




Risk assessment for : Tetley's Motor Services Ltd




Risk assessment name	COVID-19 Passenger & Staff Risk Assessment - DWP	Assessment type	 General
Assessor name	Michael Crooke	Affected site(s)	Tetleys Motor Services Ltd (LS10 1NY)
Assessment date	28/05/2020	Review period	Monthly
Approved by	Michael Crooke	Review date	28/06/2020
Approved date	28/05/2020	Reference	Tet857388

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








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 <p>COVID-19 (Coronavirus Infection)</p>	<p>All staff</p> <p>Drivers</p> <p>How Many? 10+</p> <p>How? Risk of contagious virus</p>	<div data-bbox="801 220 887 304"> </div> <p>All affected areas are thoroughly disinfected 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="801 424 887 509"> </div> <p>Cleaning Schedules in Operation 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="801 632 887 716"> </div> <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> <div data-bbox="1469 632 1554 716"> </div> <p>Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p> <div data-bbox="801 839 887 924"> </div> <p>Mouth/Face Covering Worn It is desirable, although not mandatory, that passengers wear a mouth/face covering when using our services.</p> <div data-bbox="801 1015 887 1099"> </div> <p>Social Distancing Keep 2 metres apart. Vehicle capacities set to 25% of actual passenger carrying capacity. Certain seats to have "do not use" signage. Driver's cab to have, where possible, screens fitted. We would contact DWP if passenger numbers regularly exceed 10 passengers per trip.</p> <div data-bbox="801 1190 887 1275"> </div> <p>Use Of Hand Sanitisers 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>
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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?</p> <p>Risk of infection from hard surfaces eg Handrails, Bell Pushes, Vehicle Controls, Steering Wheel etc</p>	<p> All affected areas are thoroughly disinfected 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> <p> Bodily fluids cleaned up Any bodily fluids are cleaned up following company procedures and disposed of appropriately. Spill kits are available</p> <p> Cleaning Schedules in Operation 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> <p> Good Hand Washing/Hygiene Procedures Observed 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> <p> Use Of Hand Sanitisers 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>

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 <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>	<p> All affected areas are thoroughly disinfected 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> <p> Cleaning Schedules in Operation 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> <p> Eye/Face Guard Worn Vehicle screens are fitted where possible. Eye/face guard worn to protect both eyes and face against the risk of infection from passengers breath.</p> <p> Social Distancing Avoid gatherings, non-essential use of public transport, work from home, keep 2 metres apart. Maintain social distancing with colleagues and passengers wherever possible.</p> <p> Use Of Hand Sanitisers 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> <p> Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p>

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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 style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div style="width: 45%;">  <p>Waste Bags Are Provided</p> <p>Waste Bins Are Provided for Vehicles</p> </div> </div>
 Poor Hygiene (Infection)	All staff How Many? 10+ How? Virus can live on surfaces and be transmitted by hand	<div style="display: flex; flex-direction: column; justify-content: space-between;"> <div style="width: 45%;">  <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div style="width: 45%;">  <p>Use Of Hand Sanitisers</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> </div> </div>

Further control measures

None required

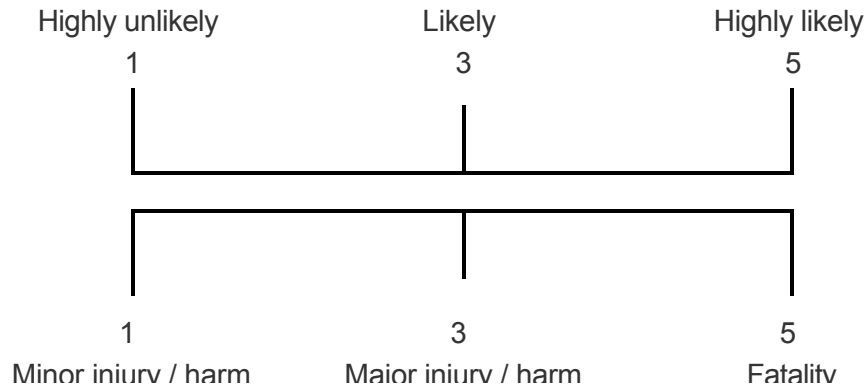
Supporting evidence

[Driver COVID-19 Policy.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
5	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