|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Prifysgol **BANGOR** University  RISK ASSESSMENT FORM | | | | | | | |  | |
| **Risk Assessment (RA) Title** | **Covid-19: Coach and Minibus Travel** |  | **Date of RA** | 1st April 2022 |  | **Version Number** | | 7 | |
|  | |  | **Replacing version dated:** | 13/09/2021 |  |  | | | |

|  |
| --- |
| **Summary of Activity RA Covers** |
| Covid-19 related risk assessment for coach and minibus travel involving staff and students on academic & research related activities.   * Coaches are described as purpose-built vehicles designed to (normally) carry **more than** 17 passengers. * A minibus is a vehicle constructed or adapted to carry more than eight but not more than 16, passengers in addition to the driver.   Capacities for coaches and minibuses is now set at a maximum of c.80% (plus driver). The capacity reduction is to enable people to physically distance from others if they wish.  *This risk assessment does not consider other risk aspects of coach travel, such as ensuring accessibility & equity, use of seatbelts, driver & company standards, insurance, and behaviour. These should be considered in the School/Service risk assessment or protocols.*  ***NOTE****: The requirements of the Minibus Safety Policy also apply e.g. competency, driver age, small bus permits.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Location(s) RA Covers** | All use of coaches for academic purposes | **Person(s) RA Covers** | **All authorised persons** |
| **College / Service** | All Colleges | **School / Section** | All Schools |
| **RA Assessor(s)** | G.W.Jones, E. Riches, S Barnes | **Contact Details** | healthandsafety@bangor.ac.uk |

| **Ref No** | **What are the  Hazards or Issues?** | **Who/What  is at Risk?** | **Existing and additional Covid-19 Controls** | **Any further actions** | **Action  By** |
| --- | --- | --- | --- | --- | --- |
|  | **People**  **Covid-19 Symptoms and Persons at Risk**   * **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) * **a new, continuous cough** – coughing a lot for more than an hour, or 3 or more episodes in 24 hours (or worse than usual) * **Cold and flu symptoms** * **shortness of breath** * **anosmia** | **Staff and Students** | 1. The University advises that all persons with COVID-19 or suspect they have COVID-19 should self-isolate, in line with UK and Welsh governments advice, and should not partake in any coach trip or other university activity. 2. Students with increased health risks should contact Student Services for an initial assessment and a personal learning support plan produced to safeguard and support the student to participate, where possible, and to achieve their academic targets. 3. Members of staff should discuss any heightened health concerns with their line manager. | 1. Ensure staff and students are aware of arrangements before travel | School / Service |
|  | **Vehicle Capacity:** Reduce risk of infection from interaction with others | Staff and students | 1. Coaches and minibuses will operate at c.80% capacity. This allows some passengers to physically distance if they wish. | 1. Schools to arrange enough vehicles for number of participants | School / Service |
|  | **Test, Trace & Protect:** Informing others of possible contact with a Covid-19 positive case in a timely manner | Staff, students, public | *Seating plans will not be required, passengers may sit where they wish.*   1. Staff and students are requested to support Test, Trace and Protect (TTP) arrangements and to advise the University and any close contact if they subsequently test COVID-19 positive. 2. **NOTE:** Although the legal obligation to self-isolate if Covid-19 positive, or suspects positive has been removed, in line with UK and Welsh Government advice, the University asks that staff, students, contractors and visitors who are Covid-19 positive or who suspect they are, do not come onto campus or participate in activities. 3. Staff and students are requested to advise the University via the on-line Reporting Cases of Covid-19 portal <https://apps.bangor.ac.uk/covid/> | 1. Ensure participants aware of attendance requirements if Covid-19 positive or suspects Covid-19 positive | School / Service |
|  | **Logging Participation:** In-line with Track and Trace guidance | Staff and students | 1. Electronic (checkin.bangor.ac.uk) or alternative register must be used to record all staff and students on vehicles. 2. Each vehicle will be classed as one ‘Contact Group’. 3. When using the Check-in App, a different check-in code must be used for each vehicle. Details will be provided to Test, Trace and Protect if requested. |  |  |
|  | **Pre-travel Arrangements:** Reduce risk of infection from interaction with other people | **All** | 1. Ensure hand gel available. 2. Staff and students given suitable information, including reminding not to travel if have Covid-19 or symptoms. 3. Advise staff and students to bring suitable face covering, which are still recommended whilst on-board vehicles. 4. Physical distancing should be maintained prior to and during loading, as much as practicable. Circa 80% capacity enables participants to distance on board if wished. | * 1. Departure times of multiple vehicle pick-ups/drop offs trips should be staggered where possible | The School (for each trip) |
|  | **Travel to Location:** Risk of infection from less than 2m proximity on coach | **All** | 1. Coach/Minibus should be ventilated, with windows open or ventilation system on ‘fresh air’, not re-circulation. 2. Suppliers/Coach Operator to clean vehicles between trips. 3. Hand sanitiser should be available in the vehicle. 4. Passengers should employ distancing between themselves and the driver. 5. Passengers are advised to still wear a face covering. Hands should be sanitised upon boarding. |  |  |
|  | **Medication, Food, and Drink:** Infection risk if sharing | All applicable | 1. All participants should be prepared for the trip e.g. carry own medication such as inhalers, bring food and drink if not available on the trip. |  |  |
|  | **Emergencies:** Dealing with ill health, injuries, accidents / incidents whilst on trip | Staff, Students | 1. First Aid kit to be carried on each vehicle. 2. For field trips, Emergency contact numbers should be collated at the start of term. 3. Assess need for trained first aider. | 1. Ensure First Aiders aware of Covid-19 First Aid Guidance | The School |
|  | **Monitoring and Inspections:** Monitor procedures to ensure implemented and suitable | University/  College/ Service | 1. The appropriateness and suitability of this Risk Assessment will be reviewed periodically by the School/Service, as applicable. 2. The School/Service may undertake an inspection of vehicles to confirm users are adhering to the controls. 3. University H&S may also review compliance and adherence with Covid-19 controls. | 1. The School is asked to confirm the suitability of the Covid-secure arrangements employed on their field trips. 2. H&S will request confirmation of safe operating procedure from Schools (who have operated vehicles on trips). | The School  H&S |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Version | Date |  | Version | Date |  | Version | Date |  | Version | Date |
| Initial | 16/09/20 | 4 | 12/02/21 |  |  |  |  |  |  |
| 1 | 18/09/20 | 5 | 04/06/21 |  |  |  |  |  |  |
| 2 | 13/10/20 | 6 | 13/09/21 |  |  |  |  |  |  |
| 3 | 23/10/20 | 7 | 01/04/22 |  |  |  |  |  |  |