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|  | COVID-19 RISK ASSESSMENT | CARRIED OUT BY HANNAH WILEMAN DIRECTOR AND ASSOCIATED PARTNERS | DATE: JULY 2020 |
| | RISK RATING HIGH, MEDIUM OR LOW BEFORE MEASURES | MEASURES TAKEN | RISK AFTER CONTROLLED MEASURES: |
| BOOKING SYSTEM AND WEBSITE | LOW | <ul style="list-style-type: none"> • Online through the website www.wearedaytripper.com, over the phone or paypal bookings only in advance of the trip. • Promotion of online booking in advance necessary on all media outlets • Cash not accepted on the day or in person • Information on safety practices as well as this Covid-19 risk assessment will be available on the website as a download pdf. • information for passengers will be available on the website and on the itinerary given for the trip. • Passengers and guides advised not to travel if they are unwell or show any symptoms of having coronavirus. Please check government guidelines or call 111 if you have any of the symptoms: https://www.nhs.uk/conditions/coronavirus-covid-19. If proven unwell, credit will be given to passengers to be used again for a future trip taken within 12 months of the | LOW WITH MEASURES |

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| | | purchase. See our Terms and Conditions for more information. | |
| COACHES – (RELEVANT TO GUIDES, DRIVERS AND PASSENGERS), | MEDIUM | <ul style="list-style-type: none"> • Coaches to be fully cleaned and sanitised before and after use. • High touch surfaces to be cleaned and wiped by drivers when possible throughout the day such as places like handrails, armrests, toilets and other surfaces. • Guides to be present at the entrance to coach to instruct passengers in the following: <ul style="list-style-type: none"> • To use hand sanitizer before boarding (provided either by driver or built into coach). • Coaches to be filled at 50% capacity (<i>@1 metre social distancing rule</i>) filling from the back first and emptying from the front first to avoid further close contact with other passengers. The coaches are approx. 52 seaters and we will take approx. 25 passengers plus 2 guides. The coach sizes and customer numbers may vary accordingly. • Coaches can be filled by using window only seats with the exception of small children with a family member who can be allocated in the aisle seat next to their parents. • Movement to be avoided when not necessary once passengers are seated. • Passengers may use the toilets on board at their own risk. Passengers are asked to use a sanitiser spray and wipes after using the facilities. Wipes must be put in a bin not down the toilet. Hand sanitizer will be provided for use before and after using the onboard toilet. • Passengers can communicate with guides via a whatsapp group when they can to avoid further movement on board. • Passengers are asked to NOT eat lunch on board but they may drink on board. This is to reduce the risk of | LOW WITH MEASURES |

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| | | <p>removing masks on board. If they have any rubbish, they should use the bin bag allocated to their own seat and take the rubbish off when they leave and not leave this for the driver or guides to prevent further spread of infection.</p> <ul style="list-style-type: none"> • Passengers must take all possessions with them when leaving the coach as they cannot be kept in a lost and found as to prevent further spread of infection. • A digital thermometer may be used to check if the passenger is well enough to board the coach. If the passenger is deemed unwell or has a temperature of over 38 degrees Celsius they may be refused travel. They will be given an opportunity to use credit for a future trip within 12 months of the ticket purchase. See our Terms and Conditions on the website for more information. | |
| DRIVERS | MEDIUM | <ul style="list-style-type: none"> • Drivers to wear PPE equipment and masks at all times during boarding and transportation unless medically exempt (guides to explain this to passengers if this is the case). • Drivers to wipe high touch surfaces during times of rest whenever possible including handrails, arm rests and toilet handles and surfaces. • Drivers to avoid handshakes or other close contact with guides, passengers or members of the general public. | LOW WITH MEASURES |
| PASSENGERS | MEDIUM | <ul style="list-style-type: none"> • To bring and wear a mask during transportation and in places where the government deems necessary unless medically exempt. • To be advised to bring lunch with them to avoid queues, crowds and unnecessary delays where possible. | LOW WITH MEASURES |

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| | | <ul style="list-style-type: none"> • To be advised on the itinerary to use facilities, get snacks and water if needed before queuing to board the coach. • To bring their own hand sanitizer with them. • To maintain social distancing as required and avoid movement once sat in their seats on the coach. • Passengers keep the same seats on the coach during the day as much as possible. • To communicate to guides via whatsapp or a phone number during transportation to avoid movement in the coach. • To be given information on hand washing, sneezing into the elbow and other general safety practices while on board and on the trip. • Social distancing announcements will be made during the trip to remind passengers of the importance of avoiding close contact. • Passengers to avoid handshakes or other close contact with other passengers, guides, drivers and the general public. • Passengers will be asked some screening questions relating to Coronavirus symptoms and may be asked to take a temperature test before boarding. | |
| <p>GUIDES</p> | <p>MEDIUM</p> | <ul style="list-style-type: none"> • Guides to be trained on all aspects of social distancing and safety measures when guiding. • To wear masks during transportation and vinyl gloves when using microphones. Daytripper to provide vinyl gloves and spare masks for any passengers who do not bring their own. Guides must always have their own for greeting passengers. • To sit face forward when giving your information to avoid voice projection and for safety purposes. The exception would be a short introduction/welcome at the | <p>LOW WITH MEASURES</p> |

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| | | <p>start of the tour facing the passengers. If communication is difficult through a mask it may be removed for the brief introduction facing the passengers and for talking into the microphone when face forward.</p> <ul style="list-style-type: none"> • To be educated on all aspects of handwashing, sneezing into elbows, using hand sanitizer and social distancing. • Guides to be responsible for controlling social distancing when boarding and embarking coaches. • Guides to make sure when queuing and social distancing that we are not blocking pathways or places that need to be accessible for public use or wheelchair users etc. • Guides to make sure queuing and social distancing is done safely and not on roads or dangerous areas. • Guides to be responsible for educating passengers on guideline during the trip and for enforcing social distancing measures during the trip. • Guides to avoid handshakes or other close contact with other guides, passengers, drivers and the general public. • Guides to bring their own masks, hand sanitizer and lunch and water with them. • Guides will be provided with thermometers. • Masks, disposable gloves and hand sanitizer will be available on board for colleagues and if passengers do not have their own. • Support guides and lead guides to use the guide seat and the front row. • No cash tips to be given to drivers. We will instead offer gifts at the end of the year. | |
| THE GENERAL PUBLIC | MEDIUM | | LOW WITH MEASURES |

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| | | <ul style="list-style-type: none"> • Passengers to be educated about social distancing when out in public, at tourist attractions, cafes and on the tour. • Passengers should be educated about keeping their own rubbish with them until it can be disposed of properly. • Passengers to be educated about sneezing into elbows, washing hands etc to prevent any further spread of infection. • Passengers, guides and drivers to avoid handshakes or other close contact with the general public. • Limited time at service stations to manage capacity at stations. | |
| MANAGEMENT AND COLLEAGUES | MEDIUM | <ul style="list-style-type: none"> • Management to regulate and train staff in the above measures. • Management to monitor measures are being carried out safely. • Management to follow government guidelines and keep up to date with latest guidelines for all areas as appropriate. • Management to ask colleagues to work from home when possible. • Management to recce trips where needed to assess risk assessment in the light of changes since we were last operating in March this year. | LOW WITH MEASURES |
| 3 rd PARTY ATTRACTIONS USED AS PART OF THE TOUR E.G. CONWY CASTLE | MEDIUM | <ul style="list-style-type: none"> • Management, guides, drivers and passengers to comply with all safety measures of 3rd party attractions and services. This includes castles, boats, any cafes or public toilets. | LOW WITH MEASURES |

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| | | <ul style="list-style-type: none"> Management, guides and passengers to follow and respect social distancing and health and safety measures at all times as well as in 3rd party attraction places. | |
| 6 PERSON RULE | | <ul style="list-style-type: none"> Extra guides so we can split the tour group into 2 smaller groups to aid social distancing Guest to be advised to walk and socialise in smaller groups of 5-6 within the larger tour group. | |

Typical seating plan (coaches vary in size and layout) when 1 metre social distancing rule is advised with the exception that people from the same households will be able to sit together as shown with the potential to fill seats 26-39 on a typical 51 seater coach:

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| Driver | 1 | 2 | 3 | 4 | 5 | 6 | Toilet | 7 | 8 | 9 | 10 | 11 | 12 | |
| | X | 26 | X | 27 | X | 28 | | 29 | X | 30 | X | X | 31 | |
| | Aisle | | | | | | | | | | | 32 | | |
| Guide | X | 39 | X | 38 | X | 37 | X | 36 | X | 35 | X | 34 | X | 33 |
| | Guide | 25 | 24 | 23 | 22 | 21 | 20 | 19 | 18 | 17 | 16 | 15 | 14 | 13 |