



## COVID-19 Risk Assessment Information

This document is not intended to replace any Covid-19 risk assessment done by a group or school. It is provided for information reference only but could be used by our customers as an example or template to help produce a risk assessment for individual groups if needed.

However, any document produced using this as a base template would of course need to reflect a group or the individuals contained within that groups specific needs and demands rather than the generic information provided in our example document.

We as a company do adhere to the parts of this risk assessment concerning our company practices such as the cleaning regimes stated and potential illness & staff reporting procedures which are outside the control of the hirer but will need to form part of any risk assessment a customer will need to make.

Norfolk Coachways cannot be held liable for use of this document as a reference point for production of Covid-19 risk assessments based on our customer's needs or for the production of specific risk assessments required by groups, schools and clubs. The production of compliant risk assessments is always the responsibility of the individual customers we serve and not Norfolk Coachways as we would be unable to anticipate or have knowledge of all the groups or individuals needs that travel with us. Our risk assessment example is regularly reviewed and is subject to change by the management as required.



## COVID-19 Risk Assessment

Nature of Risk: COVID-19 Coronavirus.

Dangers: Risk of Infection to Staff, passengers and visitors

Aim: Reduce the risk of contracting or passing the virus.

Controls: Hand washing – Remind staff and visitors about regular hand washing.  
Good availability of Hand sanitiser to be maintained in depot and on vehicles.

Cleaning – Thorough cleaning of office space and vehicles. All vehicles to have a cleaning equipment on, management to regularly check that level of products on each vehicle is sufficient so cleaning can be safely carried out away from depot if required.

Social Distancing - Reminders concerning current government guidance on social distancing. NCC posters to be used reminding passengers regarding good practice on vehicles.

Face coverings - Drivers advised that if safe and practical to do so face coverings should be worn while passengers are on board. Drivers to be informed prior to departure of the regulations for groups they are carrying, with regard to age restrictions or health conditions when known.

Symptoms: Any member of staff reporting feeling unwell with any recognised symptoms to be sent home and instructed to self isolate in accordance with the current government guidelines. Management to assess and notify schools, councils and any applicable authority as necessary. Members of staff who become unwell away from work to report through normal channels and management to assess and report as necessary.