

Risk Assessment	Title: Driving Instructor's COVID-19		Date of Assessment: 14/06/20
	Assessed by: Rob Cooling		Date of Next Review: 14/06/21 or following changes that will affect the assessment
Task	Hazard Identified	People at Risk	Control Measures
Instructor considers whether they, the clients and any of each of their 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	If anyone is at high risk from coronavirus, they should have received a letter from the NHS. 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). Government update 31/05/20: "People who are shielding remain vulnerable and should continue to take precautions but can now leave their home if they wish, as long as they are able to maintain strict social distancing. If you choose to spend time outdoors, this can be with members of your own household. If you live alone, you can spend time outdoors with one person from another household. Ideally, this should be the same person each time. If you do go out, you should take extra care to minimise contact with others by keeping 2 metres apart. This guidance will be kept under regular review."  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 or medicine, or exercising once a day. Government update 31/05/20: "You should take particular care to minimise contact with others outside your household."
The instructor considers their own symptom status before teaching clients	An infected instructor may pass on the virus to a client.	Clients	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.
Communication with the client before lessons.	An infected client may pass on the virus to an instructor.	Instructors and clients	Before the instructor leaves to collect the client for a lesson they should call or text them to establish if they have had any symptoms of the virus within the last 7 days or if they have been in contact with anyone that is showing symptoms or has been doing so within the last 14 days. If this is the case the lesson must be cancelled.  Remind them to wash their hands for at least 20 seconds, in line with Government guidance, immediately before leaving the house for their lesson. If they want to wear disposable gloves, to put them on just before getting into the car  Instructors and Clients should consider using the NHS Test and Trace App.
Lesson preparation.	An unsanitised car may lead to a client or instructor becoming infected with the virus.	Instructors and clients	Before each lesson and after the 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 their hands with hand 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.
	Lack of available correct PPE and equipment in the car may lead to a client or instructor becoming infected with the virus.	Instructors and clients	It is essential that there is hand sanitiser available in the car 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 and all wipes and tissues must be put in the bin bag. The bin bag must be changed after each lesson and disposed of responsibly.  A supply of both gloves and masks should be kept in the car to offer to the client before they enter the vehicle.  Plastic face visors or plastic screen dividers between the instructor and the client should not be used as they could impede the instructor's and client's ability to communicate with each other. They could also be dangerous if they mist up or an airbag is deployed and they may be regarded as an adaptation to the vehicle.
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	The instructor must arrange to meet the client by the vehicle and not at their front door.  The instructor must not 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 clients hand.  The instructor must assess whether the client is well enough to start the lesson and if they notice any symptoms, the lessons must be immediately cancelled until the client has recovered fully.  The instructor must ask the client if they have washed their hands. If they have not the instructor must provide the client with hand sanitiser ensuring they sanitise their hands before entering the car.  The instructor must explain to the client that they have just cleaned their hands with hand sanitizer, or soap and water where possible and that they should both avoid touching their face and hands.  The instructor must explain to the client how the car has been sanitised correctly and then also explain the safe controls which must be followed during the lesson.
During the lesson	The virus could be passed between the instructor and the client through physical contact.	Instructors and clients	The instructor must not shake the clients hand or share visual aids, pens etc. with them and must minimise contact with them for safety.  The instructor must not handle the clients licence. If the licence needs to be checked the client should hold licence up for the instructor to see it.  Visual aids and any training resources should be held up by the instructor and not passed to the client to hold and touch.  Writing should be done by the ADI and pens or other devices should not be shared where possible. If they are shared they should be cleaned with anti-bac wipes straight afterwards.  The instructor should consider wherever possible giving any brief notes digitally.  The instructor should consider wherever possible reducing the handling of cash and use electronic payments and receipts  At the end of the lesson the instructor must not shake the clients hand.
	The virus could be passed between the instructor and client because of their close proximity whilst not being able to maintain 2 meters distance.	Instructors and clients	The car windows must be down as much as possible during the lesson to allow for ventilation. The client must be told to wrap up warm as it might be cooler in the car.  Avoid using the air conditioning if possible however if it is used don't set it to recirculate  Face masks can be worn.  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.
	Extra people in the car could increase the risk of passing on the virus	Instructors, Clients, Parents, Guardians, Friends	Clients parents, guardians or friends, must not sit in on the lesson.
	Lack of available correct PPE and equipment in the car may lead to a client or instructor becoming infected with the virus.	Instructors and clients	Disposable gloves may be worn by the instructor and client but they will still need to wash their hands and the surfaces and controls must have been cleaned down. Some people have a latex allergy so the instructor must check this with their clients.  Disposable gloves must be changed after each lesson.  Face masks or coverings can be worn by the instructor and client during the lesson.  If disposable face masks are used they must be changed frequently and disposed of safely and responsibly. Cloth face masks or coverings must be washed at least daily and at 60 degrees centigrade and above.
	An unsanitised car may lead to a client or instructor becoming infected with the virus.	Instructors and clients	If the instructor gives a demonstration drive they will need to wipe down the controls before and afterwards.  If the instructor has to touch the controls during the lesson the car must be pulled up at the earliest convenience and the controls must be wiped down. If the instructor and client touched hands as a results they must both sanitise their hands.
	The client may pass on the virus to friends and family after the lesson.	Clients friends and family	The instructor should remind the client to wash their hands as soon as they get back into their house.
Arriving home after the last lesson	Contaminated clothing may pass the virus into the instructor's home.	Instructors and family	The bin bag containing any wipes and tissues must be changed after each lesson and disposed of responsibly.  The instructor must wash their hands as soon as they get home, wash their clothes at 60C and the take a shower or bath.
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	Before each lesson call or text the client to check if they have had any symptoms of the virus within the last 7 days, if they have the lesson must be cancelled.  Also check if they have been in contact with anyone that is showing symptoms or has been doing so within the last 14 days the lesson must be cancelled.
Using the car for non-work purposes.	Possibility of passing on the virus to instructors friends and family.	Instructors friends and family	Before each lesson and after the 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.  Consider wherever possible to use your vehicle solely for work purposes and minimise allowing family in it if at all possible.
Taking a client to test	The virus could be passed between the instructor, client and examiner.	Instructors, Client, Examiners	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.  It may not be possible for both of you to enter the test centre waiting room.  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.  The instructor must not accompany the client on the test.