
















<b>Risk assessment name</b>	COVID-19 Passenger & Staff Risk Assessment - General	<b>Assessment type</b>	 General
<b>Assessor name</b>	Michael Crooke	<b>Affected site(s)</b>	Tetleys Motor Services Ltd (LS10 1NY)
<b>Assessment date</b>	26/08/2021	<b>Review period</b>	Custom
<b>Approved by</b>	Michael Crooke	<b>Review date</b>	26/10/2021
<b>Approved date</b>	26/08/2021	<b>Reference</b>	Tet1259231







Workspace(s)	Description
 Access / Egress  Outside Area	COVID-19 Passenger & Staff Risk Assessment

Overall risk rating : 6 ( **Medium** )

Hazard	Who could be harmed and how?	Existing controls
 COVID-19 (Coronavirus Infection)	All staff  Drivers  How Many? 10+  How? Risk of contagious virus	<div>  <p><b>All affected areas are thoroughly disinfected</b>            All affected areas are thoroughly disinfected .            Vehicle Controls should be wiped with anti-bacterial wipes at the start and at the end of each shift.            High touch areas such as hand rails, bell pushes etc should also be wiped at regular intervals</p> </div> <div>  <p><b>Cleaning Schedules in Operation</b>            Cleaning Schedules in Operation.            Vehicles are deep cleaned at the end of each shift and drivers are instructed to regularly wipe down, using antibacterial wipes, "high touch" areas such as hand rails, bell pushes etc. A fogging machine is utilised at least one a week to develop a mist of sanitiser within the vehicle</p> </div> <div>  <p><b>Face Covering</b>            Provides additional protection to user from respiratory droplets produced by others (e.g. coughs).            Vehicle screens are fitted where possible. Passengers (over 11 years) must wear face covering against the risk of infection from passengers breath.            Recommended drivers wear a face covering when loading passengers if a screen isn't fitted.</p> </div> <div>  <p><b>Good Hand Washing/Hygiene Procedures Observed</b>            Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div>  <p><b>Good Housekeeping Observed During The Task</b>            Good housekeeping standards observed &amp; maintained by operatives throughout the duration of the task</p> </div> <div>  <p><b>Mouth/Face Covering Worn</b>            It is mandatory, that passengers (over 11 years) wear a mouth/face covering when using our services unless they can produce an exemption certificate.            Drivers must politely request that passengers wear a face covering but should not get drawn into an argument and let passengers aboard if they state they are exempt</p> </div> <div>  <p><b>Use Of Hand Sanitisers</b>            Use of a hand sanitiser to reduce the risk/spread of infection            Hand sanitising procedures observed to reduce the risk of skin disorders and promote good hygiene.            Where hand washing is not possible hands should be sanitised thoroughly before and at the end of each shift, when changing vehicles, handling food etc and at regular intervals.</p> </div>

Hazard	Who could be harmed and how?	Existing controls
 <p>Contaminated Work Surfaces (Infection)</p>	<p>All staff, Members of the public</p> <p>How Many? 10+</p> <p>How? Risk of infection from hard surfaces eg Handrails, Bell Pushes, Vehicle Controls, Steering Wheel etc</p>	<div data-bbox="853 240 943 331"> </div> <p><b>All affected areas are thoroughly disinfected</b></p> <p>All affected areas are thoroughly disinfected . Vehicle Controls should be wiped with anti-bacterial wipes at the start and at the end of each shift. High touch areas such as hand rails, bell pushes etc should also be wiped at regular intervals when staff are stationary between journeys.</p> <div data-bbox="853 448 943 539"> </div> <p><b>Bodily fluids cleaned up</b></p> <p>Any bodily fluids are cleaned up following company procedures and disposed of appropriately. Spill kits are available and disposable gloves should be worn.</p> <div data-bbox="853 655 943 746"> </div> <p><b>Cleaning Schedules in Operation</b></p> <p>Cleaning Schedules in Operation. Vehicles are deep cleaned at the end of each shift, with interiors sprayed with disinfectant and left "wet" on surfaces and drivers are instructed to regularly wipe down, using antibacterial wipes, "high touch" areas such as hand rails, bell pushes etc. A fogging machine is utilised at least one a week to develop a mist of sanitiser within the vehicle.</p> <div data-bbox="853 863 943 954"> </div> <p><b>Good Hand Washing/Hygiene Procedures Observed</b></p> <p>Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene. Hands should be washed thoroughly before and at the end of each shift, when changing vehicles, handling food etc and at regular intervals.</p> <div data-bbox="853 1038 943 1129"> </div> <p><b>Use Of Hand Sanitisers</b></p> <p>Use of a hand sanitiser to reduce the risk/spread of infection Hand sanitising procedures observed to reduce the risk of skin disorders and promote good hygiene. Where hand washing is not possible hands should be sanitised thoroughly before and at the end of each shift, when changing vehicles, handling food etc and at regular intervals. Passengers are encouraged to use sanitiser when boarding and alighting vehicles.</p>

Hazard	Who could be harmed and how?	Existing controls
 <p>Coughing / Spluttering Individuals</p>	<p>All staff</p> <p>How Many? Risk of Viral Infection</p> <p>How? Risk of infection from people coughing</p>	<div data-bbox="851 239 940 327"> </div> <p><b>All affected areas are thoroughly disinfected</b></p> <p>All affected areas are thoroughly disinfected . Vehicle Controls should be wiped with anti-bacterial wipes at the start and at the end of each shift. High touch areas such as hand rails, bell pushes etc should also be wiped at regular intervals</p> <div data-bbox="851 414 940 502"> </div> <p><b>Cleaning Schedules in Operation</b></p> <p>Cleaning Schedules in Operation. Vehicles are deep cleaned at the end of each shift and drivers are instructed to regularly wipe down, using antibacterial wipes, "high touch" areas such as hand rails, bell pushes etc. A fogging machine is utilised at least one a week to develop a mist of sanitiser within the vehicle</p> <div data-bbox="851 598 940 686"> </div> <p><b>Face Covering</b></p> <p>Provides additional protection to user from respiratory droplets produced by others (e.g. coughs). Vehicle screens are fitted where possible. Passengers (over 11 years) must wear face covering against the risk of infection from passengers breath. Recommended drivers wear a face covering when loading passengers if a screen isn't fitted.</p> <div data-bbox="851 805 940 893"> </div> <p><b>Good Hand Washing/Hygiene Procedures Observed</b></p> <p>Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> <div data-bbox="851 981 940 1069"> </div> <p><b>Use Of Hand Sanitisers</b></p> <p>Use of a hand sanitiser to reduce the risk/spread of infection Hand sanitising procedures observed to reduce the risk of skin disorders and promote good hygiene. Where hand washing is not possible hands should be sanitised thoroughly before and at the end of each shift, when changing vehicles, handling food etc and at regular intervals.</p>

Hazard	Who could be harmed and how?	Existing controls
 Poor Housekeeping	All staff  How Many? 10+  How? Poor housekeeping could lead to contaminated items being handled by others.	<div>  <p><b>Good Hand Washing/Hygiene Procedures Observed</b>            Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div>  <p><b>Waste Bags Are Provided</b>            Waste Bins, or bags, are Provided for Vehicles</p> </div>
 Poor Hygiene (Infection)	All staff  How Many? 10+  How? Virus can live on surfaces and be transmitted by hand	<div>  <p><b>Good Hand Washing/Hygiene Procedures Observed</b>            Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div>  <p><b>Use Of Hand Sanitisers</b>            Use of a hand sanitiser to reduce the risk/spread of infection            Hand sanitising procedures observed to reduce the risk of skin disorders and promote good hygiene.            Where hand washing is not possible hands should be sanitised thoroughly before and at the end of each shift, when changing vehicles, handling food etc and at regular intervals.</p> </div>

### Further control measures

None required

## Operating procedures

Antibacterial wipes and sprays used are only purchased if the manufacturers state that the products are effective at killing Coronavirus. It is recommended, that passengers (over 11 years) wear a mouth/face covering when using our services . If staff are instructed by Track & Trace to self-isolate they must let management know immediately and, if working at the time, cease working and contact Tetley's office immediately. Under no circumstances can passengers use our services if they have been instructed to self isolate by Track & Trace.

## Supporting evidence



[CPT Covid 100% Bulletin.doc](#)

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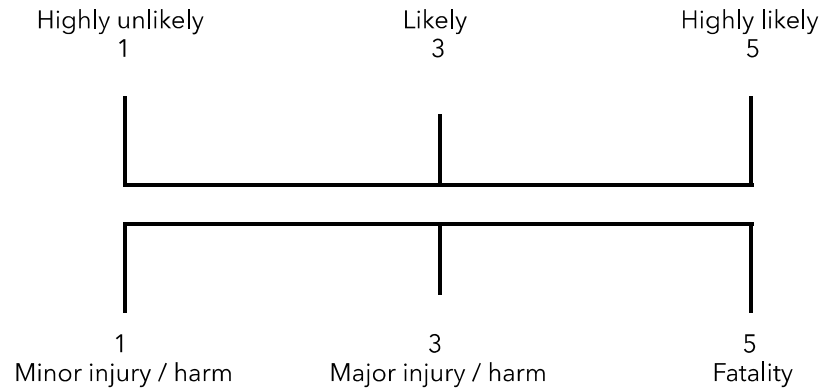


[Driver COVID-19 Policy \(2\).doc](#)

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## Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
Probability	Severity				

## What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Michael Crooke

Approved by signature: Michael Crooke