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**You can replace this box with your own logo, or delete it.**

# COVID-19 Risk Assessment [Your Organisation’s Name Here]

# Template from the Community Transport Association

To do a risk assessment, you need to understand what, in your business, might cause harm to people and decide whether you are doing enough to prevent that harm. You can find more information on the risk assessment process in our ‘how to’ guide at [ctauk.org/advice-resources/risk-assessment-and-management](http://www.ctauk.org/advice-resources/risk-assessment-and-management). Once you have identified those hazards, you need to identify appropriate and sensible control measures and put them in place.

Start by:

* Identifying what can harm people in your workplace.
* Identifying who might be harmed and how.
* Evaluating the risks and deciding on the appropriate controls, taking into account the controls you already have in place.
* Recording your risk assessment.
* Reviewing and updating your assessment

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. You are probably already taking steps to protect your employees, and your risk assessment will help you decide whether you have covered all you need to. Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely and which will cause the most harm.

This template gives some suggestions for areas you may need to think about when assessing risk related to COVID-19 and your operations. It is not exhaustive or prescriptive – you **will** need to think about your own organisation and what will need to be changed/added/removed or it will not be an effective tool to manage the risks caused by the virus in your organisation.

For more guidance on completing risk assessments, you can take a look at our risk assessment resources at [ctauk.org/advice-resources/risk-assessment-and-management](http://www.ctauk.org/advice-resources/risk-assessment-and-management) and the HSE guidance at <https://www.hse.gov.uk/risk/>.

The most recent CTA guidance relating to community transport and coronavirus can be found at [ctauk.org/covid19-guidance/](http://www.ctauk.org/covid19-guidance/).

To fill in this template, you will need to remove all text in red, and replace any text in square brackets [].

If you are happy to help our learning as a community, please share your approach to risk assessment with colleagues by emailing it to advice@ctauk.org stating you’re happy for it to be used as a resource by other CTA members.

This risk assessment has been prepared for [YOUR ORGANISATION] to consider the specific hazards and risks relating to COVID-19 and our operations. It should be read in conjunction with [YOUR ORGANISATION’S] overall risk assessment document, and our Standard Operating Procedures. *(This may have another name in your organisation, such as staff handbook.)*

This risk assessment is in addition to the general guidance and requirements regarding safe social distancing that will apply where ever practical to do so. A copy of the UK Government’s guidance on this is kept in our risk assessment file here [Link to your risk assessment file]. This risk assessment will be reviewed every three months as well as following any changes to the (delete as appropriate) UK Government/Welsh Government/Scottish Government/NI Executive guidance.

| **Activity** | **What are the hazards?** | **Who might be harmed and how?** | **What are we already doing to manage risk?** | **What else can we do to reduce risk?** | **Responsible person** | **Action by when?** | **Date completed** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Passenger transport** | Unable to maintain the 2m physical distance between passengers/passenger & driver due to vehicle size/capacity | **Driver/Passenger Assistant (PA)**– high level of exposure if an asymptomatic passenger is carried, risk of infection.  **Passengers** – passengers from different households travelling in a confined space, risk of infection. | Follow PPE guidance (see SOPs).  Maximum 4 passengers per vehicle at any one time (minibus) or 2 passengers (car) if from the same household, following loading/unloading procedure in SOPs.  No passengers to sit in 2 seats closest to the driver.    Passengers asked to wear mask whilst travelling.  Staff and volunteer training completed regarding the risk of airborne and contact transmission, and the control measures we are following to prevent this. | Add vehicles to routes to spread passenger numbers.  Fit minibus with Perspex screen.  Develop a minibus seating plan to map recommended seats, train all drivers/PAs. | **Transport Manager** | **July 2020** | **[DATE]** |
| **Passenger transport** | Contact transmission of the virus by touching contaminated surfaces. | **Drivers, PAs and passengers** at risk of picking up the infection from a contaminated surface. | New cleaning procedures to be followed (as per SOPs) before and after each run.  Daily walk around check sheets updated to reflect the cleaning requirements  Drivers to wash hands at the start and end of each run, and use hand sanitiser regularly throughout the run.  All passengers asked to use hand sanitiser before boarding the vehicle.  Staff and volunteer training completed regarding the risk of airborne and contact transmission, and the control measures we are following to prevent this. | Explore use of antiviral fog. | **Transport Manager** | **July 2020** | **[DATE]** |
| **Passenger transport** | Supporting passengers with mobility support needs | **Passengers with additional mobility support needs** could be ‘left behind’ and become increasingly marginalised if they are unable to access transport.  **Vulnerable passengers** could become infected due to close contact with an asymptomatic carrier, e.g. as driver/PA secures their wheelchair.  **Driver/PA** could become infected due to close contact with an infected passenger. | Drivers/PAs with symptoms are not to come into work and follow UK Government testing/isolation guidelines.  Passengers with symptoms are not permitted to travel and will be advised to follow UK Government testing/ isolation guidelines.  Drivers/PAs to wear appropriate PPE as per SOPs  Passengers asked to wear masks if possible.  New cleaning procedures to be followed (as per SOPs) before and after each run.  Drivers to wash hands at the start and end of each run, and use hand sanitiser regularly throughout the run. | Explore ‘easy read’ explainer for passengers with learning needs to help them understand why they are not permitted to travel. | **Transport Manager** | **August 2020** | **[DATE]** |
| **Working on site** | Arriving on site – unable to maintain 2m recommended distance | **Staff or volunteers** coming into contact with someone carrying the virus, could become infected | Staff or volunteers experiencing symptoms are not to come on site, as per SOPs.  Office staff working from home where possible  Staggered start times where possible.  Drivers to wait until the car park is clear before leaving their vehicle/one of our vehicles.  Anyone entering the building must use the provided hand sanitiser before entering, and wash hands regularly as per SOPs. |  | **Office Manager** | **[DATE]** | **[DATE]** |
| **Working on site** | Office layout prevents 2m recommended distance | **Staff, volunteers or visitors** coming into contact with someone carrying the virus, could become infected | Office has been rearranged to ensure no desks are face to face.  Office staff working from home where possible  Markers on floor to show safe distance when meeting with colleagues.  Staff and volunteer training completed regarding the risk of airborne and contact transmission, and the control measures we are following to prevent this.  Depot is closed to visitors without a pre-booked appointment.  Windows kept open.  If making tea for the team, make the round and leave them in the kitchen. People can then take it in turns to collect their drink. | Designated drop off area to be set up for walk around check sheets/other paperwork, and a rota for these to be collected by admin staff.  HEPA filters fitted to heating/air conditioners | **Office Manager** | **[DATE]** | **[DATE]** |
| **Working on site** | Contact transmission of the virus by touching contaminated surfaces | **Staff, volunteers or visitors** could become infected following contact with a contaminated surface/object, e.g. shared equipment, door handles etc, | New cleaning procedures to be followed (as per SOPs)  Before and after using any shared equipment, wash hands for at least 20 seconds following the Government’s guidance (poster is up above each sink)  Wear appropriate PPE for tasks as per SOPs (e.g. disposable mask/gloves when adding/removing seats with another person’s assistance).  Posters are up throughout the depot reminding people to wash/sanitise their hands. |  | **Office Manager** | **[DATE]** | **[DATE]** |
| **Working on site** | External visitors bring the virus to the depot. | **Staff or volunteers** become infected through contact with an asymptomatic carrier. | Deliveries should be left outside the office and the Office Manager notified.  If weather prevents this, they should be left on the floor inside the office door and maintain 2m distance.  New cleaning procedures to be followed (as per SOPs)  Parcels will be unpacked immediately and the contents cleaned with [insert your chosen cleaner here] OR parcels will be stored in the marked holding bay for 72 hours before being unpacked.  Office staff will unpack **all** parcels and place any packaging into the appropriate bin for recycling/disposal.  Office staff will wash their hands following the government guidelines for at least 20 seconds after unpacking any parcels.  Depot is closed to visitors without a pre-booked appointment.  Posters have been put up to explain our rules re 2m distance etc. to visitors. | Issue wipe-clean storage for office staff/volunteers, labelled with their name to prevent cross contamination. | **Office Manager** | **[DATE]** | **[DATE]** |
| **Vehicle maintenance** | Risk of contact/droplet infection when taking vehicles for maintenance checks/MOTs to [insert garage name here]. | Transport Manager/other drivers could become infected through contact with garage staff.  Garage staff could become infected through contact with [insert your organisation’s name] staff, volunteers or the vehicle. | New cleaning procedures to be followed (as per SOPs).  Staff/volunteers to follow any specific guidance provided by the garage, not covered by this risk assessment or SOPs  Maintain 2m distance from garage staff wherever possible.  Driver to wear disposable PPE to return the vehicle to the depot, follow the disposal guidelines as per SOPs  Vehicle to have full clean down on return to the depot. |  | **Transport Manager** | **[DATE]** | **[DATE]** |

# COVID-19 Risk Assessment [Your Organisation’s Name Here]

**Risk Assessment Completed by** [Name] on [Date]

[Signature]

**Review of Risk Assessment due by** [Date]