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## **RISK ASSESSMENT FOR TRANSPORTING PASSENGER DURING COVID-19 PANDEMIC**

The purpose of a risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from the activities or risks to the RDCT, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.

This risk assessment covers the transportation of passengers by both paid and volunteer drivers in their own or RDCT vehicles during the Covid-19 pandemic.

***Carried out by: Pru Burton, Office Manager on 28<sup>th</sup> May 2020***

### **WHAT ARE THE RISKS?**

#### **RDCT paid or volunteer drivers or our clients catching Covid-19 by:**

1. Close proximity in a confined space, i.e. a car or minibus
2. Driver helping a client in and out of a vehicle at origin and destination
3. Multiple clients in a minibus coming within Social Distancing limit.

### **WHO IS AT RISK?**

- Clients
- Drivers – both paid and volunteer

### **LEVEL OF RISK?** - High

#### **What Controls can be put in place to Reduce the Risk?**

##### **Drivers**

- To only drive if they are feeling fit and well
- To wear a mask
- To wear gloves and to change them after each task
- To wash hands frequently between changing gloves, using soap and water where available or use hand sanitiser. Hand sanitizer to be available in every vehicle
- To seat client in back seat behind the passenger seat unless client is physically unable to do so or to facilitate this would incur additional risk.
- When picking up client, ask if they have any Covid-19 symptoms
- Use anti-bacterial wipes on any walking aids they touch and change gloves immediately.
- Use anti-bacterial wipes to clean vehicle surfaces inside and door handles touched by themselves, family members and clients before and after each trip.
- Where possible do not enter origin or destination building
- Where possible, let client access vehicle at journey origin and exit vehicle at journey destination unaided
- To give minimal physical help only when required, i.e. in and out of the vehicle, change gloves immediately
- When social distancing is not possible, to minimise the time spent within Social Distancing limit of client
- To maintain good fresh ventilation in the vehicle. Do not use any air recycling options on air conditioning.
- If help required to reach destination, take client in a wheelchair rather than 'giving an arm'



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- Ask for cash payment to be put in an envelope or use electronic payment method.
- To sign up to HM Government tracing App (smart phones only). If you develop symptoms, obtain a Covid-19 test, and inform the office immediately.

#### **Clients**

- Before travelling, to check they do not have any Covid-19 symptoms
- To wash hands before leaving home
- To sit in back seat behind the passenger seat
- If possible, to travel alone
- If carer required to accompany, carer to sit behind driver
- If possible, to be self-sufficient in getting into the destination

#### **Office**

- To give regular clients the same driver to reduce their number of contacts

##### **Ensure drivers:**

- Know what the rules, put in place for their protection, are.
- Know they are advised not to drive if they or their family members are vulnerable
- Have a large, 4 door car
- Have spare masks for clients
- Have supply of hand sanitizer and anti-bacterial wipes
- Know what risks they are taking
- Know how to access Covid-19 testing if required

#### **To ask client**

- To make sure they do not have a safer option of a household member being able to drive them
- To make sure they do not travel if they develop Covid-19 symptoms
- If they are agile enough to access the back seat of a car
- To wear a mask
- If they need physical help, to assess the safest way to proceed. Either driver can give help or allow a carer to travel with them or separately to the surgery/hospital
- To put payment of cash in an envelope for the driver or pay by electronic method or via an invoice.

#### **Additional Measures**

Drivers will sign a declaration that:

- They have received, read, understood, and will comply with this risk assessment.
- For volunteers, they are volunteering at their own request.
- For driver's in vulnerable categories that they understand they must take particular care to ensure their own safety and that of their household.