

RISK ASSESSMENT

Elite Driving Solutions
SARS-CoV-2 (Covid-19) additional assessment



<i>Relevant Publications/Pamphlets/Procedures</i>		<i>Assessor:</i>	Peter Glass ADI
See links to Gov't advice listed below		<i>Date of Assessment:</i>	03/07/2020
		<i>Review Date:</i>	Daily

Information: This risk assessment is to be read through completely.

Introduction: Elite Driving Solutions (EDS) will endeavour to comply with the latest Government advice on Coronavirus (Covid-19) at all times and these operating procedures are based on Public Health England (PHE) guidance. The Health and Safety Executive (HSE) is the enforcing authority for PHE guidelines. EDS will endeavour to ensure the protection of themselves and customers and minimise the risk of the spread of infection. The health and safety requirements of any activity must not be compromised and if an activity cannot be undertaken safely then it should not take place.

Links to Government advice:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

<https://assets.publishing.service.gov.uk/media/5eb96cd6d3bf7f5d3a907e58/working-safely-during-covid-19-vehicles-240620.pdf>

Guidance and risk assessment based on best advice currently available from reliable sources including but not limited to:

- www.gov.uk
- the Driver and Vehicle Standards Agency (DVSA) and
- National Associations Strategic Partnership (NASP).

This risk assessment is to be updated as scientific advice and guidance is updated.

	Hazard	Hazards Identified	Controls	Risk Level	Additional Controls	Residual Risk Level
1	Social Distancing	Outside vehicle	Outside the vehicle, a social distance of 2m minimum will be adhered to. Instructors will not collect students at the door or enter the house of any student, but may text their arrival if needed. Initial meeting will take place outside the vehicle and an initial assessment of suitability for the lesson will take place before entering the vehicle. Students should be prepared for this and dress accordingly.	MEDIUM		
2	Social Distancing	Inside Vehicle	Current advice is for a 2m distance or 1m+ if this is not possible. This is NOT POSSIBLE in a vehicle. Distancing will be under 1m. Government advice suggests that in these cases, face coverings should be used, but also suggests that these have little effect on safety. However, face coverings will be worn at all times in the vehicle by all parties. <i>see section 13 - Hygiene - respiratory</i>	HIGH	Windows open whenever reasonable. Face forward whenever possible. Breaks outside vehicle as needed.	HIGH
3	Symptoms	Instructor	<i>Following current government advice:</i> If any symptoms show, all lessons will be cancelled immediately and the instructor will self isolate for 7 days or until a negative Covid test result is obtained. If anyone in the instructors household is exhibiting symptoms or has a positive test, or if the instructor has any reason to think that they have been exposed to the virus, they will self isolate for 14 days or until a negative test result is obtained. Instructors will make all reasonable efforts to not expose themselves to undue risk.	MEDIUM		
4	Symptoms	Learner	<i>Following current government advice:</i> If students show any symptoms, they MUST cancel all lessons immediately and self isolate for 7 days or until a negative Covid test result is obtained. If anyone in the students household is exhibiting symptoms or has a positive test, or have has any reason to think that they have been exposed to the virus, they must self isolate for 14 days or until a negative test result is obtained. Students should make all reasonable efforts to not expose themselves to undue risk between lessons, and lessons may be refused if we feel that this is not the case.	MEDIUM		

5	Symptoms	During lesson	In the event that either party starts to exhibit symptoms during a lesson, the lesson MUST be terminated at the earliest safe opportunity. If possible, both parties will exit the vehicle and socially distance. If reasonable, the student will attempt to obtain a lift home from another driver in their social bubble, or make their own way back home. If this is not possible, the instructor will take them back home as safely as possible. Both parties should then behave as if they may have been exposed.	MEDIUM		
6	Vulnerable Students	Shielding	Any students that are shielded (extremely clinically vulnerable), or any students that are living with someone that is shielding WILL NOT be able to attend driving lessons.	LOW		
7	Vulnerable Students	Vulnerable	Any vulnerable students or students that are living with someone that is classified as vulnerable will be able to take lessons on agreement with their instructor that they understand the risks involved, and accept that they are responsible for that risk. EDS does not accept any liability for a household member contracting Covid-19.	HIGH		
8	Hygiene	Vehicle	Before each lesson, the car MUST be cleaned on all touch surfaces with suitable antibacterial materials. Touch surfaces include but may not be limited to: <ul style="list-style-type: none"> • Steering wheel • Gear stick • Parking brake • Keys or ignition button • Door handles • Seat adjustments • Window controls • Light / Washer stalk controls • Mirror / Door mirror controls • Seatbelt and attachments 	HIGH		
9	Hygiene	Manual	Before lessons, all parties MUST wash hands for at least 20 seconds with soap and water, or with a suitable antibacterial gel if this is not possible. All parties should refrain from touching each other, themselves (especially face) and should keep body covered as much as possible. After lessons, parties should shower and wash clothes as soon as possible.	HIGH		


10	Hygiene	Manual - Learning materials	During lessons, all parties will take care not to spread the virus via any learning materials or any other items. Students MUST NOT handle any learning materials during the lesson. Instructors will not handle anything belonging to the student, including licence.	HIGH	Students to bring all needed items with them during lesson. Including pens.	MEDIUM
11	Hygiene	Manual - Gloves	Currently there is some dispute as to the effectiveness of wearing gloves with reducing the risk of transmission of Covid-19. If gloves are used, then suitable safety precautions in their use and disposal should be met.	MEDIUM		
12	Hygiene	Manual - Payment	All parties will be aware of the potential to spread infection by handling of cash. If possible, payment should be made via bank transfer. If cash payment is necessary, then instructors should make sure that the money is cleaned or not handled for 72 hours before use.	MEDIUM		
13	Hygiene	Respiratory	Face coverings will be worn inside the vehicle at all times Face covering will not need to be N95/KN95/FFP2 grade but will need to fit correctly and provide adequate droplet filtration and oxygen transmission. Face covering MUST NOT obscure vision or cause vision to be obscured by fogging spectacles. Washing and/or disposal of face coverings must be followed as per manufacturers instructions In the event that students cannot or will not wear a face covering, the ADI may cancel the lesson.	HIGH	Windows open whenever reasonable. Face forward whenever possible. Breaks outside vehicle as needed.	HIGH
14	Hygiene	Disposal of contaminates	Each car will have facilities available for disposal of any potentially contaminated material. Students will be responsible for disposing of their own PPE safely. Contaminated materials will be safely disposed of as frequently as reasonably possible.	MEDIUM		
15	PPE	Updates	As updates come to light about the best use of PPE, EDS will make best effort to update all students with new information. Students will be expected to follow any changes to these recommendations.	MEDIUM		

In the event of either instructor or any student becoming infected, current government / NHS advice for reporting and testing should be followed. If the instructor is advised that a student has tested positive, all other students that may have been infected will be advised.

While this risk assessment will be kept as up to date as possible, it is the responsibility of all parties involved to use the latest advice available.

Risk Rating Matrix	Likelihood		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Severity			
Fatality; major injury or illness causing long term disability (High)	HIGH	HIGH	MEDIUM
Injury or illness causing short term disability (Medium)	HIGH	MEDIUM	LOW
Other injury or illness (Low)	MEDIUM	LOW	LOW

Details of person responsible for carrying out this Risk Assessment / Review

CONTROLS	NAME (Print)	POST	DATE	SIGNATURE
Existing & Additional Controls Agreed	Peter Glass	ADI	03/07/20	
Additional Controls Implemented				