



COVID-19
Risk Assessment
ELLIS Driving School

COVID-19 Risk Assessment

Task 1	Hazard Identified	People at Risk	Control Measures
The instructor considers their own symptoms status before teaching pupils	An infected instructor may pass on the virus to a pupil	Pupils	If an instructor has had any symptoms of the virus within the last 10 days or has been in contact with someone who has within the last 14 days, they must not give lessons to pupils.

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Task 2	Hazard Identified	People at Risk	Control Measures
Communication with the pupil before lessons	An infected pupil may pass on the virus to an instructor	Instructors and pupils	<ul style="list-style-type: none">- On the night before driving lesson instructor to text pupil to check of any symptoms of the virus within the last 10 days or has pupil been in contact with anyone showing symptoms within the last 14 days. If this is the case the lesson must be cancelled.- Pupil to wash their hands for at least 20 seconds, immediately before leaving the house. If they want to wear disposable gloves, to put them on just before getting into the car.- Pupil to wear clothing that is suitable and covers as much of them as possible.- Instructors and pupils should consider using the contact tracing App

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Task 3	Hazard Identified	People at Risk	Control Measures
Lesson Preparation	An unsanitised car may lead to a pupil or instructor becoming infected with the virus	Instructors and pupils	<ul style="list-style-type: none">- Before / after each lesson & 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.- Instructors must clean hands with sanitiser, or soap and water where possible before each lesson but not go into the pupil's house to do this.

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Task 3 contd	Hazard Identified	People at Risk	Control Measures
Lesson Preparation	<p>Lack of available correct PPE and equipment in the car may lead to a pupil or instructor becoming infected with the virus</p> <p>Unsuitable clothing that does not cover the body may lead to the instructor becoming infected the virus</p>	Instructors and pupils	<ul style="list-style-type: none">- 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 pupils as an option before they enter the vehicle.- Plastic face visors / plastic screen dividers should not be used as they could impede the instructor's and pupils ability to communicate. Could also be dangerous if they mist up or if an airbag is deployed, and they may be regarded as an adaption to the vehicle.- The instructor should wear clothing that is suitable and covers as much of their body as possible.

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

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Task 5	Hazard Identified	People at Risk	Control Measures
During the lesson	The virus could be passed between the instructor and the pupil	Instructors and pupils	<ul style="list-style-type: none">- Don't shake hands or share visual aids / pens etc. Minimise contact for safety.- Car windows should be 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.- Pupils parents, guardians or friends, must not sit in on lessons.- Don't handle the pupils licence. If it needs to be checked the pupil should hold the licence up.- Disposable gloves may be worn, but still need to wash their hands / surfaces / controls and clean down. Some people may have a latex allergy so the instructor must check this with the pupils.- Disposable gloves must be changed after each lesson.

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Task 5 contd	Hazard Identified	People at Risk	Control Measures
During the lesson	The virus could be passed between the instructor and the pupil	Instructors and pupils	<ul style="list-style-type: none">- Face masks must be worn and they must be changed frequently and disposed of safely / responsibly. Cloth face masks or coverings must be washed daily at 60 degrees centigrade and above.- Visual aids / training resources should be held by the instructor not passed to the pupil 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 pupil 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 demonstrating controls wipe down before / after- Wherever possible give any brief notes digitally

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Task 5 contd	Hazard Identified	People at Risk	Control Measures
During the lesson	The virus could be passed between the instructor and the pupil	Instructors and pupils	<ul style="list-style-type: none">- Where possible reduce the handling of cash and use electronic payments / receipts- At the end of the lesson the instructor must not shake the pupils hand.- Remind the pupil to wash hands as soon as they get back into their house.- Bin bag containing any wipes / tissues must be changed after each lesson and disposed of responsibly.

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Task 6	Hazard Identified	People at Risk	Control Measures
Arriving home after the last lesson	Contaminated clothing may pass the virus into the instructors 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	Hazard Identified	People at Risk	Control Measures
Lesson follow up	The pupil 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">- On the night before pupils next driving lesson instructor to text pupil to check of any symptoms of the virus within the last 10 days or has pupil been in contact with anyone showing symptoms within the last 14 days. If this is the case the lesson must be cancelled.- Consider using the Track & Trace system when available.

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Task 8	Hazard Identified	People at Risk	Control Measures
Taking a pupil to test	The virus could be passed between the instructor, pupil and examiner.	Instructors, Pupils and 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 pupil 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).

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If anyone has any questions please contact

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