



## COVID 19 POLICY AND RISK ASSESSMENT

### Revision History

Revision	Date	Brief description	Approved/ checked by
0.0	August 2020	Initial Compilation	RDS/JJS

## 1.0 Introduction

This document is intended for distribution to all employees and associated customers as directed. It covers the policy and risk assessment of the COVID19 risks at this present time.

All employees will be briefed on the contents of this document BEFORE they return to work.

## 2.0 Risk assessment

A separate risk assessment is also carried out and will be reviewed monthly, or more frequently as directed by management.

### Everyone

**ANY MEMBER OF STAFF WHO IS FEELING UNWELL MUST REPORT BY TELEPHONE TO LES HARRISON AND MUST NOT COME INTO THE YARD UNTIL ADVISED  
YOU WILL THEN BE REQUIRED TO TAKE A COVID 19 TEST BEFORE RETURNING TO WORK**

**Around the building you will notice some changes in the driver's room there is a screen fitted between the drivers and office staff**

**Hand sanitizers machines have been installed at every entry point and within the building. If you pass a wall fitted sanitizer dispenser **YOU MUST** use it, these are placed around the building**

### General hygiene rules:

- 1.Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You can also use the sanitizers you'll find around the office.
- 2.Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- 3.Open the windows regularly to ensure open ventilation.
- 4.Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- 5.If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures

### Contact with others

- 1.If you have recently returned from areas with a high number of COVID-19 cases (based

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on [CDC](#) announcements), You will also be asked not to come into physical contact with any colleagues during this time.

2.If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, You will also be asked not to come into physical contact with any colleagues during this time.

3.If you're a parent and you have to stay at home with your children, Follow up with your manager or departmental leader to make arrangements and set expectations.

4.If you need to provide care to a family member infected by COVID-19. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time

### **Drivers**

1. We request that all drivers wear a mask when signing in
2. No more than 3 drivers in the rest room at any time
3. Please sign in and go to your allocated vehicle. There will be no tea /coffee/flask filling during the signing in period
4. All drivers will be issued with a face shield
5. All drivers will be issued with their own sanitizer bottle for their use (please ask if you need it to be refilled)
6. Drivers are **NOT** allowed to return to Bicester or Stanton Harcourt depot in between schools unless permission is given by Les Harrison
7. We ask you to remain at the schools and colleges in between school runs where possible
8. Drivers are NOT allowed to enter the offices or the workshop at any time
9. Our current system includes mopping floors with disinfectant of all floor surfaces, disinfectant wiping of dash areas, driver controls and handles. It also includes cleaning all handrails, hand grabs, seat belt buckles, arm rests and floors. It also includes vehicle anti-viral fogging on a daily basis.
- 10.If you require to speak to any member of office staff, please ring the bell at the counter
11. If you have a problem with your coach in the morning in the yard this must be reported to the counter and we will arrange the workshop to have a look at it
12. Drivers must not let school children sit in the seats behind them
- 13.Please inform passengers that there is no eating and drinking on the coaches

### **Workshop**

1. All workshop staff must only enter or leave the building by the door in the workshop
2. Must not enter the drivers rest room
3. All workshop staff must use sanitizer before entering a coach to do any work or before bringing it into the workshop
4. Workshop staff must only use the toilets and kitchen in the workshop

**Office staff**

1. All office staff will enter and leave the building by the front door
2. Will not go into the drivers rest room
3. Will use the upstairs toilets and kitchen
4. Will wipe their desk and other surfaces with hand wipes at the end of every day
5. If any member of office staff needs to put something onto a driver's peg this must be given to Kevin
6. In-person meetings should be done virtually where possible, especially with non-company parties

We thank you for your understanding and support in applying these new conditions, these are being done to safeguard us all