

COVID-19 Risk Assessment

There are **7** tasks to be assessed to ensure that reasonable controls are in place.

These **7** tasks are for the safety of:

- Yourself
- Clients
- Both Families
- Examiners

Don't just do a risk assessment to comply with the law.

It's a mistake many businesses make,
and they lose sight of the important reasons to risk assess.



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Hazards and Risks:

A **hazard** is anything that may cause harm.

The **risk** is the chance, high or low, that somebody could be harmed, together with an indication of how serious the harm could be.

The five steps to risk assessment:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risk and decide on precautions
- Record your significant findings
- Review your assessment and update if necessary



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High Risk Groups



Task	Hazard Identified	People at Risk	Control Measures
Instructor considers whether they, the clients and any family members fall into a higher risk group.	The consequences of the virus may be more severe for people who fall into higher risk groups, e.g., High Risk (clinically extremely vulnerable) or Moderate Risk (clinically vulnerable).	Instructors, Clients, and family members of both.	<ul style="list-style-type: none">• If they're at high risk from coronavirus, they're advised to take extra steps to protect themselves This includes not leaving their home for any reason (called shielding).• If anyone is at moderate risk from coronavirus, it's very important they follow current Government advice about staying at home to avoid getting coronavirus. This means they adhere strictly to the Social Distancing and should only leave their home for things like getting food, medicine, or exercising once a day.

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Task 1



Task 1	Hazard Identified	People at Risk	Control Measures
The instructor considers their own symptom status before teaching clients. The instructor will need to consider: If they or their client or family members fall into higher risk groups.	An infected instructor may pass on the virus to a client	Clients	<ul style="list-style-type: none">• If an instructor has had any symptoms of the virus within the last 7 days or has been in contact with someone who has within the last 14 days, they must not give lessons to clients• In line with the Gov guidelines.

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Task 2

Task 2	Hazard Identified	People at Risk	Control Measures
Communication with the client before lessons	An infected client may pass on the virus to an instructor	Instructors and clients	<ul style="list-style-type: none">• Before leaving call/text any symptoms of the virus within the last 7 days or been in contact with anyone showing symptoms within the last 14 days. If this is the case the lesson must be cancelled.• Wash their hands for at least 20 seconds, immediately before leaving the house. If they want to wear disposable gloves, put them on just before getting into the car.• Client to wear clothing that is suitable and covers as much of them as possible, including arms and legs.• Instructors and Clients should consider using the government contact tracing App when available.



Task 3	Hazard Identified	People at Risk	Control Measures
Lesson Preparation	An unsanitised car may lead to a client or instructor becoming infected with the virus	Instructors and clients	<ul style="list-style-type: none">• Before/after each lesson & last lesson of the day, instructors must clean down door handles inside and out, windows and mirror controls, seat and head restraints, seatbelt and its connection, gear lever, steering wheel, indicator and wiper stalks, car keys and training resources.• Instructors must clean hands with sanitiser, or soap and water where possible before each lesson but not go into the client's house to do this.• Beaded seat covers that are difficult to clean between lessons should be avoided.





Task 3	Hazard Identified	People at Risk	Control Measures
Lesson Preparation	<p>Lack of available correct PPE and equipment in the car may lead to a client or instructor becoming infected with the virus</p> <p>Unsuitable clothing that does not cover the body may lead to the instructor becoming infected with the virus</p>	Instructors and clients	<ul style="list-style-type: none">• Hand sanitiser must be available as the instructor must clean their hands as frequently as they can.• Antibacterial wipes or spray (check they also say virus) should be used to clean down the car between lessons.• Household disinfectant can also be used.• A supply of disposable bin bags must be kept in the car, all wipes/tissues must be put in the bin bag. The bin bag must be changed after each lesson and disposed of responsibly.• Gloves and masks kept in the car for clients before they enter the vehicle.• Plastic face visors/plastic screen dividers should not be used as they could impede the instructor's and client's ability to communicate. Could also be dangerous if they mist up or if an airbag is deployed, and they may be regarded as an adaptation to the vehicle.• The instructor should wear clothing that is suitable and covers as much of their body as possible, including arms and legs.

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Task 4



Task 4	Hazard Identified	People at Risk	Control Measures
Face to face contact between the driving instructor and pupil outside of the car before each lesson	The virus could be passed between the instructor and the client	Instructors and clients	<ul style="list-style-type: none">• Meet the client by the vehicle and not at their front door.• Don't let the client get into the car straight away but have a conversation with them at least 2 metres away.• The instructor must not shake the client's hand.• Assess whether the client is well enough to start the lesson and if any symptoms occur, the lesson must be immediately cancelled until the client has recovered fully. Note the date.

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Task 4 cont.

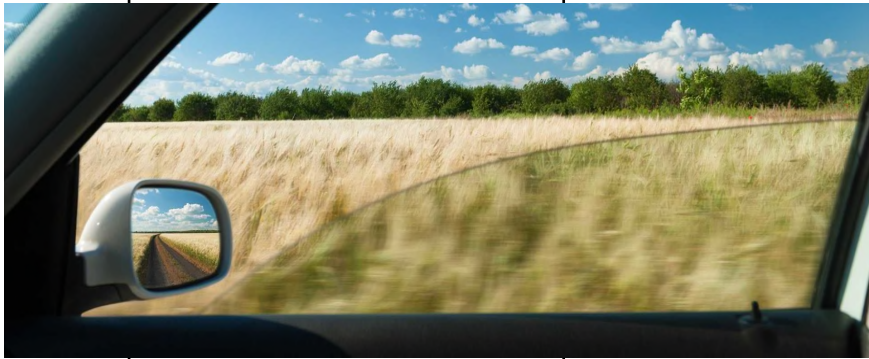
Task 4	Hazard Identified	People at Risk	Control Measures
Face to face contact between the driving instructor and pupil outside of the car before each lesson	The virus could be passed between the instructor and the client	Instructors and clients	<ul style="list-style-type: none">• Ask the client if they have washed their hands. If not provide the client with hand sanitiser ensuring they sanitise their hands before entering the car.• Explain to the client they have cleaned their hands, so should avoid touching their face and hands.• Explain to the client how the car has been sanitised. Explain the safe controls which must be followed during the lesson.



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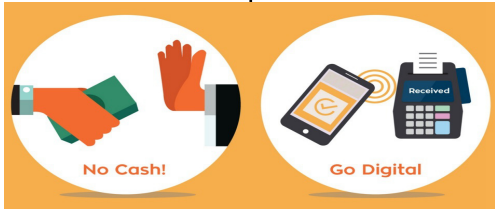
Task 5

Task 5	Hazard Identified	People at Risk	Control Measures
During The lesson	The virus could be passed between the instructor and the client	Instructors and Clients	<ul style="list-style-type: none">• Don't shake hands or share visual aids/pens etc. minimize contact for safety.• Car windows down as much as possible for ventilation. Extra clothing may be needed.• Avoid using air conditioning if possible, if it is used don't set it to recirculate.• Client's parents, guardians or friends, must not sit in on the lesson.• Don't handle the client's licence. If needs to be checked, client should hold licence up.• Disposable gloves may be worn, but still need to wash their hands/surfaces/controls and clean down. Some people have latex allergy so the instructor must check this with their clients.• Disposable gloves must be changed after each lesson.• If disposable face masks are used, they must be changed frequently and disposed of safely/responsibly. Cloth face masks or coverings must be washed at least daily and at 60 degrees centigrade and above.• Follow Gov guidelines on disposal.



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Task 5 cont.

Task 5	Hazard Identified	People at Risk	Control Measures
During The lesson	<p>The virus could be passed between the instructor and the client</p>  	Instructors and Clients	<ul style="list-style-type: none">• Visual aids/training resources should be held by the instructor not passed to the client to hold and touch.• Writing should be done by the ADI and pens/other devices not be shared where possible.• If shared, they should be cleaned straight afterwards.• The instructor and client should avoid directly facing each other when discussing scenarios, it is safer to face forwards in the vehicle as they cannot maintain being 2 metres apart.• If using a demo drive/or taking action, wipe down the controls before/after.• Wherever possible give any brief notes digitally.• Where possible reduce the handling of cash and use electronic payments/receipts.• At the end of the lesson the instructor must not shake the client's hand.• Remind the client to wash their hands as soon as they get back into their house.• Remind client to inform you if feeling unwell/or have been in contact with anyone unwell.• Bin bag containing any wipes/tissues must be changed after each lesson and disposed of responsibly.



Task 6	Hazard Identified	People at Risk	Control Measures
Arriving home after the last lesson	Contaminated clothing may pass the virus into the instructor's home.	Instructors and families	<ul style="list-style-type: none">• Wash hands• Wash your clothing as soon as you have finished work for the day.• Shower/bath

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Task 7



Task 7	Hazard Identified	People at Risk	Control Measures
Lesson follow up	The client may have been infected with the virus since the last lesson and / or developed symptoms which could be passed on to the instructor	Instructors	<ul style="list-style-type: none">• In between lessons call/text check any symptoms within the last 7 days, if they have the lesson must be cancelled.• Check if been in contact with anyone showing symptoms within the last 14 days the lesson must be cancelled.• Consider using the Track & Trace system when available.

ADIs can refer to the documents on the NASP website www.n-a-s-p.co.uk for more help.

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Task	Hazard Identified	People at Risk	Control Measures
Taking a client to test	The virus could be passed between the instructor, client and examiner.	Instructors, Clients, Examiners	<ul style="list-style-type: none">Allow time on arrival at the test centre to wipe down the examiners side of the vehicle, including seat and head restraint, seatbelt and its connection, the dashboard area and passenger door contact points.Explain to the client how the examiner will behave on arrival at the test centre and follow the guidance from the DVSA standard operating procedure for critical worker tests during Covid-19 (available on NASP website).