GENERAL RISK ASSESSMENT FORM AS REQUIRED BY THE MANAGEMENT OF

HEALTH & SAFETY REGULATIONS (NI) 2000 as amended

**Department: Assessment Completed By (Names/Titles)**:

**Date:**

**Brief Description of activity, location or equipment:** Driving own vehicle with passengers during the course of undertaking duties within the Trust.

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| Description of Hazards  | Persons Affected by the Work Activity and How | Existing Controls  | Likelihood  | Severity / Consequence | Risk Rating |
| Potential of exposure to and contraction of COVID-19 through car sharing and driving for work purposes.Examples of vehicle sharing are:* staff members required to share a car to provide care, such as Domiciliary Care work.
* the movement of patients or service users on certain occasions such as taking a child to a placement or essential rehabilitation for service users with learning disabilities.
* a member of staff sharing a car with a student to ensure clinical placements can take place.
 | All Staff groups, particularly including staff with underlying health conditions, BAME, pregnant staff and those aged over 70.Family members of employees who also use the vehicle for personal/domestic purposesRisk of contraction and spread of COVID-19 | Where possible staff should not car share for the purposes of clinical placements or providing care. All alternatives to car sharing must be explored and ruled out before sharing is permitted. The following general information for staff to be provided before car sharing commences:* Where a staff member has concerns about wearing a face mask, advice should be sought from Occupational Health on whether or not they are medically exempt from wearing one and, if they are exempt, whether it is appropriate for the staff member to car share as part of their job role.
* Staff or students must not report to work if they are unwell or have symptoms of COVID-19.
* Staff or students must not report for work if they are a known contact of known positive case of COVID-19 until they have completed 14 days of self-isolation and are well for work.
* All staff and students should be aware of COVID-19 guidelines as outlined by Public Health Agency including social distancing, use of PPE, hand hygiene and environmental cleaning.
* All staff and students should be advised of the signs and symptoms of COVID-19 and be advised of the actions to take should they or a member of their household become unwell with same.
* Should a staff member share a journey with a person who later tests positive for Covid-19, the staff member should seek advice from their Trust’s Track & Trace team, if the journey took place in the 14 days prior to the person becoming symptomatic.
* Should any person not be willing to comply with the guidelines outlined for safe car sharing the staff member should escalate this to their manager as soon as possible.

Car sharing:General information for patients/service users:* The driver of the car must check with the patient or service user prior to entering the car if they are unwell with symptoms of COVID-19 or if they have been in contact with a known positive case of COVID-19.
* If the patient/service user has symptoms of COVID-19 or has been a close contact of a case of COVID-19 local guidance for the management of COVID-19 must be followed.
* Where possible car sharing should be arranged between the same people on each occasion.
* Hand hygiene should be carried out before entering the car on every occasion.
* Where seats are not wipeable, disposable/wipeable seat coverings will be provided. The capacity of the passenger to comply with hand hygiene and refrain from touching surfaces, the likelihood of bodily fluid spillages must also be considered.
* The passenger should sit in the backseat on the passenger side of the vehicle.
* The passenger(s) should wear a disposable fluid resistant mask if tolerated as 2m distancing cannot be achieved.
* The driver should wear a disposable fluid resistant face mask if tolerated while driving.
* Adequate ventilation should be in place by opening the vehicle windows and/or the external vents.
* Seat covers and common touch points (door handles, window adjusters, seatbelts and seatbelt points) should be cleaned with a suitable product such as detergent wipes at the end of each journey, after each patient/service user and at the end of the day as a minimum.
* The car should be clean and clutter free and in a good state of repair, surfaces should be wipeable to covering considered where this is not the case.
* Further information on car sharing guidance can be found at the below links:

<https://www.publichealth.hscni.net/publications/advice-car-sharing-english-and-translations><https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> | Unlikely (2) | Minor (2) | Low (4)(Green) |