

Covid-19 Risk Assessment

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| Activity: | Home to school transport during Coronavirus (Covid-19) Pandemic | | | School/Setting: | William Howard School |
| Assessor: | Chris McAree | Ref No.: | WHS-tr01 | Distribution: | All staff involved in commissioning and supervising home to school transport |
| Date: | XXVIII/VIII/MMXX | Proposed Review Date: | XVIII/IX/MMXX | Signed: | |

As set out in the guidance for [full opening for schools](#), and for [full opening of special schools and other specialist settings](#) from the autumn-term local authorities, schools or operators commissioned by those other than the LA or school commissioned will not be required to uniformly apply the social distancing guidelines for public transport on dedicated school transport. However, the full opening for schools guidance also sets out that distancing should still be put in place within vehicles wherever possible. It is of vital importance that Local Authorities and schools work through the steps set out in [Transport to school and other places of education: autumn term 2020](#). In particular: those involved in the provision of home to school transport must do all that is reasonably practicable to maximise social distancing within vehicles wherever it is possible, between individuals or 'bubbles'; it is very important to maximise the ventilation of fresh air (from outside the vehicle) on dedicated school transport, particularly through opening windows and ceiling vents. Both control measures along with other measures will minimise the risk of transmission of Covid-19.

The suggested control measures set out in the Government guidance are believed to be an appropriate balance because:

- the overall risk to children and young people of serious illness as a result of coronavirus (COVID-19) is very low;
- they do not mix with the general public on dedicated school transport journeys;
- home to school transport often carries the same group of children and young people on a regular basis, and they may also be together in school;
- the predictability of home to school transport will allow for planning so that protective measures can be put in place.

It is now the law that children and young people aged 11 years and over must wear a face covering on public transport. This law does not apply to dedicated school transport. However, it is recommended that LA's and schools advise young people aged 11 years and over to wear a face covering when travelling on dedicated school transport to secondary school from the start of the autumn term. This does not apply to those who are [exempt from wearing a face covering on public transport](#).

| Hazard | Risk | Individuals at risk | Risk Rating | Control Measures What are we doing now? | Notes/Additional Control Measures What more do we need to | Residual Risk |
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| Spread of Covid-19 virus to others. Any person becoming unwell on transport to and from school. There is a confirmed case of coronavirus in the passenger's home or they develop symptoms in school. | Infection spread leading to serious respiratory illness, death | All with whom there is close contact – transport drivers, escorts, pupils and others | High | <input type="checkbox"/> For details regarding covid-19 symptoms and when to go home, get tested and self-isolate, hand and respiratory hygiene, personal protection and PPE etc. – refer to the existing COVID-19: Model risk assessment for the FULL reopening of schools/settings in September 2020 . <input type="checkbox"/> We will ensure that parents/carers and children are made aware that they must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19). Parents will be asked to inform the school at the earliest opportunity if either the pupil or a member of their household has symptoms of Covid-19 or where a positive Covid-19 test result has been confirmed. <input type="checkbox"/> If a child or young person develops symptoms whilst at school or their place of education, we will follow the control measures for a confirmed case in school which are set out in our 'full opening of school' risk assessment and the child will be sent home. They will not be permitted to travel on home to school transport. The school will | Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (Covid-19). | Medium |

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| | | | | <p>contact the parent/carer who should make arrangements for the child's journey home.</p> <ul style="list-style-type: none"> <input type="checkbox"/> In exceptional circumstances, where it is not possible for the parent/carer to make arrangements for the child's journey home, transport may be provided. The guidance on safe working in education, childcare and children's social care settings sets out what must be done. Other children will not be permitted to travel on the transport at the same time as the child with symptoms. <input type="checkbox"/> Drivers and passenger assistants (escorts) must not work if they have symptoms, if someone in their household has symptoms or they have a confirmed positive test for Covid-19. If they develop symptoms whilst at work they must go home and get a test. <input type="checkbox"/> Anyone with symptoms must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. <input type="checkbox"/> Children, drivers and escorts who have been in contact with someone who has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless (one of these): <ul style="list-style-type: none"> - they develop symptoms themselves (in which case, they should arrange a test); - the symptomatic person subsequently tests positive and they were in contact within 48 hours of them first displaying symptoms; - if they have been requested to do so by NHS Test and Trace. <input type="checkbox"/> People must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact with someone who has symptoms. <input type="checkbox"/> If a person with symptoms has been in a vehicle that provides home to school transport, the vehicle must be cleaned with normal household disinfectant to reduce the risk of passing the infection on to other people. For more information, read COVID-19: cleaning of non-healthcare settings outside the home guidance. <p>Managing confirmed cases of Covid-19</p> <ul style="list-style-type: none"> <input type="checkbox"/> Swift action will be taken when someone tests positive for Covid-19 and we will make contact with the Local Public Health team as outlined in the School 'Risk assessment for the full opening of school'. The Local Health Protection teams will identify people who have been in close contact with a person who tests positive for coronavirus (Covid-19) and tell them what they need to do. Further information is available on the NHS website. <input type="checkbox"/> Close contact means: | <p>We (school) will contact the Cumbria Covid-19 Call Centre should we have a suspected case of coronavirus in school. This applies to both staff and pupils.</p> | |

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| | | | | <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin); - proximity contacts - extended close contact (within 1 to 2m for more than 15 minutes) with an infected individual; - travelling in a small vehicle, like a car, with an infected individual. <p>Engaging with the Test and Trace programme</p> <ul style="list-style-type: none"> <input type="checkbox"/> We expect drivers and escorts to book a test if they display coronavirus (COVID-19) symptoms and expect families to get a test if children are displaying symptoms. <input type="checkbox"/> We expect drivers and escorts employed to work on school transport and families who make use of the service, on behalf of children, to understand that they will need to be ready and willing: <ul style="list-style-type: none"> - to provide details of anyone they have been in close contact with if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace; - to self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19). | | |
| Inadequate hand, respiratory and personal hygiene leading to spread of Covid-19 virus to others. | Infection spread leading to serious respiratory illness, death | All those travelling on home to school transport (private hire or public transport) | High | <p>Hand hygiene</p> <ul style="list-style-type: none"> <input type="checkbox"/> Children, drivers and escorts must clean their hands before boarding transport and again on disembarking. Supplies of hand sanitiser to be held at each vehicle entrance. (Sanitiser should NOT be left in vehicles during hot weather for prolonged periods). <input type="checkbox"/> Drivers and escorts should use alcohol hand rub or sanitiser at intervals throughout the journey, and should always do so after performing tasks such as helping a child into the vehicle or handling a child's belongings. Supplies of hand sanitiser to be held at each vehicle entrance. <input type="checkbox"/> Sneeze into a tissue or sleeve NEVER into hands. Wash or sanitise hands immediately after (as above). <input type="checkbox"/> Used tissues to be put in a bin as soon as possible. <input type="checkbox"/> People involved in the provision of assistance to others such as first aid for example, should pay particular attention to sanitation measures immediately afterwards, including washing/sanitising hands. <p>Use of face coverings</p> <ul style="list-style-type: none"> <input type="checkbox"/> In accordance with advice from PHE, we will advise parents and children aged 11 years and over of the need to wear a face covering | <p>Regular reminders to build awareness of good handwashing technique and/or the use of hand sanitiser & the need to increase frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely on the vehicle, or into the crook of the arm if a tissue is not available.</p> <p>We will reinforce the 'catch it, bin it, kill it' mantra and ensure pupils are reminded to carry tissues at all times. Request that all transport operators have a lidded bin in the vehicle for the safe disposal of tissues – where this is not possible, used tissues can be disposed of on entry to the school in the same way as we dispose of single use face coverings.</p> | Medium |

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| | | | | <p>when travelling on home to school transport since it is more difficult to adhere to the social distancing rules on transport to and from school. This will not apply to those people who are exempt from wearing a face covering on public transport.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A face covering is a covering of any type which covers the nose and mouth. Reusable or single-use face coverings are available for parents and carers to buy. A scarf, bandana, religious garment or hand-made cloth covering may also be used but these must securely fit round the side of the face. <input type="checkbox"/> We will have a process in place when children arrive at school where they will be able to sanitise or wash their hands immediately on arrival and before they leave the school at the end of the day. <input type="checkbox"/> Children will be expected to safely remove their face coverings after they have either washed or sanitised their hands. Once the face covering has been removed, children will be asked to wash or sanitise their hands again prior to entering the school building. Children with single use disposable face coverings will be asked to dispose of them in a lidded bin. Children with reusable face coverings will be expected to follow the same hand hygiene rules but can keep their face covering in a plastic zip type bag for use on the journey home at the end of the day. <input type="checkbox"/> Face coverings are not a substitute for other protective measures such as good hand hygiene. | <p>Hand sanitiser will be available at each entrance to the school.</p> <p>Bins are placed at every entrance for the disposal of any temporary face coverings.</p> | |
| Inappropriate social distancing leading to spread of Covid-19 virus to others | Infection spread leading to serious respiratory illness, death | All those travelling on home to school transport (private hire or public transport) | High | <ul style="list-style-type: none"> <input type="checkbox"/> It is recognised that implementing bubbles during the school day will bring benefits. Mixing of bubbles within school and during the school day will be kept to a minimum and we will work with the Local Authority and the transport operators to consider how mixing may be minimised on school transport. <input type="checkbox"/> Because physical distancing or grouping is not possible on vehicles we will work with the LA and transport providers on a range of measures, for example: <ul style="list-style-type: none"> - where vehicle capacity allows, we will distance the passengers; - where possible, children will sit with the other children in their 'school day bubble' when travelling to and from school; - we may draw up a seating plan where the same children always sit together. This, in turn, will help minimise the number of contact each child has; - we will consider the possibility of pupils sitting in ascending year groups on the vehicle; | <p>All transport routes will have seating plans based on the year group bubbles that in place within school</p> <p>Students will leave school in a phased manner so that they can board buses as much as possible without mixing with students from outside their own bubble</p> | |

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| | | | | <ul style="list-style-type: none"> <input type="checkbox"/> Transport operators will be reminded of the need for good ventilation in the vehicle wherever possible and weather permitting such as keeping windows or roof lights open whilst the vehicle is being used by pupil groups. <input type="checkbox"/> Drivers and escorts should maintain a distance from their passengers wherever possible. It is understood, however, that this will not always be possible particularly when working with children with SEND and with those who are very young. Drivers may be able to leave the vehicle to maintain distance while children and young people are getting on and off. <input type="checkbox"/> We will remind parents of the social distancing rules when picking up and dropping off children at home destinations and pre-determined stops. <p>Children with SEND</p> <ul style="list-style-type: none"> <input type="checkbox"/> When deciding on the package of measures that is appropriate on transport for children with special educational needs, local authorities will need to take account the particular needs of the children using the transport, and to be informed by the views of the parents and school. <input type="checkbox"/> We will work with the LA in order to determine the best way to transport children with SEND in order to ensure that the pupils are transported safely and with minimal risk of the spread of Covid-19. | <p>Pupils and their parents will be reminded that they must adhere to social distancing rules when waiting at the agreed bus stop to board the vehicle. The same rules apply at the end of the day when alighting the vehicle.</p> | |
| <p>Inadequate communication about the control measures required on home-school transport leading to covid-19 transmission</p> | <p>Infection spread leading to serious respiratory illness, death</p> | <p>All those travelling on home to school transport (private hire or public transport), parents and wider families</p> | <p>High</p> | <p>Along with the LA, we will communicate the home-to school transport arrangements clearly to children, parents and transport operators, particularly where the transport is commissioned by the school.</p> <p>The following are key messages:</p> <ul style="list-style-type: none"> <input type="checkbox"/> parents will need to understand that their child must not travel if they or anyone in their household has symptoms of coronavirus (Covid-19); <input type="checkbox"/> children and their families will need to understand any arrangements for queuing for and getting on home to school transport, and where they should sit in the vehicle; <input type="checkbox"/> children, young people and their families will need to understand whether they will be expected to wear face coverings on home to school transport; <input type="checkbox"/> local authorities, schools, and transport operators will need a shared understanding of the arrangements for children and young people's arrival at school in the morning and collection in the afternoon; | <p>We will be sending all students on school commissioned routes guidance based on that from the Local Authority for its transport routes so that there is consistency across the school.</p> <p>Arrangements for arriving at school have been shared with parents and students. Details of the end of the school day will be explained to students during their first day in school.</p> | |

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| | | | | <input type="checkbox"/> drivers should not be expected to police arrangements such as seating plans, queues, the wearing of face coverings or use of hand sanitiser - their role is to focus on driving the vehicle safely; | | |
| Inadequate personal protection, PPE and cleaning leading to spread of Covid-19 virus to others. | Infection spread leading to serious respiratory illness, death | All those travelling on home to school transport (private hire or public transport) | High | <p>Personal Protective Equipment (PPE)</p> <input type="checkbox"/> Current Government guidance is that no additional PPE will be required other than that normally used for specific tasks and this includes on home to school transport. <input type="checkbox"/> By PPE, we mean equipment such as fluid-resistant surgical face masks, disposable gloves, disposable plastic aprons and eye protection such as a face visor or goggles. General face coverings are not included, advice on which is covered above. <input type="checkbox"/> Drivers and escorts will not normally require PPE on home to school transport, even if they are not able to maintain a distance from the children and young people on the transport. This is because children and young people with symptoms of coronavirus (Covid-19) must not board home to school transport. Where the care a child or young person ordinarily receives on home to school transport requires the use of PPE that should continue as usual. <input type="checkbox"/> If the care a child usually receives on home to school transport requires the use of PPE that should continue. | <p>PPE beyond what is usually worn for certain tasks is not beneficial. The exception is clinical settings, like a hospital, or a small handful of other roles for which PHE advises use of PPE, e.g., first responders. We will not encourage the precautionary use of extra PPE to protect against Covid-19 outside clinical settings.</p> <p>For more information, refer to How should I care for children who regularly spit or require physical contact? and Guidance on the specific steps that should be taken to care for children with complex medical needs, such as tracheostomies (this includes aerosol generating procedures)</p> | |
| Inappropriate pupil behaviour on vehicles to and from school | Infection spread leading to serious respiratory illness, death | Those being transported on the vehicle | High | <input type="checkbox"/> We do not expect drivers to police pupil behaviour. Their role is to focus on driving the vehicle safely. <input type="checkbox"/> As required by the home to school travel and transport statutory guidance we will promote appropriate standards of behaviour by pupils on their journey to and from school. | Cumbria County Council have published guidelines for expected behaviour on home to school transport which includes possible sanctions for misbehaviour. We will continue to use this as our basis for policing behaviour on school commissioned routes. | |