



Company Name: Aura Chauffeur Services Ltd (ACS)

Risk Assessment: Reduce Risk of COVID-19

Date of Risk Assessment: 16/06/2020

Affected	Action	Controls	Action by Who	By When
Drivers Clients Employees	Hand Washing & Personal Hygiene	<ul style="list-style-type: none"> Drivers reminded to Wash Hands prior to every journey, using Soap and Water or when not available Hand Sanitiser. Hand Washing Guide (Please Click Here) Encourage the use of disposable Paper Towels for hand drying. Hand Sanitiser located in every vehicle. 	ACS Director ACS Director ACS Director ACS Director	Ongoing Ongoing Ongoing Completed
Drivers Clients Employees	Cleaning of Vehicles	<ul style="list-style-type: none"> Vehicle Touch Points Sanitised after each Journey Vehicle Interior & Climate Sanitised after each Journey 	Driver & ACS Director Driver & ACS Director	Ongoing Ongoing
Drivers Clients Employees	Social Distancing	<ul style="list-style-type: none"> 2 Metre Social Distancing when away from the vehicle Where social distancing is not possible driver to wear a face covering if required. No Handshaking or Physical Contact. Client Meetings rescheduled or New Virtual meeting arranged. Use of Larger vehicles where possible to allow more space and 2 Metre distancing. 	ACS Director Driver & ACS Director Driver & ACS Director ACS Director ACS Director	Ongoing Ongoing Ongoing Completed Ongoing
Drivers Clients Employees	Personal Protection Equipment (PPE)	<ul style="list-style-type: none"> Vehicles provided with, tissues, Hand Sanitiser and alcohol wipes. All passengers requested to provide their own face coverings. Gloves issues to all drivers for use where required. 	Driver & ACS Director ACS Operations Drivers & ACS Director	Ongoing Ongoing Completed
Drivers Clients Employees	Vehicle COVID-19 Protection Measures	<ul style="list-style-type: none"> HEPA Air Purification units fitted in passenger compartment. Safety Partitions fitted to vehicles where requested 	ACS Director ACS Director	Completed On Request
Drivers Clients Employees	Symptoms of COVID-19	<ul style="list-style-type: none"> Driver exhibiting symptoms to Self-Isolate and follow Government Guidelines. Traveller exhibiting symptoms to inform Aura Journeys and follow Government Guidelines. Bookings cancelled or rescheduled. Driver to confirm prior to journey they are fit and NOT displaying symptoms. 	Driver & ACS Director ACS Director & Client ACS Director & Driver	Ongoing Ongoing Ongoing
Driver	Driver Welfare	<ul style="list-style-type: none"> Driver Shifts Scheduled to allow extra time for Welfare and Hygiene breaks. Support offered to Driver with Family or Co Habits effected by COVID-19. Mental Health Awareness – All Drivers and Employees advised of Government Support and guidance (Please Click Here) 	ACS Operations ACS Director ACS Director	Ongoing Ongoing Ongoing