

STAY SAFE

Guidance to Transport Suppliers



Based on recent **advice from the Government** on safer transport measures, this guidance covers **four important areas** relating to the **services you do for the Council:**

1. Risk Management
2. Mitigation & Prevention
3. Vehicle & Equipment Cleaning
4. Infection Control

1. RISK MANAGEMENT



RISK ASSESSMENT

You should undertake a risk assessment about sensible measures to control the risks with your workforce, your vehicles and your services. If you haven't done so already use a template such as the one recommended by the Health & Safety Executive

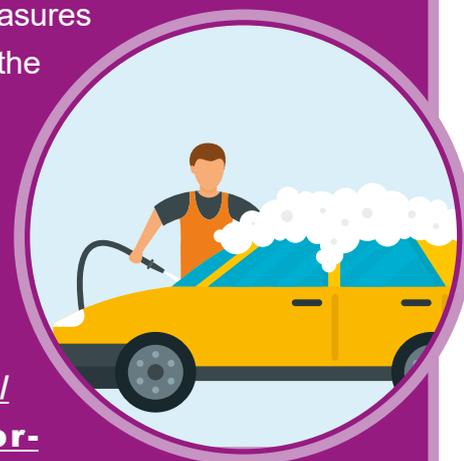
<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

Risk assessments are required to consider all aspects of what a company does and staff should be involved as much as possible.

Risk assessments are important tools to identify sensible measures to control the risk in the workplace and examine the transport services you provide. A risk assessment will help you decide if you have addressed all necessary points and to ensure adequate measures are in place to ensure social distancing and good hygiene – these are the main mitigation elements to reduce the virus transmission:

“This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not just through the use of PPE”:

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators>



If you or a member of your household is suspected or confirmed as having COVID-19 or you have been advised to isolate OR there is a suspected or confirmed case of COVID-19 in any of your passengers or in anyone in their household DO NOT transport them:

- Think personal hygiene safety – and that of your other passengers
- Report to your manager immediately
- Report to the school, day centre or transport teams at Matlock
- Deep clean the vehicle.

2. MITIGATION & PREVENTION



SOCIAL DISTANCE MEASURES ON YOUR VEHICLES

COVID-19 is a respiratory virus which spreads primarily via contact with an infected person through respiratory droplets, for example, coughs or sneezes, or through touching surfaces which are contaminated with respiratory droplets. These droplets are heavy and so can only travel a short distance.

To inform your risk assessment the following may be considered (note this is not an exhaustive list):

- ✓ Assess each vehicle for two metre capacity
- ✓ Look at alternatives such as physical screening if possible as long as this does not impair visibility or cause other safety issues
- ✓ Keep a log of seats available to use on each vehicle so your staff are aware - if requested, share this information with School Transport Teams
- ✓ Rearranging, limiting or removing seating
- ✓ Blocking off seats that are close to the driver
- ✓ Removing any face-to-face seating
- ✓ Using larger vehicles in your fleet if possible
- ✓ Increasing ventilation where possible – windows, skylights
- ✓ Regular cleaning on vehicles, in particular between different users
- ✓ Keeping crews together rather than mixing multiple staff on shifts
- ✓ Clear signage in workplace and in vehicles for your staff
- ✓ Sitting passengers side by side and not face-to-face (in taxis or smaller vehicles).

On Home to School Transport services, if drivers are concerned that passengers are not adhering to the social distance measures that have been implemented on vehicles, they should politely remind them to sit at designated seats or 2 metres apart. If they have any specific concerns they should report these to their line manager, schools or DCC transport teams.

BOARDING & ALIGHTING

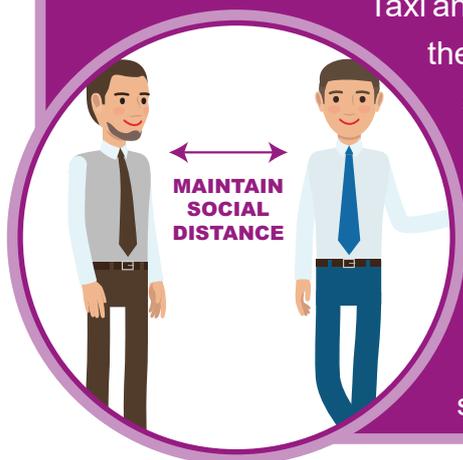
There may be situations where it is not possible to keep a suitable distance from passengers, for example when they are boarding or alighting. Your risk assessment may include measures which you put in place to manage boarding and alighting where larger groups of passengers utilise the vehicle, such as mainstream home to school transport. You may for instance introduce a system of using different entrances/exits, erecting plastic screens around the drivers cab, or putting notices up asking passengers to avoid eating and drinking in the vehicle. The government advice to passengers is to wear a face covering on public transport:



<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

TAXIS AND PRIVATE HIRE VEHICLES

Taxi and private hire companies should consider the social distancing measures they can implement in their vehicles. For example, passengers may be asked to sit in the back left hand seat rather than behind the driver.



Passenger assistants should avoid physical contact with students and adults if at all possible and try to minimise face to face contact. Drivers and passenger assistants should be aware of the surfaces that are touched by themselves or passengers and they should be cleaned after every separate journey along with hand washing or sanitising as soon as possible.

3. VEHICLE & EQUIPMENT CLEANING

You should have implemented a revised cleaning procedure to a much higher standard than normal. Further guidance on 'deep cleaning' vehicles is available on the Government website:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Cleaning should focus on the main areas of the vehicle which receive the most regular contact from passengers including:

- ✓ Door handles (inside and out)
- ✓ Handrails or grab rails
- ✓ Head rests
- ✓ Seat backs
- ✓ Seat belts (tongue/buckle/webbing).
- ✓ Windows.

If you operate wheelchair accessible vehicles, the securing equipment and webbing should also be cleaned before and after every use, along with all the lift operating handset and rails.

The areas which are constantly touched by drivers should also be separately cleaned – these include items such as steering wheel, gear stick, handbrake, controls, handles and switches etc.

When cleaning your vehicle, there are a few things to bear in mind:

- Using too much water/liquid can make interior fabrics damp, which will increase the likelihood that germs will thrive
- Make sure wet floors and surfaces are dried before passengers' board

The personal safety of drivers should be considered at all times and more frequent hand washing or sanitising should be taking place in line with Public Health England instructions.



4. INFECTION CONTROL

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employers have a responsibility to provide PPE to their employees if their company risk assessment indicates that they should.

The Council is unable to provide PPE, however, if you experience difficulties in sourcing the equipment the Local Resilience Forum may be able to advise:

Email: emergency.planning@derbyshire.gov.uk

Write to: Derbyshire LRF, Emergency Planning Team, Derbyshire County Council, County Hall, Matlock DE4 3AG

REQUIREMENTS - HOME TO SCHOOL TRANSPORT

If direct contact is NOT required to assist a passenger i.e. where social distancing of at least 2 metres can be maintained or there are alternative measures such as plastic screening, the recommended requirement is as follows:

For vehicles WITHOUT a closed bulkhead – operators should undertake a risk assessment for controlling risks which will vary between different vehicle types and seating arrangements. Refer to government guidance about face coverings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#social-distancing-and-face-coverings>

For vehicles WITH a closed bulkhead – NO PPE is required for Driver or passenger and other mitigation measures such as social distancing should be observed.



REQUIREMENTS FOR SPECIALISED SERVICES (SEND & ADULT CARE)

We recognise there are some settings in which it is more challenging to observe social distancing measures, including:

- ✓ In smaller vehicles less than 15 seats where social distancing of at least 2 metres cannot be maintained nor are there alternative measures
- ✓ If direct contact is required such as assisting a disabled student or adult into or out of a vehicle, securing their wheelchair or attending to their personal needs during a journey.

REQUIREMENTS - HOME TO SCHOOL TRANSPORT - CONTINUED

PPE is not advised in any of the government transport guidance and it would not be required for intermittent contact. However there may be a requirement for PPE for Passenger Assistants if they are providing personal care during a long journey.

Operators should undertake a risk assessment to protect their staff and passengers and introduce other measures such as social distancing and avoiding sitting in front of a passenger.

A disposable plastic apron should only be worn at the discretion of each individual company as every transport situation is different. It is not a required condition on DCC contracts, however it should be based on a risk assessment about individual passenger requirements, and the vehicle's seating arrangements, along with any alternative measures such as screening protection.



FACE COVERINGS

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial in the majority of non-clinical settings. Wearing a face covering is optional and is not required by the law. Your risk assessment will determine whether your workforce should wear face coverings and if they do, you should support them in using them safely.

Government advice states, "There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not yet developed symptoms. This is most relevant for short periods indoors in crowded areas":

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

The government advice for passengers is if they can, they should wear a face covering if they are using public transport. If the passenger is able to tolerate wearing a face covering, then they should be encouraged to do so however a surgical mask will not be required.

Face coverings are not a replacement for social distancing and regular handwashing.

Masks and face coverings are not generally recommended for children.

People do not need to wear face covering where they are:

- ✓ Outdoors or while exercising
- ✓ In schools
- ✓ In workplaces such as offices and shops
- ✓ Under 2 years of age or primary school children who cannot use them without assistance
- ✓ People who have problems with breathing.



HOW TO WASH



YOUR HANDS

HAND WASHING & HYGIENE

Ensure you and your staff wash hands for at least 20 seconds (or use hand sanitiser of at least 60% alcohol if hand-washing is not available) BEFORE and AFTER every contact and every use of PPE. The government advice asks employers to use signs and messages to build awareness of good handwashing techniques and other hygiene behaviours for example around coughing and sneezing.

DRIVING

Along with enhanced vehicle cleaning measures, ensure your risk assessment sets out good personal hygiene for drivers and passenger assistants including:

- ✓ Avoid touching your face
- ✓ No eating or drinking in the vehicle
- ✓ If you have to sneeze, do so into the crook of your elbow
- ✓ Wash your hands when you get to your destination
- ✓ If you have to get out of the vehicle en-route, and you cannot wash your hands or do not have a hand sanitiser, avoid touching your face; avoid eating or drinking; and wash your hands as soon as you can.

REFUELLING OR OTHER CHECKS AND ADJUSTMENTS

Wear impervious gloves and/or wash hands after refuelling or making other adjustments on external hard surfaces. Pay contactless if you are able and always wash hands after handling cash or paper receipts.

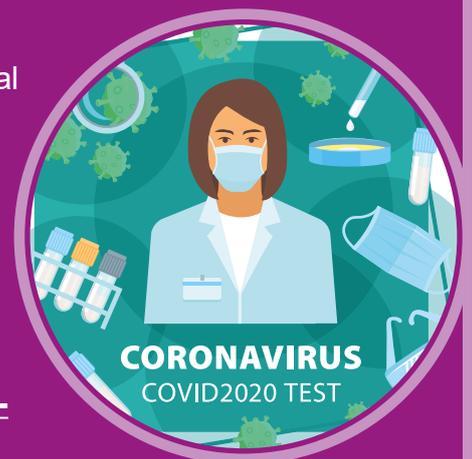
COVID-19 TESTING

The government's priority is testing patients to inform their clinical diagnosis.

If you or a member of your household display Covid symptoms, you must follow the government advice on self-isolation.

Up to date advice about testing can be found on the government website here:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#essential-workers>



Please Note: this guidance is accurate at the time of publication on 28/05/2020 however as the situation is an evolving one, public safety matters may change and the reader should be vigilant to the latest government advice.