



Covid 19 Risk Assessment Policy

As a business we have conducted risk assessments to cover the risk to health due to the Covid-19 pandemic.

During the pandemic we are using the following risk assessment process:

- The creation of generic risk assessments, adapted by each site to be site specific
- The formation of a Covid-19 Management Group, who meet regularly, especially after any Government updates in guidance, notes from meetings record:
 - Review of existing control measures
 - Any additional control measures to be implemented

The results of our risk assessment process include the following control measures we have implemented:

General:

- Employees who can work from home to work from home.
- All management meetings, and all other meetings wherever possible, conducted virtually.
- Staff working hours reviewed on an ongoing basis:
 - Start finish times staggered wherever possible
 - Shift systems utilized wherever possible
 - Same personnel work together in a team wherever possible
- Questionnaire used within the furlough process; employees identified at high risk prioritised for furlough, where utilised.
- Office space reviewed in accordance with social distancing requirements, staff numbers limited accordingly.
- Signage attached to office doors as to numbers allowed within an office.
- Staff rest areas reviewed, tables and chairs removed to aid social distancing requirements and additional space provided.
- Information, notices, and guidance issued to staff advising:
 - What to do if potentially have symptoms of the Covid-19 virus
 - Advice to regularly ensure washing hands and if unable too, to use hand sanitizer
 - Signage provided on good hand washing techniques
- Social distancing markers/signage installed where appropriate as a visual aid.
- Hand sanitizer provided to all drivers and at all entrances, exits and meeting rooms.
- Cleaning regimes reviewed with specific focus for cleaning of touch points.
- Face coverings and disposable gloves available to staff if they wish to use them.
- Social distancing training provided to staff.

Bus operations:

- Passenger numbers identified per vehicle type based on social distancing measures.
- Appropriately sized vehicles used for expected number of passengers to be travelling.
- Ticket machine data monitored as to passenger numbers, where appropriate changes made to vehicle type used or frequency of service.
- Social distancing markings as a visual aid for passengers when boarding a bus, to stay suitable distance from the driver wherever possible.
- Temporary screens installed above driver cab doors.
- Enhanced cleaning of buses with heightened focus on areas passengers may touch.
- All seats within 2 metres of the driver are cordoned off.
- Passengers requested to purchase tickets via the App, via contactless payment or with correct change.
- Busy Bus tool provided on-line to allow passengers to check capacity before they travel.

- Notices placed on buses to advising:
 - To sit next to the window
 - To leave an empty row between other passengers
 - To sit in Bus Zones when travelling to and from any educational establishment

- Following advice provided to drivers:
 - “Please can you pay by contactless, we’re not supposed to take cash” – but take cash if they can’t
 - “Please wear a face covering when you’re on the bus” – but don’t refuse access
 - “This bus is busy, could you catch a later one?” – but don’t refuse access

Along with the control measures above and working inline with UK Government advice. We are working closing with the following stakeholders, and where appropriate implementing controls measures to meet specific industry guidance or to meet stakeholder requirements.

- CPT
- Department for Transport
- Local authorities
- Educational Establishments - Schools, colleges & universities

The control measures listed above will be updated with any additional control measures identified through the risk assessment process.