



The Denby Dale Centre | **ANTI VIRUS 2020**

COVID-SECURE | Volunteer Car Service

Anti-Virus 2020 | INTRODUCTION

This document is the plan to operate our services with new restrictions in place with a view to protect people from infection from Corona Virus.

We will explore this department and action that the charity undertakes and compare the normal with the present and the changing government direction. It is understood therefore, that this will become a **dynamic document**, as it will change over time as government guidance changes or as we become aware of procedures that are at risk.

We must always remember these questions:

- How can **we** prevent infection?
- How can **we** control infection?
- Who are "**we**"?

Under the Health and Safety at Work Act 1974, the Denby Dale Centre has accountability for the health and safety of people on its sites. The hazard of Corona Virus and the risk of infection between people continues in the local area and we will take steps to control the risk of infection between people on our sites.

Failure to act could lead to:

Employed Staff – disciplinary, which could lead to dismissal
Voluntary Staff – warning, which could lead to stopping you volunteering
Visitors/Customers – warning, which could lead to you from being barred

WE, all have a role to play in the prevention of the risk of infection.



Anti-Virus 2020 | **RISK ASSESSEMENT & RISK MANAGEMENT**

This document is the Coronavirus Risk Assessment in the following format:

Benefit	To achieve our charitable aims
Hazard	Corona Virus
Risk 1	Airborne Infection
Risk 2	Contact Infection
Control	Detailed as rules in this document

Anti-Virus 2020 | **VOLUNTEER CAR SERVICE**

What people are involved and why are they involved?

- Volunteer staff working in the vehicle
- Volunteer staff visiting to hand in or pick up paperwork
- Employed staff supporting volunteers
- Employed staff using facilities
- Guests of groups
- Group leaders
- Group drivers
- Visitors to the vehicle

We understand that Corona Virus is spread by:

- Airborne transmission from breathe/sneeze/cough
- Contact transmission from touch

Staff consulted initially to create these rules:

- | | |
|-------------------|-------------------------|
| • Paula Knight | Transport Supervisor |
| • Paul Jones | Chief Officer |
| • Lorraine Holtom | Transport Administrator |
| • Tim Whitcombe | Transport Administrator |
| • Mark Clarke | Training Manager |

First reviewed on: 10/07/2020

Last reviewed on: 11/08/2020

Version number 2



The following procedures or rules are in place to best protect people listed above:

Rule 1	WELLNESS
<ul style="list-style-type: none"> You are ONLY allowed on site if you are WELL – if you are not well, DO NOT USE THE MINIBUS 	

Rule 2	HAND WASHING
<ul style="list-style-type: none"> On entry, please use hand-gel to clean infection from your hands for minimum of 20 seconds Clean your hands frequently during your journey 	

Rule 3	SOCIAL DISTANCING
<ul style="list-style-type: none"> Due to the enclosure of a car, passengers should all wear a face-mask at all times in the car Passengers are recommended to sit on the rear seat, behind the passenger seat (although some people may find that difficult due to leg room or access) People who do not follow this should be asked to leave the vehicle on grounds of health and safety by the group leader or management of the organisation If persistent breaking of Social Distancing rules, the whole group may be asked to vacate the vehicle by management. Please note that if a group is asked to leave “en-mass”, depending on the situation, the management reserve the right to extend that departure until the end of Covid-19 Secure protocol, however normal situation would give groups time to consider their practices and return. 	

Rule 4	TRACK AND TRACE
<ul style="list-style-type: none"> If you come onto our site, please complete the Track and Trace document and post it on exit Track and Trace recording is compulsory, and is available via: <ul style="list-style-type: none"> ➤ On paper in vehicle ➤ Online at www.ddc.org.uk/trace ➤ Gathered and held by the driver 	

Rule 5	PAYMENTS
<ul style="list-style-type: none"> Digital payments – use the contactless payment method for payments like checking out on the website Cash payments – we are avoiding, wherever we can, cash payments We can accept a cheque either through the post or left on-site 	

Rule 6	CAPACITY LIMIT
<ul style="list-style-type: none"> Capacity limit includes staff, volunteers and visitors in a vehicle No more than 1 household are permitted in the car at any one time, in addition to the driver. 	

Rule 7	ENTRY/EXIT
<ul style="list-style-type: none"> Arrivals and departures of passengers to the vehicle should be managed by the group leader to ensure the 2m distancing is maintained at the bus stop or waiting location. Where possible, the group leader to stagger arrival times of attendees to alleviate queuing, or to have multiple pick up points 	



Rule 8	CLEANING
<ul style="list-style-type: none"> • Drivers are requested to ensure cleaning is completed of any items that are touched or breathed upon. • Seats can be covered with a disposable or washable cover • To protect the driver, the driver should wipe down: <ul style="list-style-type: none"> ➤ Handles ➤ Buttons ➤ Gear lever top ➤ Key ➤ Steering wheel • To protect the passengers, the driver should wipe down: <ul style="list-style-type: none"> ➤ Handles ➤ Seatbelt ➤ Seatbelt button, buckle and sockets 	

Rule 9	NOISE
<ul style="list-style-type: none"> • Drivers should encourage good discipline with shouting, as excessive shouting across the hall will increase possible transmission risks for airborne infection. • No singing • No wind instruments 	

Rule 10	VENTILATION
<ul style="list-style-type: none"> • Outdoors is recognised as being less risk of infection due to the dispersal of airborne infection, therefore, where possible doors and windows should be left open to flush the air through when parked, and windows to be open where possible whilst driving. (Please do not leave door open and unsupervised) 	

Declaration of reading and accepting these rules: DRIVER		
Name	Signed	Date

It is with regret that staff who do not accept or do not act upon these Coronavirus and Health & Safety rules will be asked to leave the vehicle.



Appendix 1 | Drivers Kit

Drivers Kit Contents

Hand gel	to clean driver's hands – use before and after contact to anyone or anything
Sanitiser Wipes	to wipe down seat belts that the passenger has touched
Bin bag roll	to place on seat base of the passenger
Face masks	to wear if driver does not have their own, also to sell to passenger if they do not have their own (sold on www.DDC.org.uk/car-service)
Gloves	to wear and immediately dispose of if touch contact with passenger is required

