

Ring and Ride, Group Transport, Voluntary Car/Hospital Transport Risk Assessment 2020

May

This RA has been prepared specifically in relation to the particular risks/issues and challenges that may arise from Ring and Ride Services, Group Transport Services and Voluntary Car Services.

It should be read in conjunction with the more general Green Community COVID-19 Risk Assessment and the more focussed COVID-19 RA for Green Community Travel Services – the focus of this document and the revised working procedures that arise from it are around the operational delivery of H2S transport whilst COVID-19 restrictions are still in place. This Risk Assessment should also be read in line with; *GCT Procedure for transporting passengers during COVID-19*, *GCT Procedure for passengers travelling during COVID-19*, *GCT Cleaning your vehicle during COVID-19 Procedure* and *GCT Ring and Ride Procedure*.

The RA is in addition to the general guidance and requirements regarding safe social distancing that will apply where-ever practical to do so.

The main risk that has been identified is the probable inability to maintain the recommended 2m social distancing when operating transport.

An operational risk is that we may have to use larger vehicles (to adhere to social distancing) which are restricted in number.

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	Activity	What are the hazards?	Who might be harmed and how?	Mitigation actions	Additional actions	Responsible Officer
1	Ring and Ride Service, Group Transport Service, Voluntary Car Service	<p>Potential inability to maintain social distancing on the transport. Due to lack of suitable vehicles to enable (50%) spacing of passengers.</p> <p>Individuals from different households being in the same enclosed space.</p>	Passengers and staff – contracting COVID-19	<p>No passengers or staff displaying any symptoms should travel.</p> <p>Follow Green Community Travel Policy reference <i>GCT Procedure for transporting passengers during COVID-19</i>. And if necessary, PPE to be worn in line with <i>GCT Procedure for transporting passengers during COVID-19</i>.</p> <p>Ask passengers to wear face coverings in line with updated Government Guidance (12.05.20) and to follow <i>Procedure for passengers travelling during COVID-19</i>.</p> <p>Ensure vehicles are well ventilated (air conditioning or windows)</p> <p>Follow <i>Cleaning your vehicle during COVID-19 Procedure</i>.</p> <p>Only use minibuses for Voluntary Car rather than accessible cars as able to maintain social distancing using minibuses.</p> <p>Vehicles to be loaded in a systematic way to prevent passengers crossing paths –</p>	<p>Amendments as necessary made to <i>GCT Procedure for transporting passengers during COVID-19</i> in line with updated Government guidance.</p> <p>The use of larger vehicles wherever possible.</p> <p>Passengers will be asked to only make essential journeys in line with government guidelines, this excludes transport for leisure purposes, exercise and visiting family and friends.</p>	GCT Manager

				i.e. load back to front and off-load front to back (in the case of a front entry vehicle).		
	Ring and Ride Service, Group Transport Service, Voluntary Car Service	Inability to maintain social distancing with passengers that need assistance and those that travel in or with mobility equipment.	Passengers and staff – contracting COVID-19	<p>No passengers or staff displaying any symptoms should travel.</p> <p>Follow Green Community Travel Policy reference <i>GCT Procedure for transporting passengers during COVID-19</i>. And if necessary, PPE to be worn in line with <i>GCT Procedure for transporting passengers during COVID-19</i>.</p> <p>Ask passengers to wear face coverings in line with updated Government Guidance (12.05.20) and to follow <i>Procedure for passengers travelling during COVID-19</i>.</p> <p>Vehicles to be loaded in a systematic way to prevent passengers crossing paths – i.e. load back to front and off-load front to back (in the case of a front entry vehicle)</p>	<p>Ascertain which passengers may need assistance by reading passenger notes on logsheets.</p> <p>Office staff to ensure passenger notes kept up to date on CTX software.</p> <p>Passengers will be asked to only make essential journeys in line with government guidelines, this excludes transport for leisure purposes, exercise and visiting family and friends.</p>	GCT Manager.
3	Ring and Ride Service, Group Transport Service, Voluntary Car Service	Potential to spread COVID-19 through contact with contaminated surfaces	Passengers and staff – contracting COVID-19	<p>All staff and volunteers must follow Green Community Travel Policy reference <i>GCT Procedure for passengers travelling during COVID-19</i>.</p> <p>Passengers on transport to follow Government guidance to wash hands before and after transport and to avoid touching face. Passengers will be asked to use hand sanitiser before boarding the bus.</p> <p>All staff and volunteers to wear disposable gloves as per <i>GCT Procedure</i></p>	<p>Staff and volunteers have been asked to raise any concerns about any passengers that may not be able to follow the <i>GCT Procedure for passengers travelling during COVID-19</i>.</p> <p>Manager would then take the decision as to whether it is safe to provide travel.</p>	GCT Manager

				<p><i>for passengers travelling during COVID-19.</i></p> <p>All vehicles to be cleaned before and after each journey paying attention to all hard surfaces that may have been touched – handrails etc as per <i>GCT Cleaning your vehicle during COVID-19 Procedure.</i></p>		
4	Ring and Ride Service, Group Transport Service, Voluntary Car Service	Passengers leaving health care settings, for example a hospital after a routine appointment.	Passengers, Volunteers and staff – contracting COVID-19	<p>No passengers or staff displaying any symptoms should travel.</p> <p>Vehicles to be loaded in a systematic way to prevent passengers crossing paths – i.e. load back to front and off-load front to back (in the case of a front entry vehicle).</p> <p>Drivers, Volunteers and Passenger Assistants to follow <i>GCT Procedure for transporting passengers during COVID-19.</i> As per this procedure Drivers and Volunteers will be required to wear PPE as per the policy.</p> <p>Wherever possible passengers to follow <i>GCT Procedure for Passengers travelling during COVID-19.</i></p>	Using larger vehicles wherever possible.	GCT Manager
5	All Services	Collecting goods from third party organisations and services.	Volunteers and staff – contracting COVID-19	Drivers, Volunteers and Passenger Assistants to follow <i>GCT Procedure for transporting passengers during COVID-19.</i>		GCT Manager
6	All services	Medical emergency	Passenger requires urgent medical attention, which may	<p>Follow <i>GCT Ring and Ride Procedure.</i></p> <p>Follow <i>GCT Procedure for transporting passengers during COVID-19.</i> Staff and</p>		GCT Manager

			breach social distancing rules.	volunteers to wear PPE at all times whilst a passenger is on board, in case of a medical emergency which could cause a breach of social distancing procedures.		
7	All services	Someone has travelled on the vehicle who has since tested positive for COVID-19	Staff or other passengers who may travel on the vehicle.	<p>Passengers are asked to confirm they have no symptoms before travelling as per <i>GCT Procedure for Passengers travelling during COVID-19</i></p> <p>Staff are also asked to ensure they have no symptoms and follow government guidelines as per <i>GCT Procedure for transporting passengers during COVID-19</i> and <i>GCT Office and Yard Procedure</i>.</p> <p>The vehicle will be taken off the road and cleaned in line with government guidelines.</p>	<p>Vehicles are being cleaned regularly as part of GCT <i>Cleaning your vehicle during COVID-19</i> Procedure.</p> <p>Follow any updated Government guidelines that follow in addition to those guidelines they have already set out.</p>	GCT Manager