

# COVID 19

## Safety Guidance for LBH SEND Transport Team

### Introduction

This guidance is issued to ensure drivers, escorts and buddies are kept as safe as possible during the current Covid 19 crisis. To ensure safer travel for both the children and staff and until further government guidance is issued, all escorts, travel buddies and SEND Transport Staff are expected at all times to adhere to the following guidance.

### Management

**Transport Managers will be required to work closely with providers to ensure the following:**

- That all transport providers provide adequate and suitable Personal Protective Equipment (PPE) for all staff (please see below for what PPE is required).
- That all transport providers are maintaining the 2-metre social distancing rule on their vehicles. It is accepted that this will require additional transport provision.
- That each provider considers the physical infrastructure of the bus, use seating signage, and other controls to achieve safe queuing. For example, operators could introduce floor markings, signs and markings to help direct and manage the flow on the bus (and the 2-metre rule).
- That each provider must provide specific guidance for workers assisting people with protected characteristics, for example children with physical needs, or certain behaviours that pose a risk of harm, for example spitting, or heading banging, or touching.
- That each provider must re-arrange, limit or remove seating to try and ensure social distancing is observed This may include blocking off seats that are in close proximity to a driver or other workers and passengers.
- That each provider must ensure that all vehicles are cleaned thoroughly and regularly using a rota or some other tracker and that this is clearly and accurately recorded. Specifically, providers must ensure that each transport is thoroughly cleaned and disinfected before and after each trip.
- Cleaning parts of the vehicle that is regularly touched such as door handles, handrails more often than usual using standard and appropriate cleaning products.

- That each provider must ensure they supply standard and appropriate cleaning products on each vehicle for regular cleaning and ensure there are adequate disposal arrangements for used cleaning products on the bus.
- That each provider must supply thick plastic bags on all vehicles for waste disposal.
- That each provider must ensure that if any bodily fluids (e.g. if a child is sick or urinates/defecates) then the fluids are cleaned immediately (by staff in PPE) using appropriate cleaning products, that any waste is sealed in a thick plastic bag and the vehicle is very thoroughly cleaned on return to the depot.
- That each provider must ensure appropriate separation e.g. by sitting the passenger in back left-hand seat of a taxi with the driver wearing a face mask.
- That each provider must ensure use floor tape, signs or paint in passenger areas to help ensure people are kept 2 metres apart, where and when appropriate.
- That each provider must try and use screens to create a physical barrier between the children and the driver where possible and appropriate.
- That each provider must try and introduce more one-way flow through areas and vehicles.
- That each provider must revise maximum occupancy for lifts and ways of operating lifts.
- That each provider must make sure drivers and escorts ensure there is compliance with the social distancing rules on transport such as buses.
- That each provider must consider the specific protected needs of each passenger, both the children and the staff travelling on the bus.
- That each provider must ensure that if any driver driver/escort/buddy touches somebody they should dispose of their gloves and wash their hands thoroughly for 30 seconds as soon as possible and when it is safe to do so.
- That each provider must ensure that if any child or worker becomes unwell, any driver/escort/buddy that has had contact with them should report this immediately. They should also follow guidance to stay safe such as not touch their face, eyes, or mouth, not touch anyone else, changes their PPE and wash their hands thoroughly for 30 seconds.
- That each provider must ensure that drivers and escorts can, and are, appropriately disposing of waste at the earliest opportunity.
- That each provider must ensure that drivers and escorts remove all belongings from the vehicle and work area at the end of each shift.

- That each provider must ensure that drivers and escorts thoroughly wash their hands for 30 seconds before putting on their PPE and boarding vehicles, and that disinfectant wipes are used during the journey as required.
- That each provider must ensure that there are enough hand sanitiser/wipes in all vehicles to enable workers to clean hands after each pick up/drop-off.
- That each provider must ensure that the number of children on each bus is limited to ensure social distancing rules can be adhered to.

## **Management and Staff**

- Managers and staff must work together to ensure all SEND transport staff (buddies, escorts and drivers) having contact with clients have a personal and up to date risk assessment, fully completed and retained on file that fully considers their individual risk and susceptibility to Covid 19.

## **Staff**

**All drivers, escorts and buddies must adhere to the following safety precautions when working:**

- All SEND transport staff to have a personal and up to date risk assessment, fully completed and retained on file that fully considers their individual risk and susceptibility to Covid 19.
- During working hours and when travelling on council provided, or procured transportation, all staff are required to wear the Personal Protective Equipment (PPE) provided.

### **PPE to include:**

- Compliant Face mask,
  - Face covers,
  - Disposable aprons
  - Disposable gloves.
- Staff must ensure they wash their hands thoroughly before each journey, and at the end of the journey (especially after taking their gloves off).

- Staff must not touch their face, eyes or mouth, especially when wearing gloves and must not eat whilst wearing PPE
- Staff must carry and use hand sanitiser after taking off their PPE gloves (please remember, use of sanitiser is in addition to, and does not replace, washing hands regularly.
- Staff must keep to the social distancing rules and stay at least 7 feet away from people as much as possible, where this is not possible and they must get closer to clients, staff **MUST** be wearing their PPE.

If managers and staff follow the above guidance any risk of infection will be kept to the very minimum.