



## COVID-19 RISK ASSESSMENT WORKSHEET

**Department:** Aylesbury Depot/Travel Shop Buckingham road/Clacton Depot

**Date:** Updated 30/07/2020

**1. Review Date** On-Going

**2. Completed by:** C Groombridge

Sheet number:		Area of Activity	Competence 1								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			L	S	RR				L	S	RR

<p><b>Increase in the potential for Covid-19 Infection</b></p>	<p>All staff Contractors General public Customers</p>	<p><b>Motts Coaches (Aylesbury) Ltd</b></p> <ol style="list-style-type: none"> <li>1. Has completed risk assessment for our sites, vehicles, and tasks</li> <li>2. Risk assessments are completed using current government guidance</li> <li>3. Employees are engaged throughout the risk assessment process</li> <li>4. Employees are made aware of how to raise concerns regarding the identified control measures</li> </ol>	5	4	20	<ol style="list-style-type: none"> <li>1. The company will review and update this Covid-19 risk assessment regularly to ensure it remains current and reflects the latest available government guidance and recognizes good practice. The guidance is to be updated regularly</li> <li>2. The company will review and update existing risk assessments and procedures considering the Covid-19 risks and communicate the changes to staff</li> <li>3. Employees will be regularly reminded of the company risk controls and expected behaviors whilst on site</li> <li>4. Employees will be briefed individually on all Covid-19 related guidance to minimize the potential for transmission</li> <li>5. Communication to the general workforce will be via clear and unambiguous posters and signage as well as operating procedures via our Drivers manuals and Drivers handbooks</li> </ol>					
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<b>Increase in the potential for Covid-19 Infection</b> -continued								6. Managers/Supervisors to continue to monitor the effectiveness of existing risk controls and report any changes required to Chris Groombridge									
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<p><b>Reduction of the spread of Covid-19</b></p> <p><b>-Coach</b></p> <p>Cleaning</p>	<p>All Staff-cleaners Customers DVSA officials General public</p>	<p>General cleaning of vehicle</p>	4	4	16	<p>Additional rigorous cleaning implementation-with disinfectant, as below.</p> <p>All hard surfaces-touch points-hand rails-seat belts/buckles-floors moped-windows-air-vents completed daily or between groups, Fogging machine, minimum once a week</p> <p>Introduced cleaning products suitable for disinfecting surfaces potentially contaminated with COVID-19</p> <p>On-road cleaning will take place regularly, disinfecting all touch point surfaces on vehicles.</p> <p>Drivers provided with cleaning cloths to sanitize cabs. Used cloths are placed into bags and laundered in accordance with government guidance.</p>		<p><b>On-going</b></p>	2	4	8
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<p><b>Reduction of the spread of Covid-19</b></p> <p><b>-Coach</b></p> <p>Cleaning-continued</p>						<p>Drivers reminded of the importance of not leaving rubbish in the cab during this time.</p> <p>Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds. where this is not practical, hand sanitizer containing at least 70% alcohol to be used.</p> <p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose, and mouth.</p> <p>Lost property should be placed in a separate bag and returned to the depot. If a passenger finds lost property, they should not hand it to the driver, and should be requested to leave it where it is, or in a luggage rack/space for the driver to deal with as above.</p> <p>Customers advised to take any newspaper/rubbish/tissues with them to dispose of safely.</p> <p>To avoid cross contamination between vehicles, where Covid-19 is suspected, cleaners to wear face masks, disposable overalls, gloves &amp; glasses.</p>					
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<b>Reduction of the spread of Covid-19 Coach</b> -continued  Fueling -In Depot  -In service station  Ad-blue	Drivers Workshop Cleaners  Drivers  Drivers Cleaners	PPE gloves to be worn  PPE Gloves to be worn  PPE gloves/goggles to be worn	4	4	16	Maintain current use of PPE  Wipe down of keypad before and after use, with wipes of at least 70% alcohol  Wipe down pump refueling gun with wipes of at least 70% alcohol or disinfectant prior and after use.  Wash hands/sanitize in line with government guidance on a regular basis  Guidance as above  Request to swipe own credit card, if not practical, use wipes before handing over and on its return.			2	4	8
			4	4	16				2	4	8
			4	4	16	Use hand sanitizer/hand washing in line with guidance Guidance in line with Fueling			2	4	8



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<b>Reduction of the spread of Covid-19 Coach-Continued-Boarding/Alighting Travelling</b>	All Staff Customers Contractors General public	None in place	5	4	20	<p>Drivers to be out of vehicle and at a social distancing measure whilst boarding/alighting commences.</p> <p>Observe social distancing Guidance measures whilst waiting</p> <p>Use hand sanitizer before boarding vehicle</p> <p>Customers to use seats allocated, for social distancing measures.</p> <p>Minimal contact of hard surfaces and seats, until seated</p> <p>Loading will commence from the rear of the vehicle            Alighting will commence from the front of the vehicle</p> <p>Wash hand for the required guidance as often as possible</p>			2	4	8
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<p><b>- Reduction of the spread of Covid-19 Coach-Continued-</b></p> <p>Boarding/Alighting Travelling</p>						<p>Drivers to use gloves while moving luggage, or wash/sanitize hands before touching any vehicle surfaces or controls.</p> <p>Drivers to wear face covering if social distancing measures are unavoidable</p> <p>Drivers to politely request customers to respect social distancing measures if being approached</p> <p>Facilities, on vehicles, WC will be for emergency use only, additional cleaning to be carried out throughout the day.</p> <p>Use of the PA system will only be available for the driver to use. Guides to use their own microphone covers.</p> <p>Seats situated within social distancing measures of the driver to be restricted from use to maintain social distancing.</p> <p>Drivers are advised to open the cab external window to help dispersal of</p>					
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<p><b>- Reduction of the spread of Covid-19 Coach-Continued-</b></p> <p>Boarding/Alighting Travelling</p>						<p>respiratory droplets that find their way into the cab</p> <p>Passengers are advised to not travel if they feel unwell.</p> <p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose, and mouth.</p> <p>If a member of the public requires physical assistance and if colleagues feel competent to assist, they must wear gloves and a face mask before approaching the person.</p> <p>All PPE must be treated as infective and disposed of into a bin. Hands must then be washed following NHS guidance or use hand sanitizer if suitable hand washing facilities are not available.</p> <p>It is mandatory for customers to wear a face covering for the journey and to wash hands/sanitize before travelling. Subject to government exemptions</p>					
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<b>Reduction of the spread of Covid-19 Coach-Continued</b>  <b>Emergency Situations</b>	Drivers Passengers General Public	<i>As per driver's risk assessment</i>	4	4	16	<i>Drivers are to make a judgment call as to the seriousness of the situation. If time allows then social distancing should take precedence, if there is risk of danger to life then social distancing should be ignored, but PPE where possible</i>  <i>Passengers once off the vehicle to be reminded of social distancing measures</i>				2	4	8



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<p><b>- Reduction of the spread of Covid-19</b></p> <p><b>Office space</b></p>	<p>All Staff Contractors General public Customers</p>	<p>None in place</p>	4	4	16	<p>Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds.</p> <p>Hand sanitizer containing at least 70% alcohol to be used only if suitable hand washing facilities are not available.</p> <p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose, and mouth.</p> <p>Colleagues are reminded to catch coughs and sneezes with a tissue and disposed of in a bin and to wash hands after.</p> <p>If a colleague develops a high temperature or persistent cough, they are reminded to stay home and follow the government guidance on self-isolation</p> <p>All colleagues who can work from home should continue to do so.</p> <p>Employees should not face each other when working. Protective screens should be installed where workstations cannot be placed further apart.</p>			2	4	8
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<p><b>Reduction of the spread of Covid-19</b></p> <p><b>Office space</b> -continued</p> <p>Corridors</p> <p>Shared Office equipment -printers, shredders, etc.</p>						<p>Workstations should not be shared. If this is not possible, staff should clean and sanitize their workstation before and after each use.</p> <p>The use of stationary should not be shared between colleagues</p> <p>A give way system is to be introduced in the corridors, those exiting rooms must wait for those in the corridor to pass</p> <p>All doors and windows to be opened at the start of the day to allow a through flow of fresh air</p> <p>Contact/touch point surfaces to be cleaned with 70% alcohol wipes, before use and after use</p>						
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<p><b>Reduction of the spread of Covid-19</b></p> <p><b>Office space</b></p> <p>-continued-</p> <p>Kitchen area</p>							<p>Only one person will be allowed at a time, personal cups only to be used/not shared.</p> <p>No making of other colleagues' drinks</p> <p>All touch points to be cleaned after use, using at least 70% alcohol wipes</p> <p>A temperature check of all colleagues to be taken before starting work. A high temperature above 37.5c will be asked to return home and seek medical advice.</p>							
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<b>Reduction of the spread of Covid-19</b>  <b>Outside areas</b>	All staff Contractors Customers General public	None in place	4	4	16	Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds.  Hand sanitizer containing at least 70% alcohol to be used only if suitable hand washing facilities are not available.  Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose, and mouth.  Colleagues are reminded to catch coughs and sneezes with a tissue and disposed of in a bin and to wash hands after.  Colleagues to be reminded of the social distancing measures that are in place, posters to be placed around depot  Bin lids should be opened at the start of the day and disinfected, reduction of surface touching.	<i>On-going</i>	2	4	8	



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<p><b>Reduction of the spread of Covid-19</b></p> <p><b>close contact rest areas and other shared spaces</b></p>	<p>All Staff Customers Contractors</p>	<p>None in place</p>	4	4	16	<p>Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds.</p> <p>Hand sanitizer containing at least 70% alcohol to be used only if suitable hand washing facilities are not available</p> <p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose, and mouth.</p> <p>If a colleague develops a high temperature or persistent cough, loss of smell or taste, they are reminded to stay home and follow the government guidance on self-isolation.</p> <p>If a colleague develops symptoms of COVID-19 whilst at work, they should return home immediately and follow government guidance on self-isolation.</p>	<p><i>On-going</i></p>	2	4	8
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<p><b>Reduction of the spread of Covid-19</b></p> <p>-close contact rest areas and other shared spaces</p> <p>-continued</p>		<p>None in place</p>				<p>Anyone living with someone with COVID-19 symptoms must self-isolate for 14 days from the day their symptoms started.</p> <p>Colleagues must ensure they remain a 2m distance from others within all areas of the workplace. Signage to be displayed reminding colleagues of the guidance.</p> <p>An enhanced regime has been implemented within the welfare facilities and cleaning products have been introduced suitable for disinfecting surfaces potentially contaminated with COVID-19.</p> <p>All canteens, rest areas should be redesigned ensuring tables and chairs are 2 meters distance following social distancing guidelines.</p> <p>Chairs will be placed back-to-back or side-by-side and not face to face. Excess tables and chairs will be removed from the area.</p> <p>Maximum capacity for all rest areas and locker rooms to be determined and</p>					
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<p><b>- Reduction of the spread of Covid-19</b>            -close contact rest areas and other shared spaces            -continued</p> <p>Locker area/corridor</p>		<p>None in place</p>				<p>signage to be displayed advising colleagues of this.</p> <p>An enhanced regime has been implemented within the welfare facilities and cleaning products have been introduced suitable for disinfecting surfaces contaminated with Covid-19</p> <p>Conference room/training room, company vehicles to be utilized as additional rest areas when rest areas reach full capacity.</p> <p>Personal belonging should where possible be kept in own vehicles, limiting the time spent in the locker/corridor</p> <p>Shifts start time to be controlled to reduce overlapping/staggering start times</p>						
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<b>Reduction of the spread of Covid-19</b>	Drivers Engineers Contractors Office Staff Cleaners	None in place	4	4	16	Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds.														
<b>Workshop</b>						Restriction on entry to the workshop area Doorbell, for gaining attention for contractors, and all staff, reducing amount of personnel entering workshop  Colleagues are reminded to catch coughs and sneezes with a tissue and disposed of in a bin and to wash hands afterwards  Contractors to remain in their vehicle when completing a break test  Whilst carrying out contract work, gloves, glasses, and disposable overalls to be worn.  Stop all non-essential visitors and contractors					On-going	2	4	8						



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- <b>Reduction of the spread of Covid-19</b>						Shared tools to be cleaned/sanitized with 70% alcohol wipes/disinfectant before and after use.						
<b>Workshop-continued</b>						Doors, windows and up and over doors to remain open allowing for fresh air ventilation						
Canteen						All touch surfaces to be wiped down with disinfectant or wipes that have a 70% alcohol content						
Shower room						Only one person allowed in canteen for social distancing purposes						
Clocking in machine						Only personal belongings to be used, towels, Gels etc. All company fabric towels to be removed						
						All clocking on key card to be stored in individuals' lockers, no possibility of touching wrong key card						



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<p><b>Reduction of the spread of Covid-19</b></p> <p><b>Workshop</b> -continued</p> <p>Social distancing</p>						<p>All PPE should be treated as contaminated and carefully removed to prevent cross contamination, and disposed of in accordance with government guidance</p> <p>Where site visits are required by contractors, site guidance on social distancing and hygiene to be explained to visitors/contractors before arrival</p> <p>Where social distancing is unavoidable (when engineers are undertaking tasks and cannot keep 2m apart</p> <p>Gloves and masks/face shield must be worn</p> <p>All coughs and sneezes must be dealt with hygienically and in accordance with NHS guidance. If possible, turn away from others so you are 2m away. If you do not have a tissue, cough, or sneeze into the crease of your elbow.</p>								
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<p><b>Reduction of the spread of Covid-19</b></p> <p>Social distancing -continued</p>						<p><i>Minimize the amount of time that 2 people remain in close contact.</i></p> <p><i>All non-essential people to be excluded from the area or task.</i></p> <p><i>Delivery drivers to remain outside and ring bell for attention, parcels to be placed in delivery area.</i></p> <p><i>Packaging to remain outside where possible and disposed of.</i></p>					
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<b>Reduction of the spread of Covid-19</b>	All staff						Managers are keeping in regular contact with home-workers.							
<b>Psychological</b>							Colleague Support Network is available to provide support and assistance relating to mental health and wellbeing to all colleagues.							



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<p><b>Reduction of the spread of Covid-19</b></p> <p><b>Clinically extremely vulnerable colleagues</b></p>	<p>All staff</p> <p>Passengers</p>					<p>Those considered to be high risk individuals (i.e. clinically extremely vulnerable) will remain shielded following government advice to work from home if possible</p> <p>Good communication will be maintained with all high-risk individuals</p> <p>All colleagues will have support and advice on mental health wellbeing.</p> <p>In line with government guidance clinically vulnerable persons will not be carried.</p>			1	1	1
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					L	S	RR				L	S	RR

<p><b>Reduction of the spread of Covid-19</b></p> <p><b>Travel Shop</b></p> <p>Buckingham Road</p>	<p>All Staff General public Customers Contractors</p>	<p>None in place</p>	5	4	20	<p>Office staff to reduce numbers in shop at any one time</p> <p>Where site visits are required by contractors, site guidance on social distancing and hygiene to be explained to visitors/contractors before arrival</p> <p>Doors and windows to remain open to allow fresh air ventilation</p> <p>All customers/contractors to the travel-shop are requested to use hand sanitizer.</p> <p>Maximum number of customers permitted into the shop to be displayed on signage</p> <p>Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds.</p>				2	4	8
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## COVID-19 RISK ASSESSMENT WORKSHEET

**Department:** Aylesbury Depot/Travel Shop Buckingham road/Clacton Depot

**Date:** Updated 30/07/2020

**1. Review Date** On-Going

**2. Completed by:** C Groombridge

Sheet number:		Area of Activity	Competence 1								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			L	S	RR				L	S	RR

<p><b>Reduction of the spread of Covid-19</b></p> <p><b>Travel Shop</b></p> <p>Buckingham Road</p>						<p><i>All coughs and sneezes must be dealt with hygienically and in accordance with NHS guidance. If possible, turn away from others so you are 2m away. If you do not have a tissue, cough, or sneeze into the crease of your elbow.</i></p> <p><i>An enhanced regime has been implemented within the welfare facilities and cleaning products have been introduced suitable for disinfecting surfaces contaminated with Covid-19</i></p> <p><i>A barrier to segregate customers seated to ensure social distancing guidelines. No transference of customers cards, card numbers to be read by customers.</i></p> <p><i>Pens used by customers to be sanitized with 70% alcohol wipes before being returned and stored.</i></p> <p><i>All payment terminals to be sanitized with 70% alcohol wipes before and after use.</i></p>					
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## COVID-19 RISK ASSESSMENT WORKSHEET

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Sheet number:		Area of Activity	Competence 1								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			L	S	RR				L	S	RR
<b>Reduction of the spread of Covid-19</b>  <b>Clacton-Office</b>	All staff Customers Contractors General public		5	4	20	<p>Office staff to reduce numbers in shop at any one time</p> <p>Where site visits are required, site guidance on social distancing and hygiene to be explained to visitors/contractors before arrival</p> <p>Doors and windows to remain open to allow fresh air ventilation</p> <p>All customers/contractors to the travel-shop are requested to use hand sanitizer.</p> <p>Maximum number of customers to be displayed on signage</p> <p>Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds.</p> <p>All coughs and sneezes must be dealt with hygienically and in accordance with NHS guidance. If possible, turn away</p>			2	4	8



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		Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
					L	S	RR				L	S	RR

<b>Reduction of the spread of Covid-19</b>																				
<b>Clacton-Office-continued</b>									<p>from others so you are 2m away. If you do not have a tissue, cough, or sneeze into the crease of your elbow.</p> <p>An enhanced regime has been implemented within the welfare facilities and cleaning products have been introduced suitable for disinfecting surfaces contaminated with Covid-19</p> <p>No transference of customers cards, card numbers to be read by customers.</p> <p>Pens used by customers to be sanitized with 70% alcohol wipes before being returned and stored.</p> <p>All payment terminals to be sanitized with 70% alcohol wipes before and after</p>											



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## COVID-19 RISK ASSESSMENT WORKSHEET

### Risk Matrix

The Risk Matrix below has been used to rank the hazards according to INITIAL and RESIDUAL risk.  
See highlighted notes on front sheet

Risk	
LIKELIHOOD	SEVERITY
1. Extremely Unlikely	No Injury or trivial injury - No lose time
2. Unlikely	Minor Injury - Lost time up to 3 days
3. Likely	Serious - Lost time > 4 days to < 6 days
4. Very Likely	Major Injury - Lost time greater > 7 days
5. Highly Likely	Death - Disabling injury or fatality

Severity	Likelihood				
	1. Extremely unlikely	2. Unlikely	3. Likely	4. Very Likely	5. Highly Likely
1. No Injury or trivial injury - No lose time	1	2	3	4	5
2. Minor Injury - Lost time up to 3 days	2	4	6	8	10
3. Serious - Lost time > 4 days to < 6 days	3	6	9	12	15
4. Major Injury - Lost time greater > 7 days	4	8	12	16	20
5. Death - Disabling injury or fatality	5	10	15	20	25

Very Low (VL)
Low (L)
Medium (M)
High (H)
Very High