



Company Name: Aura Journeys Ltd (AJL)

Risk Assessment: Reduce Risk of COVID-19

Date of Risk Assessment: 19/08/2021

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. 	AJL Director AJL Director AJL Director AJL 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 Sanitised after each Day. Vehicle Air System Sanitised Weekly. 	AJL Driver Driver & AJL Director Driver & AJL Director	Ongoing Ongoing Ongoing
Drivers Clients Employees	Social Distancing	<ul style="list-style-type: none"> Social Distancing when away from the vehicle. Face Masks worn if required. Reduced Physical Contact. Client Meetings rescheduled or New Virtual meeting arranged. 	Driver & AJL Director Driver & ACS Director Driver & AJL Director AJL Director	Ongoing Ongoing Ongoing Ongoing
Drivers Clients Employees	Personal Protection Equipment (PPE)	<ul style="list-style-type: none"> Vehicles provided with, tissues, Hand Sanitiser, alcohol wipes and Face Masks. All passengers requested to provide their own face coverings if required. 	Driver & AJL Director AJL Operations	Ongoing Ongoing
Drivers Clients Employees	Vehicle COVID-19 Protection Measures	<ul style="list-style-type: none"> HEPA Air Purification fitted in all vehicles. Safety Partitions fitted to vehicles where requested. 	AJL 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 & AJL Director AJL Director & Client AJL 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) 	AJL Operations AJL Director AJL Director	Ongoing Ongoing Ongoing