## 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
Contraction of the Covid-19 Virus	Employees and Customers	Individual risks and actions outlined below	Individual additional actions required outlined below	All employees	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> <li>Drivers must report experiencing symptoms and seek a Covid-19 test</li> <li>Driver experiencing Symptoms must follow government advice at the time regarding self-isolation and report test results when received</li> <li>Customers will be asked not to travel if experiencing symptoms</li> <li>Customers will be reminded of this at the time of booking</li> </ul>	All	30/06/2020	
Contact between Driver and Passengers	Drivers / Passengers		<ul> <li>Passengers to be made aware of new process at the booking stage.         Email to be sent to the passengers with detailed instructions     </li> <li>Covid-19 Information page to be established on the Spire Travel Website detailing customer requirements and Spire Travel actions</li> </ul>	SH	30/06/2020	
Contact between Driver and Passengers	Drivers / Passengers		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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			door liners, seat areas and any other areas required with antibacterial wipes			
Contact between Driver and Passengers	Drivers / Passengers		<ul> <li>On arrival at customer address / Airport driver will clean hands with Anti-bacterial hand wash / Gel or don disposable gloves.</li> <li>Driver will open doors and boot of vehicle</li> <li>Driver will offer hand wash / gel to onboarding passenger(s) and ask if the passenger(s) require a face mask for the journey or if they will be wearing their own. Passengers must wear a face-covering / mask for the journey</li> <li>If passenger(s) require face masks to be provided, driver should leave these on the rear seat of the vehicle for the passenger(s).</li> <li>Passengers should then be seated in the vehicle.</li> <li>Driver will load passenger luggage into the boot of the vehicle and then fit own mask / face covering.</li> </ul>	All	30/06/2020	
			Process above to be included in new Standard Operating procedure and issues to all			
Contact between Driver and Passengers	Drivers / Passengers		The front seat of the vehicle will not be used by passengers	All	30/06/2020	
Contact between Driver and Passengers	Drivers / Passengers		<ul> <li>On arrival the customer destination, the driver will either hand sanitise again or don gloves again.</li> <li>Driver will open the door for passenger (s) to exit</li> <li>Driver will unload passenger luggage</li> </ul>	All	30/06/2020	

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			<ul> <li>If a gloves and disposable mask are used during, these items should be stored in a sealable bag until they can be disposed of.</li> </ul>			
Contact between Driver and Passengers	Drivers / Passengers		Payment:  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 and envelope and leave in the vehicle for the driver  Receipts will not be issues in the vehicle – an emailed receipt can be provided by the office		30/06/2020	
Contact between Driver and Passengers	Drivers / Passengers		Once journey has completed:  Wipe down areas on the interior that may have be 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		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> <li>Car wash / valet centres should only be used to clean the outside of the vehicle</li> <li>Interior of the vehicle should be completed by the driver</li> </ul>			
Contact between driver and other members of the public	Contact between driver and other members of the public		Vehicle refuelling:  • 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:  • 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/AII	On going	

## Reference:

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