

BUS TRAVEL RISK ASSESSMENT

Assessment carried out by: James Vallance, Commercial Manager

Date assessment was carried out: 19/07/21

Date of next review: 16/08/2021

Potential hazards & Outcomes	Existing Controls	Current Risk Rating Low (1) Medium (2) High (3) Extreme (4)	New and Amended Controls	Official Government Guidelines Achieved Yes/No
COVID-19 TRANSMISSION – VEHICLE SANITISING	Daily vehicle ‘fogging’ using anti-viral and anti-bacterial solutions. All vehicles will have at least one treatment in any 24-hours of vehicle operation. Anti-bacterial wipes/sprays issued to all vehicles to ensure all touch points are cleaned throughout the day (driver use). All flooring surfaces mopped daily using high-grade detergent.	Medium (2)	Daily task to ensure Hand Sanitiser station topped up.	YES Above and beyond current guidelines.
COVID-19 TRANSMISSION – VEHICLE INTERNAL VEHICLE CHECKS	An official Company stamp in the driver defect book confirms all sanitising has taken place before vehicle departs its depot.	Medium (2)	Monitor.	YES Above and beyond current guidelines.
COVID-19 TRANSMISSION – ANTI-BACTERIAL	All vehicles issued with antibacterial wipes to ensure touchpoints and exposed surfaces are	Medium (2)	Daily vehicle checks to ensure a full supply of wipes/sprays available.	YES

Tel: 01483 561103 • Fax: 01252 724350

Email: sales@safeguardbuses.co.uk • Web: www.safeguardbuses.co.uk

Registered in England & Wales No. 273953 • VAT No. 211 8847 67

Registered Office: Safeguard Buses Ltd, Safeguard House, Clay Lane, Jacobs Well, Guildford, Surrey GU4 7NZ

WIPING THROUGHOUT THE DAY	cleaned throughout the day.			
COVID-19 TRANSMISSION – DRIVER HEALTH AND SAFETY	Daily temperature tests to ensure our staff are not suffering with any symptoms of Covid-19. A daily sheet records all information and is filed. Management check verbally with every driver that no symptoms have been felt. Regular Lateral Flow Testing (LFT) of staff also being undertaken in defined area of Company premises. If positive, staff member externally re-tested and required to follow Government advice on self-isolation if positive result received.	Medium (2)	Drivers sent for Covid test if displaying symptoms/feeling unwell/fail Lateral Flow Testing (LFT).	YES Above and beyond current guidelines.
COVID-19 TRANSMISSION – PPE (Staff)	Face shield, face masks, gloves, hand sanitiser, waste bag supplied by the Company.	Medium (2)	Daily vehicle checks to ensure a full supply of appropriate PPE available	YES Above and beyond current guidelines.
COVID-19 TRANSMISSION – PPE (Vehicle)	Durable plastic flexible screen provided between driver and passengers.	Medium (2)	Daily vehicle checks to ensure screen is fit for purpose.	YES
COVID-19 TRANSMISSION – VENTILATION	Ventilation and air flow should be consistently flowing through the vehicle. All opening windows to be kept open during all journeys to aid air flow. Notices on opening windows explain this precaution to passengers.	Medium (2)	None.	YES
COVID-19 TRANSMISSION – PASSENGERS WHO MAY FEEL UNWELL	Passengers not allowed to travel if they have symptoms of Covid-19 or have been required to self-isolate following a positive Covid test or contact from NHS Test & Trace.	Medium (2)	Current risk assessed as Medium (2) in light of new strains of Covid. Continue to monitor changes	YES

			to government advice.	
COVID-19 TRANSMISSION BETWEEN PASSENGERS DUE TO CLOSE CONTACT WHILST BOARDING/ALIGHTING BUS	<p>Passengers are recommended to wear a face covering (except if medically or age exempt) when boarding/alighting. Hand Sanitiser Station and associated signage located at entrance to vehicle and all passengers encouraged to use this when boarding and alighting.</p> <p>Passengers requested to ring bell to alert the driver when they wish to get off as this helps increase distance from our driver.</p>	Medium (2)	<p>Current risk assessed as Medium (2) in light of current Government guidance. Continue to react to latest government guidelines. Update assessment on a regular basis.</p>	YES
COVID-19 TRANSMISSION – CASH HANDLING	<p>Passengers are encouraged to pay for tickets using contactless card or phone app whenever possible to reduce infection risk through handling of notes/coins. Weekly and 4-weekly tickets available which reduce number of transactions per week. However, cash will still be accepted and change given where necessary.</p>	Medium (2)	None.	YES
COVID-19 TRANSMISSION BETWEEN PASSENGERS DUE TO CLOSE CONTACT WHILST ON JOURNEY	<p>Passengers are recommended to wear a face covering (except if medically or age exempt). Appropriate signage displayed on vehicles.</p>	Medium (2)	<p>Current risk assessed as Medium (2) in light of current Government guidance. Continue to react to latest government guidelines. Update assessment on a regular basis.</p>	YES
COVID-19 TRANSMISSION – SEATING CAPACITY	<p>Buses can run at pre Covid-19 capacity. All seats can be used as well</p>	Medium (2)	The reduction of children using buses for home	YES

	<p>as passengers being able to stand. Wheelchair users and children in prams are welcome aboard. Factors assessed in reaching this decision include CPT/Gov't guidance, the relatively short journey times, typically only of 5-15 minutes' duration, Surrey infection and vaccination statistics and trends (coronavirus.data.gov.uk), especially relating to most vulnerable cohorts and typical bus passengers, freely available self-administered Covid home testing, and other precautions which are in place (as documented in this risk assessment).</p>		<p>to school journeys due to the schools summer holidays will help reduce capacity levels.</p>	
<p>COVID-19 TRANSMISSION – LUGGAGE/PERSONAL POSSESSIONS</p>	<p>Passengers must only handle their own luggage/personal possessions.</p>			<p>YES</p>
<p>COVID-19 TRANSMISSION – LITTER ON VEHICLE</p>	<p>Passengers are required to remove all waste from the vehicle. Staff make regular checks of saloon area to ensure it is free from litter and other debris.</p>	<p>Medium (2)</p>		<p>YES</p>
<p>COVID-19 TRANSMISSION – BUS STOPS ALONG ROUTES AND AT GUILDFORD FRIARY BUS STATION</p>	<p>Surrey County Council is responsible for all shelters and bus stops, with local operator Arriva holding management responsibility for the Friary Bus Station and therefore responsible for Health and Safety at this key location.</p>	<p>Medium (2)</p>	<p>SCC and Arriva advised as to our understanding of their responsibilities.</p>	<p>YES</p>