

**Effingham Schools Trust**

**TRANSPORT**  
**Covid Risk Assessment**

# EFFINGHAM

## CRANMORE • ST TERESA'S

### **Introduction**

A pandemic will introduce serious risks to the health and wellbeing of students and employees. The EST will consider the risks and implement measures to provide the safest service possible.

Alongside its legal obligations, the EST will take into account guidance provided by the government, HSE, PHE, and any other available advice or rules covering its activities.

### **Potential Hazards**

- Contamination of the school facilities and vehicles by employees or students who are asymptomatic or who develop symptoms whilst using school facilities or transport.
- Transmission of the virus between students, employees and contractors/suppliers.

### **Who is at Risk?**

- Other students or employees, particularly the elderly or those with underlying health conditions.
- Cleaning and maintenance Contractors and their immediate families.
- The wider public locally.

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Issue	Control Measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
External rules and advice as they relate to the operation of school transport	Capacity and alternative transport	M	<p>Transport Guidance was issues by the Department of Education Guidance Dated 2<sup>nd</sup> July and 11<sup>th</sup> August 2020</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>Capacity will be slightly reduced as no student will be able to sit next to the driver.</li> <li>Change in capacity communicated to parents and agreement sought before pupils can take transport.</li> <li>The school will only operate a bus service for essential transport to and from school</li> </ul>		
	Avoid congestion	H	<p>To avoid queuing and high volumes of pedestrians, buses will drop off students and then move to the cleaning or parking area. This will cause the appearance of staggered arrival times.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>Departure times are unable to be staggered, but buses will be spread</li> </ul>		

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			<p>further up Baker Street one bus length apart to prevent high volume of pedestrians.</p> <ul style="list-style-type: none"> <li>• The students must stay on the bus once they have sanitised their hands and boarded with face coverings on.</li> <li>• 3:50 pm bus line-up.</li> <li>• <i>Bus students for Cranmore to go to the library and junior library to be picked up by drivers. Simon Lewis monitor.</i></li> <li>• Only students catching the bus will be allowed in the pick-up area of St Teresa's and this will be monitored by SLT</li> </ul>		
	Social distancing	H	<p>A 2-metre distance should be maintained between adults at all time, if possible. This is because the risk of transmission is small at this distance.</p> <p>If a 2-metre distance cannot be maintained, the risk can be reduced by maintaining a 1 metre distance and taking suitable precautions.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Compliance with social distancing both in and around vehicles.</li> <li>• Cordoning off the fronts seats to</li> </ul>		

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			<p>reduce the proximity of students to the driver</p> <ul style="list-style-type: none"> <li>• 2-metre social distancing should be maintained when queuing</li> <li>• Only one student at a time should be entering or exiting the vehicle</li> <li>• Travel side by side or behind other people, rather than facing them</li> <li>• Students to sit in year groups where possible, youngest at the front, oldest at the rear</li> <li>• All student over 11 without exempt medical conditions will need to wear a mask on the bus</li> <li>• All employees and students should sanitise hands when entering and exiting vehicles</li> <li>• Drivers should stand outside the bus while students enter and exit</li> </ul>		
	PPE	H	<p>The use of face coverings is mandatory on buses for those over 11</p> <p>Actions :</p> <ul style="list-style-type: none"> <li>• Face coverings to be worn by drivers during driving and cleaning duties. Use of visors advised providing they don't obscure vision. Must be worn for fogging</li> </ul>		

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			<ul style="list-style-type: none"> <li>• Face coverings mandatory for all passengers over the age of 11</li> <li>• Face coverings optional for children age 4-11</li> <li>• Face coverings should not be worn by children under the age of 3</li> <li>• Parents will be communicated with regarding whether or not an under 11 students should wear a mask.</li> <li>• Provide face coverings to all employees and students if they do not have their own</li> <li>• Foggers have been ordered to clean the inside of the buses.</li> <li>• Provide gloves and masks for employees to clean the interior of the vehicles which they have just used.</li> <li>• Vehicles to be cleaned twice a day</li> </ul>		
	General		<p>To minimise the risk of the virus circulating in vehicles</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Use the air conditioning system if fitted when the vehicle is in use</li> <li>• Do not use the air re-circulation facility</li> <li>• Open windows where practical</li> </ul>		

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Cleaning and hygiene	Cleaning, hygiene and waste disposal	H	<p>Adequate cleaning procedures are in place. Dispose of waste safely, including items such as used disposable face coverings Sanitising vehicles before, during and after use, including the type and quantity of products required</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Rubbish bags in buses for face coverings to be placed in.</li> <li>• Food and drink must not be consumed on school transport</li> <li>• Appropriate cleaning systems with fogging machines.</li> <li>• Waste disposal for masks</li> <li>• Double bagged bins for waste</li> <li>• Provide hand sanitizer on all vehicles</li> <li>• All employees and students should sanitise hands when entering and exiting vehicles</li> <li>• Hand sanitizer to be attached to near the door on each bus.</li> <li>• Sanitisation of keys</li> </ul>		
Transport contractors	Compliance by transport contractors	H	<p>Transport contractors to be advised of, and comply with this risk assessment</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Communication with, and supervision</li> </ul>		

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			<p>of contractors and compliance with safe working practices</p> <ul style="list-style-type: none"> <li>Procedures shared with contractors for the use on their buses.</li> </ul>	Hardings/LDO meeting 20/8/20	
Infection	Minimise the risk of infection	H	<p>To minimise the risk of infection</p> <p>Employees or students must not travel if:</p> <ul style="list-style-type: none"> <li>They are experiencing any Coronavirus symptoms</li> <li>They are self-isolating as a result of Coronavirus symptoms or sharing a household or support bubble with somebody with symptoms</li> <li>They have been advised by the NHS test and trace service that they should self-isolate</li> </ul>		
Vulnerable employees and students	Minimise the risk of transmission	H	<p>Vulnerable employees or students should be protected</p> <ul style="list-style-type: none"> <li>Consult with employees and parents. Ascertain who is shielding or clinically vulnerable and assess if they should be excluded from school transport.</li> </ul>	VLO to communicate with Nurses	
Transport	Protect employees on school	H	Transport employees should be protected by		



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general facilities	premises		<p>the same measures as all other school employees regarding health and safety, social distancing, cleaning regime</p> <p>Actions to consider:</p> <ul style="list-style-type: none"> <li>• Limit the number of staff within the transport office to one person at St Teresa's.</li> <li>• Meetings to be held within open spaces such as the staff room or Boardroom</li> <li>• Cleaning of the office and equipment</li> <li>• Restricting access to essential users only</li> </ul>		
Communication	Communication with employees, parents and students	M	<p>It is essential that employees, parents and students understand the content of this risk assessment and are given the opportunity to identify and feedback on the risks and proposed control measures</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Employee consultation and training</li> <li>• Students and parents to be notified of procedural changes to school transport system.</li> <li>• Contractor communication by the Heads of Transport</li> <li>• Include the risk assessment and</li> </ul>		

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			<p>advice on the school website</p> <ul style="list-style-type: none"><li>• iSAMS bus routes set up for easy notification of bus bubbles.</li><li>• Ad-hoc Bus tickets will only be issued with parental consent and arrangement.</li></ul>		
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