

GUIDANCE FOR COMPLETING THE RISK MATRIX:

LEGEND	
I	Impact
P	Probability
I x P	Risk Rating

To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

	Probability (or Likelihood)		Impact (or Consequence)
Description	Indicators	Description	Indicators
5 (Very Likely)	The risk <i>will</i> emerge	5 (Major)	The risk has a <i>major</i> impact if realised
4 (Likely)	The risk <i>should</i> emerge	4 (Significant)	The risk has a <i>significant</i> impact if realised
3 (Unlikely)	The risk <i>could</i> emerge	3 (Moderate)	The risk has a <i>moderate</i> impact if realised
2 (Very Unlikely)	The risk is <i>unlikely</i> to emerge	2 (Minor)	The risk has a <i>minor</i> impact if realised
1 (Impossible)	The risk <i>will not</i> emerge	1 (No consequence)	The risk has <i>no consequence</i> impact if realised

Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	Those who might be harmed Persons at risk from the significant hazards identified	I	P	Control Measures	Risk Rating
Driver /pupils' exposure to COVID-19 from others due to close contact and droplet transmission.	<i>Passengers / driver and others</i>	3	3	<p>Seats situated within 1 metre of the driver/pupil will be restricted from use to maintain social distancing. (Student seating plan in place).</p> <p>Drivers are reminded to politely ask a passenger to step back if the driver feels they are too close to them.</p> <p>Drivers are advised to open the bus external window to increase circulation in the bus.</p> <p>Passengers are advised to not travel if they feel unwell or high temperature (please check temperature before leaving home).</p> <p>Hands must be washed regularly following NHS guidance however hand sanitiser should be used before getting on the bus. Please provide your own hand sanitiser.</p> <p>Face coverings and gloves are available to drivers.</p> <p>Passengers to have their own face masks one for the morning and one for after school.</p>	9
Exposure to COVID-19 due to close contact with an injured person or vulnerable passenger who requires assistance.	<i>Passengers / driver and others</i>	3	3	All PPE must then be treated as infective and disposed of into a waste bag. Hands must then be washed following NHS guidance or use hand sanitiser if suitable hand washing facilities are not available.	9

<p>Exposure to COVID-19 through handling objects or touching surfaces on buses.</p>	<p><i>Passengers / driver and others</i></p>	<p>3</p>	<p>3</p>	<p>Enhanced cleaning regime has been implemented. All touch points and hard surfaces on buses are cleaned every morning before pick up and after.</p> <p>Driver should open and close main door on the bus for pupils to help stop contamination.</p> <p>Introduced cleaning products on the bus suitable for disinfecting surfaces potentially contaminated with COVID-19</p> <p>Drivers reminded of the particular importance of not leaving rubbish in the cab during this time.</p> <p>Staff are reminded to wash hands regularly with water and soap for at least 20 seconds. Where this is not practical, hand sanitiser containing at least 70% alcohol to be used.</p> <p>Staff are reminded to avoid touching face with unclean hands particularly the eyes, nose and mouth.</p> <p>Lost property should be placed in a separate bag, and returned. If a pupil finds lost property, they should not hand it to the driver but should be requested to leave it where it is.</p>	<p>9</p>
<p>Exposure to COVID-19 with other staff</p>	<p><i>Passengers / driver and others</i></p>	<p>3</p>	<p>3</p>	<p>Drivers should sanitise their hands before and after boarding.</p> <p>Drivers to wait in bus for pupils.</p> <p>Keep to a minimum going in and out of buildings/ staff rooms etc.</p> <p>Pupils to have a seating plan - pupils have their own seat in the bus.</p>	<p>9</p>

<p>Exposure to COVID-19 due to close contact with others when travelling</p>	<p><i>Passengers / driver and others</i></p>	<p>3</p>	<p>3</p>	<p>Drivers should follow social distancing and keep 1 to 2 metres from others at all times.</p> <p>Drivers are reminded to practice good personal hygiene measures.</p> <p>Drivers are reminded to wash hands regularly and thoroughly or use alcohol-based hand sanitiser.</p> <p>Drivers/pupils must wear a face covering when travelling onboard buses and during any situation where they are outside of the cab.</p>	<p>9</p>
<p>Exposure to COVID-19 due to close contact with others during breakdown and recovery.</p>	<p><i>Passengers / driver and others</i></p>	<p>3</p>	<p>3</p>	<p>The driver should always follow social distancing guidelines when waiting for recovery, and remain 2 metres apart from any recovery staff and to travel back separately.</p> <p>Drivers must wear a face covering when travelling onboard buses and during any situation where they are outside of the cab.</p>	<p>9</p>
<p>Lack of colleague awareness or understanding on safety measures resulting in COVID-19 exposure</p>	<p><i>Passengers / driver and others</i></p>	<p>3</p>	<p>3</p>	<p>Ongoing engagement and communication on COVID19 related matters with colleagues will continue through managers.</p> <p>Regular communication will continue to all colleagues via posters, emails.</p> <p>Those returning to work will be provided with guidance detailing the new safety measures currently in place prior to commencing their shift.</p>	<p>9</p>