**

**Great Massingham Area**

**Community Car Scheme**

# COVID-19 Risk Assessment [Great Massingham Area Community Car scheme]

# Template from the Community Transport Association

To do a risk assessment, you need to understand what, in your business, might cause harm to people and decide whether you are doing enough to prevent that harm. You can find more information on the risk assessment process in our ‘how to’ guide at [ctauk.org/advice-resources/risk-assessment-and-management](http://www.ctauk.org/advice-resources/risk-assessment-and-management). Once you have identified those hazards, you need to identify appropriate and sensible control measures and put them in place.

Start by:

* Identifying what can harm people in your workplace.
* Identifying who might be harmed and how.
* Evaluating the risks and deciding on the appropriate controls, taking into account the controls you already have in place.
* Recording your risk assessment.
* Reviewing and updating your assessment

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. You are probably already taking steps to protect your employees, and your risk assessment will help you decide whether you have covered all you need to. Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely and which will cause the most harm.

This template gives some suggestions for areas you may need to think about when assessing risk related to COVID-19 and your operations. It is not exhaustive or prescriptive – you **will** need to think about your own organisation and what will need to be changed/added/removed or it will not be an effective tool to manage the risks caused by the virus in your organisation.

For more guidance on completing risk assessments, you can take a look at our risk assessment resources at [ctauk.org/advice-resources/risk-assessment-and-management](http://www.ctauk.org/advice-resources/risk-assessment-and-management) and the HSE guidance at <https://www.hse.gov.uk/risk/>.

The most recent CTA guidance relating to community transport and coronavirus can be found at [ctauk.org/covid19-guidance/](http://www.ctauk.org/covid19-guidance/).

To fill in this template, you will need to remove all text in red, and replace any text in square brackets [].

If you are happy to help our learning as a community, please share your approach to risk assessment with colleagues by emailing it to advice@ctauk.org stating you’re happy for it to be used as a resource by other CTA members.

­This risk assessment has been prepared for Great Massingham Area Community Car Scheme (GMACCS) to consider the specific hazards and risks relating to COVID-19 and our operations. It should be read in conjunction with GMACCS’s overall risk assessment document, and our Standard Operating Procedures.

This risk assessment is in addition to the general guidance and requirements regarding safe social distancing that will apply where-ever practical to do so. This risk assessment will be reviewed every three months as well as following any changes to the UK Government/Welsh Government/Scottish Government/NI Executive guidance.

| **Activity** | **What are the hazards?** | **Who might be harmed and how?** | **What are we already doing to manage risk?** | **What else can we do to reduce risk?** | **Responsible person** | **Action by when?** | **Date completed** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Arranging trips/ office work** | Contracting Covid 19 via contact with others, by airborne contamination or by touching contaminated surfaces/ objects in the office | Office coordinators.  Visitors to office | Coordinators working in isolation. | Appropriate warning/ no entry signage outside office.  Coordinators to clean all external and high touch surfaces on entry and departure from office | **Coordinators** | **Mid July** |  |
| **Agreeing passenger trips** | Agreeing trips for passengers who are showing Covid symptoms | Drivers and others | Coordinators question and check all those requesting trips to ensure that neither they or anyone accompanying them are displaying Covid 19 symptoms. If they are, trip is refused. See Appendix A for questions to be asked | Remind drivers to also question and check for any Covid-19 symptoms before any passenger enters their car | **Coordinators and all drivers** | **Now** |  |
| **Allocating trip requests to drivers** | Allocating a trip to a Covid 19 contaminated driver | Passengers and others | Coordinators question drivers to ensure that they are symptom free before allocating the trip. See Appendix A for questions to be asked | Reiterate all safety measures to all drivers through the scheme’s regular communications | **Coordinators.**  **Chairs of scheme** | **Now** |  |
| **Carrying out trips** | Risk of infection to drivers and to passengers by asymptomatic transmission | Passengers and drivers | Issue guidance on safe travel to all drivers. Including  \*wearing of face coverings by both driver and passenger  \* restriction of journeys to one person unless a carer is necessary  \*social distancing as far as possible  \*passenger seated in rear passenger near-side seat  \*cleaning of seats, surfaces and any equipment prior to and after journey | Repeat the Communication of safe travel guidelines to all passengers on a regular basis | **Chairs/ committee members** | **Mid July** |  |
| **Completion of trips** | Risk of infection by Covid 19 | Driver, passenger and future users of the vehicle | Guidance issued to all drivers on maintaining cleanliness of vehicles after use including   * Careful cleaning of all seats * Careful cleaning of all high touch surfaces | Make cleaning materials available free of charge to drivers if required.  Reiterate guidance and advice on a frequent basis | **Chairs/ committee members** | **Mid July** |  |
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# COVID-19 Risk Assessment for Great Massingham Area Community Car Scheme

**Risk Assessment Completed by:** Neil Steed and Tony Dessent on 14/07/2020

[Signature]

**Review of Risk Assessment due by:** 14/08/2020 (or earlier if government guidance alters substantially)

Great Massingham Area Community Car Scheme, The Village Hall, Station Road, Great Massingham, King’s Lynn, PE32 2HW

<https://massinghamcommunitycars.co.uk>

With thanks to the Community Transport Association for the provision of the template used in this assessment