



## COVID-19 Risk Assessment – McColl’s Travel Limited

This risk assessment has been prepared for McColl’s Travel to consider the specific hazards and risks relating to COVID-19 and our operations. It should be read in conjunction with McColl’s Travel’s overall risk assessment document, and our staff handbook.

This risk assessment is in addition to the general guidance and requirements regarding safe social distancing that will apply where ever practical to do so. A copy of the Scottish Government’s guidance on this is kept in our risk assessment file. This risk assessment will be reviewed every three months as well as following any changes to the Scottish Government guidance.

Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
<b>Passenger transport</b>	Unable to maintain the 1m physical distance between passengers/passenger & driver due to vehicle size/capacity	<b>Driver/Passenger Assistant (PA)</b> – high level of exposure if an asymptomatic passenger is carried, risk of infection.	Follow PPE guidance (see SOPs).  Maximum 4 passengers per vehicle at any one time (minibus) or 2 passengers (car) if from the same	Add vehicles to routes to spread passenger numbers.  Fit Perspex driver screens	<b>Transport Manager</b>	<b>July 2020</b>	<b>July 2020</b>

Covid-19 Risk Assessment – McColl’s Travel Limited

Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
		<p><b>Passengers</b> – passengers from different households travelling in a confined space, risk of infection.</p>	<p>household, following loading/unloading procedure in SOPs.</p> <p>No passengers to sit in 2 seats closest to the driver.</p> <p>Passengers asked to wear face covering whilst travelling.</p> <p>Staff and volunteer training completed regarding the risk of airborne and contact transmission, and the control measures we are following to prevent this.</p>	<p>Develop vehicle seating plans to map recommended seats, train all drivers/PAs.</p> <p>Mobile ticketing app to enable live occupancy information for passengers</p>			
<p><b>Passenger transport</b></p>	<p>Contact transmission of the virus by touching contaminated surfaces.</p>	<p><b>Drivers, PAs and passengers</b> at risk of picking up the infection from a contaminated surface.</p>	<p>New cleaning procedures to be followed (as per SOPs) before and after each run.</p>	<p>Explore use of antiviral fog.</p>	<p><b>Transport Manager</b></p>	<p><b>July 2020</b></p>	<p><b>July 2020</b></p>

Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
			<p>Daily walk around check sheets updated to reflect the cleaning requirements</p> <p>Drivers to wash hands at the start and end of each run, and use hand sanitiser regularly throughout the run.</p> <p>All passengers asked to use hand sanitiser before boarding the vehicle.</p> <p>Staff and volunteer training completed regarding the risk of airborne and contact transmission, and the control measures we are following to prevent this.</p>				
<b>Passenger transport</b>	Supporting passengers with mobility support needs	<b>Passengers with additional mobility support needs</b> could be ‘left behind’ and become	Drivers/PAs with symptoms are not to come into work and follow Scottish	Explore ‘easy read’ explainer for passengers with learning needs to	<b>Transport Manager</b>	<b>August 2020</b>	<b>August 2020</b>

Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
		<p>increasingly marginalised if they are unable to access transport.</p> <p><b>Vulnerable passengers</b> could become infected due to close contact with an asymptomatic carrier, e.g. as driver/PA secures their wheelchair.</p> <p><b>Driver/PA</b> could become infected due to close contact with an infected passenger.</p>	<p>Government testing/isolation guidelines.</p> <p>Passengers with symptoms are not permitted to travel and will be advised to follow Scottish Government testing/ isolation guidelines.</p> <p>Drivers/PAs to wear appropriate PPE as per SOPs Passengers asked to wear masks if possible.</p> <p>New cleaning procedures to be followed (as per SOPs) before and after each run.</p> <p>Drivers to wash hands at the start and end of each run, and use hand sanitiser regularly throughout the run.</p>	<p>help them understand why they are not permitted to travel.</p>			
<b>Working on site</b>	Arriving on site – unable to maintain	<b>Staff or volunteers</b> coming into contact with	Staff or volunteers experiencing symptoms are		<b>Office Manager</b>	<b>May 2020</b>	<b>May 2020</b>

Covid-19 Risk Assessment – McColl’s Travel Limited

Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
	2m recommended distance	someone carrying the virus, could become infected	<p>not to come on site, as per SOPs.</p> <p>Office staff working from home where possible Staggered start times where possible.</p> <p>Drivers to wait until the car park is clear before leaving their vehicle/one of our vehicles.</p> <p>Anyone entering the building must use the provided hand sanitiser before entering, and wash hands regularly as per SOPs.</p>				
<b>Working on site</b>	Office layout prevents 2m	<b>Staff, volunteers or visitors</b> coming into	Office has been rearranged to ensure no desks are face to face.	Designated drop off area to be set up for	<b>Office Manager</b>	<b>May 2020</b>	<b>May 2020</b>

Covid-19 Risk Assessment – McColl’s Travel Limited

Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
	recommended distance	contact with someone carrying the virus, could become infected	<p>Office staff working from home where possible</p> <p>Markers on floor to show safe distance when meeting with colleagues.</p> <p>Staff and volunteer training completed regarding the risk of airborne and contact transmission, and the control measures we are following to prevent this.</p> <p>Depot is closed to visitors without a pre-booked appointment.</p> <p>Windows kept open.</p> <p>If making tea for the team, make the round and leave them in the kitchen. People can then take it in turns to collect their drink.</p>	<p>walk around check sheets/other paperwork, and a rota for these to be collected by admin staff.</p> <p>HEPA filters fitted to heating/air conditioners</p>			
<b>Working on site</b>	Contact transmission of the	<b>Staff, volunteers or visitors</b> could become	New cleaning procedures to be followed (as per SOPs)		<b>Office Manager</b>	<b>June 2020</b>	<b>June 2020</b>

Covid-19 Risk Assessment – McColl’s Travel Limited

Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
	virus by touching contaminated surfaces	infected following contact with a contaminated surface/object, e.g. shared equipment, door handles etc,	<p>Before and after using any shared equipment, wash hands for at least 20 seconds following the Government’s guidance (poster is up above each sink)</p> <p>Wear appropriate PPE for tasks as per SOPs (e.g. disposable mask/gloves when adding/removing seats with another person’s assistance).</p> <p>Posters are up throughout the depot reminding people to wash/sanitise their hands.</p>				

Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
<p><b>Working on site</b></p>	<p>External visitors bring the virus to the depot.</p>	<p><b>Staff or volunteers</b> become infected through contact with an asymptomatic carrier.</p>	<p>Deliveries should be left outside the office and the Office Manager notified.</p> <p>If weather prevents this, they should be left on the floor inside the office door and maintain 2m distance.</p> <p>New cleaning procedures to be followed (as per SOPs)                      Parcels will be unpacked immediately and the contents cleaned with [insert your chosen cleaner here] OR parcels will be stored in the marked holding bay for 72 hours before being unpacked.</p> <p>Office staff will unpack <b>all</b> parcels and place any packaging into the appropriate bin for recycling/disposal.</p>	<p>Issue wipe-clean storage for office staff/volunteers, labelled with their name to prevent cross contamination.</p>	<p><b>Office Manager</b></p>	<p><b>August 2020</b></p>	<p><b>August 2020</b></p>



Covid-19 Risk Assessment – McColl’s Travel Limited

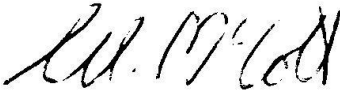
Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
			<p>Office staff will wash their hands following the government guidelines for at least 20 seconds after unpacking any parcels.</p> <p>Depot is closed to visitors without a pre-booked appointment.</p> <p>Posters have been put up to explain our rules re 2m distance etc. to visitors.</p>				

Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
<b>Vehicle maintenance</b>	Risk of contact/droplet infection when taking vehicles for maintenance checks/MOTs to [insert garage name here].	<p>Transport Manager/other drivers could become infected through contact with garage staff.</p> <p>Garage staff could become infected through contact with [insert your organisation’s name] staff, volunteers or the vehicle.</p>	<p>New cleaning procedures to be followed (as per SOPs).</p> <p>Staff/volunteers to follow any specific guidance provided by the garage, not covered by this risk assessment or SOPs</p> <p>Maintain 2m distance from garage staff wherever possible.</p> <p>Driver to wear disposable PPE to return the vehicle to the depot, follow the disposal guidelines as per SOPs</p> <p>Vehicle to have full clean down on return to the depot.</p>		<b>Transport Manager</b>	<b>August 2020</b>	<b>August 2020</b>

**COVID-19 Risk Assessment – McColl’s Travel Limited**

**Risk Assessment Completed by**

LIAM MCCOLL on 26/03/2021



**Review of Risk Assessment due by**

25/06/2021