

# COVID-19 RISK ASSESSMENT

Company name: HOLLYWOOD TRAVEL LTD  
GODFREY

Assessment carried out by: CHERYL

Date of next review: 30/04/2021

Date assessment was carried out: 30/01/2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Touching the steering wheel and cab equipment such as handbrake, seat, window, mirror, grab rails etc</b>	Drivers and passengers due to contact with possible contaminated surfaces.	Sanitising hard surfaces and general cleaning before and after use.	Disposing the used wipes in a separate bag and stressing to the drivers the importance or not leaving rubbish in the vehicle.	Driver/manager whilst maintaining 2-meter guidelines.	Daily	
<b>Normal engagement with customers</b>	The driver or the passenger by being less than 2 metres apart when engaging.	Keeping to the 2-meter guidelines when engaging, wearing masks and minimizing engagement where possible.	Opening vehicle windows to help dispersal of droplets and circulation in the vehicle. Politely asking passenger to take a step back if they are too close.	The driver.	Daily	

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<b>Engagement with vulnerable customers needing drivers assistance</b>	The driver and the vulnerable customer by close contact.	Advising the vulnerable and those needing assistance to avoid travelling. Where possible.	Staying two meters apart when assisting those needing help and sanitising hands before returning back to vehicle.	The driver	Whenever helping those requiring assistance.	
<b>Checking vehicle between trips</b>	The driver by contact with possible contaminated surfaces during vehicle checks.	Minimizing the number of checks and sanitising after checks.	Checking vehicle when empty or nearly empty.	The driver	Daily	
<b>Change between vehicles</b>	The drivers and passengers by touching the same surfaces as those previous	Staying 2 meters apart when the changeover occurs.	Sanitising hands and the steering wheel after use.	The drivers	Whenever a changeover occurs.	
<b>Staff bus, drivers travelling in cars/vans together</b>	Those travelling in the same cars by not maintaining the 2-meter rule.	Instruct staff to travel in separate vehicles.	Instructing them to sit as far apart in vehicles as possible.	The staff	When staff must travel in the same transport.	

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<b>Drivers travelling passenger on a service bus</b>	The driver as the 2-meter guideline rule will not have been applied if one must sit in the passenger seat.	Instructing drivers and passengers to maintain the 2-meter guidelines between each other where possible..	Passengers must keep the 2-meter rule which is not possible whilst sitting in the driver's seat so passenger must await another transport.	The driver	When there is no more suitable room in the vehicle.	
<b>Assault risk</b>	The driver due to possible contact with another person or being too close.	Instructing drivers to stay 2 meters apart and maintain a calm situation.	Instructing them to wear gloves and mask if contact does occur.	The driver	If an assault occurs.	
<b>Breaks</b>	The driver by not maintaining the 2-meter guideline or not sanitising before breaks.	Follow strong social distancing when on breaks.	They should wash their hands before and after their breaks.	The driver	Whenever the driver is due a break.	
<b>Engaging with supervisors or public interchanges or stops</b>	Those engaging with each other due to possibly touching the same surfaces or not	Follow the 2-meter guidelines when engaging and sanitising if touching the same surfaces.	Where possible, encourage them to use phone/radio communications and politely asking others to	The driver and the other member of the public.	When engaging with others.	

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	keeping the 2-meter guidelines.		take a step back if they feel they are too close.			
<b>Dealing with lost property</b>	The driver via touching property that may be contaminated.	Informing passengers to check they have not left any belongings behind.	Informing passengers to minimize non-urgent items. Instructing passengers to leave any lost property where it has been left so the driver can pick it up, with gloves, it should be kept in a sperate bag to be returned.	The drivers.	When lost property is found.	
<b>Breakdown/recovery</b>	The driver by not sustaining the 2-meter rule.	The driver must keep the 2-meter guidelines when waiting for recovery.	Travelling back in a separate vehicle is directed to the drivers.	The drivers.	If a vehicle is to break down.	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)