L

SECTION 2: INDIVIDUAL RISK ASSESSMENT

Levels of Risk: Low – Medium – High

Name of Pupil

School

Date

What are the hazards?	Risk Level	Who might be harmed and how?	Control Measures	Additional Controls	Responsibility	New Risk Level

SECTION 3: LINKS TO GUIDANCE

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

[Preparing for the wider opening of schools from 1 June](#)

[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](#)