

St Mary's School - Risk Assessment

Assessment Name: School Vehicles COVID-19		Assessment No:		Assessment Date: 7 Aug 2020	
Department:	Boarding	Assessment Type (Tick as appropriate; see Note 1)			
		Specific	X	Generic	Record of Dynamic Assessment
Description of Activity/Process/Location:		Use of school vehicles during the COVID pandemic			
Assessor			Line Manager Acceptance (See Note 2)		
Name:	T Wopat	Name:	Greg Ball		
Position:	H&S Manager	Position:	Operations Manager		
Signature:	<i>T Wopat</i>	Signature:	<i>G Ball</i>		
Hazards (Anything with the potential to cause harm)	Who is at Risk? (Staff, Pupils, Contractors)	Control Measures (What is already in place)	Risk Rating (Sum of Likelihood X Consequence See Note 3)	Additional Control Measures (Controls to reduce the risk rating)	Residual Risk Rating (Sum of Likelihood X Consequence See Note 4)
Transmission of the COVID-19 Coronavirus inside a vehicle.	Pupils, staff.	<p>Staff must not work (or have contact with pupils) if they have symptoms, have tested positive or have been in contact (within the last 14 days) with anyone who has. All current government COVID guidance must be followed.</p> <p>Staff must not return to work for 14 days if they have travelled back from a county outside the Common Travel Area, a 14-day self-isolation period must be undertaken.</p> <p>Face coverings worn by driver and all passengers at all times (less those with relevant health issues that preclude their use).</p> <p>Sanitizing gel used when entering and alighting the vehicle.</p>	1 x 2 = 2	Nil	

		<p>Vehicle windows open where possible.</p> <p>Internal climate control set to none-circulatory.</p> <p>Vehicle cleaning: Each vehicle in use will have a thorough wipe down and sanitisation of key touchpoints by the operations team am & pm. Soft furnishings cleaned daily by the operations team using Ramsol disinfectant spray. Driver cleaning. Each driver that uses the vehicle is to wipe keys, steering wheel, handbrake, gear lever, indicator stalk, all internal and external door handles with a sanitising wipe before use.</p>			
Collection of pupils returning to the UK from outside the Common Travel Area and requiring a mandatory 14-day self-isolation period.	Pupils, staff.	<p>As above plus:</p> <p>Social distance at 2m when outside the vehicle.</p> <p>Disposable gloves for driver to load/unload boarder's luggage.</p> <p>Maximum vehicle capacities: minibus driver and four passengers, people carrier driver and one passenger.</p> <p>No stopping a motorway services unless in extremis.</p>	1 x 2 = 2	Nil	
Transportation of boarding pupils showing symptoms to a COVID testing site.	Boarders, staff.	<p>Use of postal testing kits or private testing arrangements considered first.</p> <p>Only the driver and boarder to be tested to travel in vehicle, minibus must be used to allow distancing between driver and passenger, pupil seated next to rear most sliding window to allow testing.</p> <p>Vehicle taken out of use and isolated for 24hrs after use then disinfected.</p> <p>Face coverings worn by driver and passengers at all times (less those under 11 years old or with relevant health issues that preclude their use).</p>	2 x 2 = 4	Nil	

		Sanitizing gel used when entering and alighting the vehicle.			
		Vehicle windows open where possible.			
		Internal climate control set to none-circulatory.			

Assessment Review (See Notes 2 and 5)					
Review Date:	30 Sep 20	Review Date:	22 Oct 20	Review Date:	
Assessor Name:	T Wopat	Assessor Name:	T Wopat	Assessor Name:	
Position:	H&S Manager	Position:	H&S Manager	Position:	
Signature:	<i>T Wopat</i>	Signature:	<i>T Wopat</i>	Signature:	
Line Manager Name:	Greg Ball	Line Manager Name:	Greg Ball	Line Manager Name:	
Position:	Operations Manager	Position:	Operations Manager	Position:	
Signature:	<i>G Ball</i>	Signature:	<i>G Ball</i>	Signature:	

Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
- 3

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Likelihood			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
Consequence			Low	Medium	High

When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the management chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

- 4 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
- 5 Risk Assessments are to be reviewed:
 - Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure or Line Management.
 - Following the introduction of more vulnerable personnel.
 - If “Generic” prior to use.