

Actions to remove or mitigate risk										
Activities an Individual is Exposed To	Exposure Risk (pre-control measures)	Who is exposed?	Workforce Planning & Management	Social Distancing	Cleaning	Good Hygiene	Communications & Training	Managing non-employees	Other mitigations	
1	Touching the steering wheel and cab equipment such as handbrake, seat, window, mirror or ticket machine	Touching object someone else has touched	Drivers Supervisors	N/A	N/A	(1) Additional cleans of cab area and access controls (2) Provision of cleaning equipment to drivers to enable wipe down of cab at the start and end of shift.	(1) Provision of hand sanitiser to all drivers. (2) Liaison with 3rd parties to ensure continued access to wash facilities during a shift.	(1) Guidance for drivers about safe procedures, cab etiquette and removal of rubbish	N/A	(1) Government advice supports good hand hygiene, rather than the wearing of gloves outside of a health care setting. Guidance provided for the safe wearing of gloves where drivers choose to wear them.
2	Normal engagement with customers including dealing with cash	Within 2 metres Touching object someone else has touched	Drivers	N/A	(1) Seats within 2m of cab taped off, removed or made inaccessible by other means. (2) Only vehicles with vandal screen are in service (3) Clear film used to cover air and audio holes (front and back) (4) Promotion of contactless, mobile & alternatives to cash ticketing. Introduction of no change policy in some OpCos.	N/A	(1) Provision of hand sanitiser to all drivers.	(1) Customer information shared on vehicles and on social media including social distancing during boarding & alighting	N/A	(1) Gov guidance advises that the wearing of facecoverings could be considered in enclosed areas where social distancing is not possible. Recognised that some employees may be more comfortable wearing face coverings and are provided on an optional basis. Guidance on proper use of face coverings provided.
3	Engagement with vulnerable customers needing driver assistance or those with mobility needs	Within 2 metres Touching object someone else has touched	Drivers	N/A	(1) Guidance to drivers on providing assistance to those with mobility needs.	N/A	(1) Provision of hand sanitiser to all drivers.	(1) Guidance to drivers on safe procedures for assisting a mobility impaired customer.	(1) Gov guidance to the general public is that they should consider face coverings when using public transport.	(1) Gov guidance advises that the wearing of facecoverings could be considered in enclosed areas where social distancing is not possible. Recognised that some employees may be more comfortable wearing face coverings and are provided on an optional basis. Guidance on proper use of face coverings provided.
4	Checking vehicle in between trips, coming into contact with poles, hand rails, passengers (round trip)	Within 2 metres Touching object someone else has touched	Drivers	N/A	(1) Limited capacity on vehicle due to social distancing measures reduces the number of passengers on board.	(1) Enhanced cleaning regime includes touchpoint cleaning of high use contact points.	(1) Provision of hand sanitiser to all drivers.	(1) Guidance to drivers on safe procedures	N/A	N/A
5	Changeover of drivers involving leaving the cab and alighting the bus	Within 2 metres (relief driver, customer, general public)	Drivers	N/A	(1) Review of service to consider moving changeover points to quieter stops if crowding occurs.	N/A	(1) Provision of hand sanitiser to all drivers.	(1) Guidance to drivers on safe procedures	(1) Communication with passengers via social media, posters etc to maintain social distancing.	N/A
6	Staff bus, drivers travelling in cars/vans together	Within 2 metres	Drivers	N/A	(1) Staff shuttle vehicles allocated to make sure ability to socially distance from colleagues wherever possible.	(1) Additional cleans of staff vehicles, including high use contact points.	(1) Provision of hand sanitiser to all drivers.	(1) Guidance to drivers on safe procedures, including maximum loading capacity, keeping windows open for ventilation and etiquette for waiting to board.	N/A	N/A
7	Driver travelling passenger on a service bus	Within 2 metres	Drivers	(1) Instigate processes which aim to reduce the instances where a driver needs to travel passenger.	(1) Services scheduled to allow social distancing from the driver & between those travelling.	(1) Enhanced cleaning regime includes touchpoint cleaning of high use contact points.	(1) Provision of hand sanitiser to all drivers.	(1) Guidance to drivers on safe procedures	N/A	(1) Consider introducing remote signing on to (a) minimise the number of drivers in the depot or (b) reduce the need for a driver to travel passenger. (2) Review opportunities for increasing parking arrangements at signing on locations.
8	Assault risk	Within 2 metres (risk of being spat at)	Drivers	N/A	(1) Only vehicles with vandal screens are in service. (2) Clear film used to cover air and audit holes.	(1) Spitting treated as a biohazard and cleaning arrangements apply.	N/A	(1) Drivers briefed not to leave the cab.	N/A	N/A
9	Breaks	Within 2 metres	Drivers	N/A	(1) Assessment undertaken of maximum number of individuals permitted in messroom. (2) Furniture to be removed / marked out of use to discourage use.	N/A	N/A	(1) Guidance to drivers on safe procedures	N/A	(1) Ensure that where public toilets are usually used and are currently closed that there are reasonable alternatives in place.
10	Engaging with supervisors or public at interchanges or stops	Within 2 metres	Drivers	N/A	N/A	N/A	(1) Provision of hand sanitiser to all drivers.	(1) Guidance to drivers on safe procedures	(1) Communication with passengers via social media, posters, floor markings etc to maintain social distancing.	N/A

11	Dealing with lost property	Touching object someone else has touched	Drivers	N/A	N/A	N/A	(1) Provision of hand sanitiser to all drivers.	(1) Guidance to drivers on safe procedures	N/A	N/A
12	Breakdown/recovery	Within 2 metres Touching object someone else has touched	Drivers	N/A	(1) Revised procedures for returning to depot where possible. (2) If driver needs to return to depot, where possible should not travel in van or recovery vehicle, but to find other means	N/A	(1) Provision of hand sanitiser to all drivers.	(1) Guidance to drivers on safe procedures	N/A	(1) Drivers to keep distance from engineers in attendance.
13	Exchange of details with 3rd party following accident	Within 2 metres	Drivers	N/A	(1) Driver to minimise time spent in close proximity to 3rd party.	N/A	(1) Provision of hand sanitiser to all drivers.	N/A	N/A	N/A
13	Vulnerable drivers	Pre-existing condition increases vulnerability	Drivers	(1) All clinical extremely vulnerable employees to remain at home. (2) For clinically vulnerable employees additional guidance to be followed [refer to Managers Guidance]	N/A	N/A	N/A	N/A	N/A	N/A