

**STAY ALERT**

**Barton Coach Company**

Also Trading as

**Citilink Solutions Ltd**

**CONTROL**

**THE VIRUS**

**RISK ASSESSMENT FOR COVID-19**

**SAVE LIVES**



## Risk assessment for the prevention of COVID-19 When travelling by Bus or Coach

Risk Assessment undertaken by		Steven Gildea Darren Pepper	BCC: Managing Director CLS: Transport Manager	
<b>Date Undertaken</b>	<b>19.05.20</b>	Last Reviewed	25.05.20	Barton Coach Company (Also T/A Citilink Solutions Ltd) Yard S1 Barton Trading Estate Fado Road Barton Le Clay Bedfordshire MK45 4RF  Tel BCC: 01582 882881 CLS: 01582 881304 Email: Info@bartoncoachcompany.com Darren@citilink.solutions
	This Policy will remain in force until the UK Guidelines on Coronavirus (COVID-19) change	Next Scheduled Review	Will be reviewed regularly on changing UK Government Guidelines.	

BLANK FOR NOTES

The following risk assessment covers the risks associated with Coronavirus and the additional measures which we have taken at our depot and on our vehicles in order to protect our staff, customers, suppliers and visitors.

We do not accept liability for any injury to any person or damage to any property howsoever caused by failing to comply with the requirements of this risk assessment.

## **STAFF**

Any staff *employed or sub contracted* showing signs of Coronavirus (COVID-19) should not report for work and should immediately contact The General Manager.

This also applies if any member of an *employees or sub contractor's* family living in the same household is showing any signs of COVID-19.

We have placed awareness posters regarding COVID-19 throughout our depot and on our vehicles in line with Government guidelines currently in force.

**Communication** - Written Staff Instructions have been issued to all staff.

## **PASSENGERS**

Any passengers who are showing signs of Coronavirus (COVID-19) must not travel on our services.

Any passengers who have a family member living in the same household who is showing signs of COVID-19 must not travel on our services.

**Communication** – Notices on vehicles, verbal instructions by drivers and social media.

**GENERAL**

<b>Risk</b>	<b>Who it affects</b>	<b>Likelihood of it happening</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Control Measures</b>	<b>Notes</b>
Hand Washing Spread of <b>COVID-19</b> by poor hygiene	ALL STAFF	LOW	LOW	LOW	<ul style="list-style-type: none"><li>*Hot water, soap and hand washing facilities provided at the depot.</li><li>*Paper towels provided for hand drying.</li><li>* Hand sanitiser provided in areas where hand washing is not readily available.</li></ul>	
Depot Cleaning Spread of <b>COVID-19</b> by poor hygiene	ALL STAFF	LOW	LOW	LOW	<ul style="list-style-type: none"><li>*Frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception areas using approved cleaning products and methods</li><li>*Frequent cleaning of wash room/toilet facilities.</li><li>*Rubbish bins to be emptied at frequent intervals throughout the day.</li></ul>	
Use of Restroom areas Spread of <b>COVID-19</b> by poor hygiene	ALL STAFF	LOW	LOW	LOW	<ul style="list-style-type: none"><li>*Maximum of three members of staff permitted to use restroom at any one time and social distancing rule to be adopted at all times.</li><li>*Where possible, breaks to be staggered.</li></ul>	

					<p>*Enhanced cleaning procedures in place.</p> <p>*Rubbish to be removed after breaks.</p>	
<p>Vehicle Cleaning Spread of <b>COVID-19</b> by poor hygiene</p>	<p>ALL STAFF + PASSENGERS</p>	<p>LOW</p>	<p>LOW</p>	<p>LOW</p>	<p><b>Normal vehicle cleaning procedures to continue plus the following additional measures -</b></p> <p>*Each vehicle to be sanitised on a daily basis with disinfectant spray.</p> <p>*Each vehicle to be deep cleaned before every journey using anti-bacterial spray and paying particular attention to areas of high use such as door buttons, grab handles, steering wheel, dashboard, vehicle controls and backs of seats.</p>	

Vehicle Breakdown Spread of <b>COVID-19</b> by contact	DRIVER + ALL STAFF	LOW	LOW	LOW	<p>*Vehicle breakdowns will be avoided by good preventative maintenance.</p> <p>*In the unlikely event of a breakdown, the Terms of our Main Risk Assessment will apply and, in addition, drivers must ensure that strict social distancing rules are maintained at all times whether it is considered safer for passengers to remain on the vehicle or be evacuated in the open. (This will depend on the location of the breakdown and road conditions at the time).</p> <p>*Management Staff and Engineering Teams will prioritise breakdowns with the aim of minimising downtime at the roadside.</p>	<p>* <b>Main Risk Assessment published at <a href="http://bartoncoachcompany.co.uk">bartoncoachcompany.co.uk</a></b> <b><a href="http://Citilink.solutions">Citilink.solutions</a></b></p>
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## OFFICES

Risk	Who it affects	Likelihood of it happening	Severity	Risk Level	Control Measures	Notes
Visitors to our offices Spreading <b>COVID-19</b>	ALL STAFF	LOW	LOW	LOW	<p>*Personal visits to are being discouraged and contact should currently be made by telephone or email.</p> <p>*Only Business Critical visitors to be permitted access.</p>	<p>*Only essential visitors allowed in reception <b>BUT</b> must follow <b>COVID-19</b> signage</p>

Office Staff spreading <b>COVID-19</b> at our office	STAFF EMPLOYED IN OFFICE AREAS	LOW	LOW	LOW	<p>*All Office Staff to wash hands with soap and hot water at the start of the day and also at regular intervals throughout the day..</p> <p>*Desks and work areas are not to be shared.</p> <p>*Keyboards and telephones are not to be shared.</p> <p>*Desks, keyboards and telephones are to be disinfected at the start of each working day and at regular intervals throughout the day.</p> <p>*Where possible, workstations will be at least 2 metres apart.</p> <p>*Where it is not possible to adopt the 2 metre social distancing rule, face to face working must be avoided.</p> <p>*Hygiene notices posted.</p>	
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<b>ENGINEERING WORKSHOPS</b>						
Risk	Who it affects	Likelihood of it happening	Severity	Risk Level	Control Measures	Notes

<p>Engineering Staff spreading <b>COVID-19</b> in the Depot</p>	<p>STAFF EMPLOYED IN WORKSHOPS</p>	<p>LOW</p>	<p>LOW</p>	<p>LOW</p>	<p>*Entrance to workshops to be restricted to essential users.</p> <p>*Workshop entrances to be coned off to deter unauthorised entry.</p> <p>*All Workshop Staff must wash their hands thoroughly with soap and hot water when arriving at the start of the day, at frequent intervals throughout the day and on returning to the depot.</p> <p>*Where possible, vehicles should be serviced or repaired outside in the open air.</p> <p>*Where it is necessary for two or more engineers to work on a vehicle together, and where possible, they should maintain the 2 metre social distance rule.</p> <p>*Where it is necessary for two or more engineers to work in close proximity to each other, they should wear facemasks and wash hands every 20 minutes. Face to face working, where possible should be avoided.</p> <p>*Protective Gloves should be worn and discarded after use in the designated bin.</p> <p>*Enhanced cleaning procedures in place.</p>	<p>* Hygiene notices posted.</p>
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					* Hygiene Notices posted.	
Refuelling BCC Vehicles. CLS Fuelled of site. Spread of <b>COVID-19</b> by poor hygiene	WORKSHOP STAFF + DRIVERS	LOW	LOW	LOW	*Only one designated member of staff to carry out refuelling each day.  *Pump handles and control switches to be disinfected before and after use.  *Protective gloves to be worn and discarded in the designated bin upon completion.  *Hands to be washed thoroughly for 20 seconds with hot water and soap upon completion.	
Contractors Refuelling storage Tanks Spread of <b>COVID-19</b> by poor hygiene	WORKSHOP STAFF + DRIVERS	LOW	LOW	LOW	*Delivery driver required to comply with our current <b>COVID-19 PREVENTION – STAFF INSTRUCTIONS</b>  *Workshop Staff to disinfect tanks after filling.	

<p>Contractors spreading <b>COVID-19</b> whilst working on site.</p> <p><i>Spread of <b>COVID-19</b> by poor hygiene and contact</i></p>	<p>WORKSHOP STAFF</p>	<p>LOW</p>	<p>LOW</p>	<p>LOW</p>	<p>* ALL Contractors working at the depot should be issued with a copy of of our current COVID-19 PREVENTION – STAFF INSTRUCTION and will be required to comply with them at all times they are on site.</p>	
<p>External Company Representatives spreading <b>COVID-19</b></p> <p>Spread of <b>COVID-19</b> by poor hygiene and contact</p>	<p>ALL STAFF</p>	<p>LOW</p>	<p>LOW</p>	<p>LOW</p>	<p>*Company Representatives and Salesman should be discouraged from personal visits to the depot and should be advised to use the telephone or email,</p> <p>*Visits only by prior arrangement.</p>	

<p>Delivery Drivers and Motor Factors spreading <b>COVID-19</b></p> <p>Spread of <b>COVID-19</b> by poor hygiene and contact</p>	<p>WORKSHOP STAFF</p>	<p>LOW</p>	<p>LOW</p>	<p>LOW</p>	<p>*Delivery drivers and Motor Factors are not permitted to enter the workshops or reception area.</p> <p><b>They should adopt the following procedure -</b></p> <p>*Maintaining the 2 metre social distancing rule, delivery drivers should be asked to leave their delivery and paperwork at the main workshop entrance.</p> <p>*They should be asked to stand back while a member of BCC or CLS checks the delivery and signs the paperwork.</p> <p>*The paperwork should be left outside the workshop for them and once they have departed, the order should be brought into the workshops.</p> <p>*The BCC or CLS member of staff should wear protective gloves when accepting a delivery and should discard them on completion and wash their hands thoroughly for 20 seconds with soap and hot water.</p>	
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<b>DRIVERS</b>						
<b>Risk</b>	<b>Who it affects</b>	<b>Likelihood of it happening</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Control Measures</b>	<b>Notes</b>
<p>Drivers &amp; passengers spreading COVID-19</p> <p>Risk of Spreading <b>COVID-19</b> by poor hygiene and contact</p>	<p>DRIVERS + PASSENGERS</p>	<p>MEDIUM</p>	<p>MEDIUM</p>	<p>MEDIUM</p>	<p>*All Vehicles to be disinfected daily by spraying floors, walls and seats with disinfectant.</p> <p>*Each vehicle to be sanitised before each journey using anti-bacterial spray and paying particular attention to doors, buttons, grab rails and the backs of seats.</p> <p>*Vehicle seating capacities to be reduced by blocking off seats in order to maintain the 2 metre social distancing rule.</p> <p>*Passengers not to be seated in row directly behind driver.</p> <p>*Drivers to wash hands thoroughly for at least 20 seconds with soap and hot water before leaving the depot for each job.</p> <p>*Driver to place a <b>VEHICLE SANITISED NOTICE</b> Face Up on the vehicle dashboard.</p> <p>*On arrival at the pick up point the Driver must step off the vehicle and advise the passengers waiting to board that-</p> <p><b>They MUST NOT board the vehicle if they are showing signs of COVID-19 or</b></p>	<p>* Awareness notices on vehicles.</p>

				<p><b>if a member of their household is showing signs of COVID-19</b></p> <p><b>*They MUST NOT sit in seats which have been blocked off.</b></p> <p><b>*They MUST NOT remove their seatbelts during the journey and MUST NOT leave their seat or move around the vehicle at any time.</b></p> <p><b>*They MUST board the vehicle one at a time, observing the 2 metre social distancing rule and the must fill the seats from the back of the vehicle working forwards.</b></p> <p><b>*Eating on the vehicle and the sharing of water bottles is not allowed.</b></p> <p>*Once all of the passengers have boarded, the driver may board the vehicle and proceed with the journey.</p> <p>*On arrival at the destination, the driver should advise all passengers to remain seated until he or she has stepped off the vehicle and then they should disembark from the front seat working towards the rear of the vehicle, maintaining the 2 metre social distancing rule.</p> <p>*Once all passengers have departed, the driver should turn the <b>VEHICLE SANITISED NOTICE</b> face down on the dashboard.</p>	
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					* The driver should wash hands thoroughly for at least 20 seconds with soap and hot water immediately on return to the depot.	
<p>Passengers removing seatbelts or moving around the vehicle and/or not complying with Social Distancing rules.</p> <p><i>Risk of Spreading COVID-19 by contact</i></p>	<p>DRIVER + ALL PASSENGERS</p>	MEDIUM	MEDIUM	LOW	* Passengers to remain in seat at all times reinforced by notices and drivers instructions.	* In the event that passengers refuse to comply with social distancing rules, they will be excluded from the service in order to protect other passengers.
<p>Passengers coughing or spitting at other passengers</p> <p>Risk of spreading <b>COVID-19</b> by poor hygiene and contact</p>	<p>DRIVER + ALL PASSENGERS</p>	LOW	MEDIUM	LOW	* Passengers reminded of good hygiene procedures,	* In the event that passengers cough or spit intentionally towards another passenger, they will be excluded from the service in order to protect other passengers.
<p>Passengers failing to comply with social distancing rules when boarding or alighting from the vehicle.</p> <p>Risk of spreading <b>COVID-19</b> by contact</p>	<p>ALL PASSENGERS</p>	MEDIUM	MEDIUM	LOW	* Passengers reminded to comply with social distancing rules when boarding or alighting from the vehicle.	* In the event of passengers failing to comply with social distancing rules, they will be excluded from the service.
<p>Eating and Drinking on the vehicle</p> <p>Risk of spreading <b>COVID-19</b> by poor hygiene and contact</p>	<p>ALL PASSENGERS</p>	LOW	LOW	LOW	*Eating and drinking on the vehicle must be avoided and will be reinforced by notices.  *One personal bottle of water will be permitted and must not be shared.	* In the event of passengers failing to comply with eating and drinking rules, they may be excluded from the service

Found Property Risk of spreading <b>COVID 19</b> by contact	DRIVERS + OFFICE STAFF	LOW	LOW	LOW	*Staff to wear protective gloves when handling found property.  *Found property to be returned with strict social distancing measures or by post (Pre-paid in advance by the owner)	
<b>MENTAL HEALTH</b>						
<b>Risk</b>	<b>Who it affects</b>	<b>Likelihood of it happening</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Control Measures</b>	<b>Notes</b>
Effect of <b>COVID-19</b> on employees mental health	ALL STAFF	MEDIUM	LOW	LOW	* Management Team will promote mental health and well-being awareness to staff during the Pandemic and will offer support and signposting as required.  * Regular communication of mental health information.  * Open door policy for those members of staff who need extra support.	
Personal Protective Equipment	Public Health Guidance on the use of Personal Protective Equipment (PPE) to protect against COVID-19 relates to health care settings. In all other settings, individuals are asked to observe social distancing measures and practise good hand washing and hygiene behaviour.  Protective gloves and anti bacterial spray are available for all of our staff although facemasks are not supplied All staff are allowed to wear sensible face coverings.  After use, protective gloves should be disposed of in the bin designated for this purpose and all staff are reminded that gloves are not a substitute for regular hand washing..					

## Risk Level

<b>HIGH</b>	The hazard must be removed or avoided
<b>MEDIUM</b>	The hazard should be avoided or the level of risk reduced by implementing reliable control measures
<b>LOW</b>	May be controlled by the use of instruction, training and supervision and/or personal protective equipment (PPE)
<b>INSIGNIFICANT</b>	Controlled by good working practise

## Further Information

<b>General Advice</b>	
UK Government Advice on Safe Travel for Passengers	<a href="#">Safe Tavel Guidance</a>
NHS Hand washing Advice	<a href="#">NHS Handwashing Advice</a>
UK Government Advice on Working Safely	<a href="#">Safe Working</a>
<b>Mental Health</b>	
How to Cope if you are feeling anxious about COVID-19	<a href="#">BACP</a>
MIND	<a href="#">MIND</a>
World Health Organisation	<a href="#">WHO</a>

## HOW IS THE VIRUS SPREAD/TRANSMISSION

**In order to understand the control measures which have been put in place to reduce the spread of infection, it is important to understand how the virus is spread.**

The World Health Organisation (WHO) has identified that COVID-19 is not an airborne virus. Respiratory infections can be transmitted through droplets of different sizes. When the droplet particles are above a certain size, they are referred to as respiratory droplets, and when they are below a certain size, they are



referred to as droplet nuclei. According to current evidence, COVID-19 is primarily transmitted between people through respiratory droplets and contact routes, including touch points.

What this means in practise, is, the droplets are of a weight that will fall to the ground at around 1 metre, thus the 2 metre social distancing rule. They can remain on surfaces for some time, depending on the type of material.

**The two main methods of preventing the spread of infection are good hygiene measures and social distancing rules.**

# Barton Coach Company & Citilink Solutions

## COVID-19 ONBOARD SAFETY INSTRUCTIONS

For the safety of all of our passengers and staff, we would ask you to please observe the following safety instructions

BOARDING THE COACH	DURING YOUR JOURNEY	ARRIVING AT YOUR DESTINATION
<p>1. Please observe the 2 metre social distancing rule at the Bus Stop or your Pick Up Point</p> <p>2. Do not board the coach until advised to do so by the driver</p> <p>3. Please board the coach one person at a time observing the 2 metre social distancing rule</p> <p>4. Do not use any seats which have been blocked off for your safety</p> <p>5. Fill the available seats from the rear of the vehicle working forwards and maintain the 2 metre rule from the person in front.</p>	<p>6. Please wear your seatbelt at all times during the journey</p> <p>7. Do not get out of your seat or move around the coach during the journey</p> <p>8. For Safety Reasons – Toilet facilities are not available on the vehicle</p>	<p>9. Please remain seated until advised by the driver to disembark.</p> <p>10. You should depart from the vehicle from the front seats first, working towards the rear and maintaining the 2 metre social distancing rule.</p>

Thank you for travelling with **Barton Coach Company & Citilink Solutions** in these difficult times

# **SOCIAL DISTANCING IN OPERATION HERE**



**Please maintain a distance  
of 2 metres from others**

# Prevention



## Wash

your hands well and often to avoid contamination



## Cover

your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue



## Avoid

touching eyes, nose, or mouth with unwashed hands



## Clean

and disinfect frequently touched objects and surfaces