

Risk assessment: Spire Travel Ltd – Covid-19 Risk Assessment

Organisation name: Spire Travel Ltd

Created: 01/06/2020

Revised: On-going

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Contraction of the Covid-19 Virus</i>	<i>Employees and Customers</i>	<i>Individual risks and actions outlined below</i>	<i>Individual additional actions required outlined below</i>	<i>All employees</i>	30/06/2020	
Frequent swapping of vehicles between drivers	Drivers and Customers	Leave the same vehicle with one driver where possible	Pair 2 drivers with a spare vehicle to use to reduce swapping between many drivers	SH	30/06/2020	
Customer and Drivers experiencing Symptoms of Covid-19	Customers and Drivers		<ul style="list-style-type: none"> • Drivers must report experiencing symptoms and seek a Covid-19 test • Driver experiencing Symptoms must follow government advice at the time regarding self-isolation and report test results when received • Customers will be asked not to travel if experiencing symptoms • Customers will be reminded of this at the time of booking 	All	30/06/2020	
Contact between Driver and Passengers	Drivers / Passengers		<ul style="list-style-type: none"> • Passengers to be made aware of new process at the booking stage. Email to be sent to the passengers with detailed instructions • Covid-19 Information page to be established on the Spire Travel Website detailing customer requirements and Spire Travel actions 	SH	30/06/2020	
Contact between Driver and Passengers	Drivers / Passengers		<ul style="list-style-type: none"> • Ensure vehicle is cleaned before customer collection • Wipe down areas on the interior and exterior that may be touched by both driver and passenger e.g. handles, 			

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			<ul style="list-style-type: none"> If a gloves and disposable mask are used during, these items should be stored in a sealable bag until they can be disposed of. 			
Contact between Driver and Passengers	Drivers / Passengers		Payment: <ul style="list-style-type: none"> To reduce contact, we will try to take payment in advance of the journey If client needs to pay in cash, they will be asked to put the payment into an envelope and leave in the vehicle for the driver Receipts will not be issued in the vehicle – an emailed receipt can be provided by the office 	SH	30/06/2020	
Contact between Driver and Passengers	Drivers / Passengers		Once journey has completed: <ul style="list-style-type: none"> Wipe down areas on the interior that may have been touched by both driver and passenger e.g. handles, door liners, seat areas and any other areas required with anti-bacterial wipes 	All	30/06/2020	
Contact between driver and other members of the public	Drivers		Collecting Passengers from Air or Sea Ports: <ul style="list-style-type: none"> Where possible maintain advised 2m gap between you and other members of the public Continue to wear PPE when in the Airport terminal if maintaining 2m gap is not possible Use stairs instead of lifts where possible 	All	30/06/2020	
Contact between driver and other	Drivers		Vehicle Cleaning:	All	30/06/2020	

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members of the public			<ul style="list-style-type: none"> Car wash / valet centres should only be used to clean the outside of the vehicle Interior of the vehicle should be completed by the driver 			
Contact between driver and other members of the public	Contact between driver and other members of the public		Vehicle refuelling: <ul style="list-style-type: none"> Use disposal gloves while operating the fuel pump 	All	30/06/2020	
Contact between driver and other members of the public	Contact between driver and other members of the public		Provision of PPE: <ul style="list-style-type: none"> All vehicles will be issued with sufficient and appropriate PPE to include, Alcohol Gel, disposable Gloves, Masks and sealable bags Drivers to manage stock and inform the office of when stocks are getting low 	SH/All	On going	

Reference:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>